

Brunswick East Primary School Pandemic Policy

Purpose

This policy provides guidance for staff, students, and parents and ensures learning continuity for children during the disruption caused by pandemics such as the Coronavirus (COVID-19).

Scope

Brunswick East Primary School (BEPS) understands the importance of continuity of learning for its students and the importance of staff, students and families health and wellbeing during a pandemic. We will endeavour to continue building community connection and spirit during this time and find ways to enable parents and carers to share stories of home learning from their children.

BEPS will follow the Department of Education & Training (DET) School Operating Guidelines regarding pandemics/COVID 19.

<https://www2.education.vic.gov.au/pal/covid-19-school-operations/advice>

School closures are not a principal decision; they are made following instruction and advice from the Department of Health and Human Services (DHHS) and Department of Education and Training (DET).

For information on **COVID-19 Safe Plans** for Victorian government, schools refer to the OHSMS chapter on PAL: <https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/co>

DET has also published a range of resources to support schools during the COVID 19 pandemic;

<https://www2.education.vic.gov.au/pal/covid-19-school-operations/advice>

Policy

Communication

Compass will be the primary source of official school communication during this time. There will also be updated on the BEPS website and from Learning Community (LC) advice via SeeSaw, Google Classroom and telephone.

Learning Plans

The Weekly Learning Plans will include independent tasks for Reading, Writing, Social and Personal Learning, Mathematics, Visual Arts, Music, Physical Education, Italian and Inquiry/Philosophy and will include:

- Reading and associated tasks aligned with the curriculum (e.g. comprehension, vocabulary building, online tasks, online books, etc.)
- writing (e.g. independent writing, writing prompts)
- Mathematics (e.g. Open-ended tasks, real-life experiences, assigned tasks or games).
- Social and Personal Learning (e.g. imaginative play, games etc.)
- Inquiry/ Philosophy: provision of a "spark", big idea, followed by questions and learning activities
- Specialist Subjects; Visual Art, Music, Physical Education, Italian and Science. These may include active challenges, simple experiments, creating a dance/song, drawing, creating or making artworks, research subjects like sports rules/artistic styles/scientific discoveries, etc.).

Key responsibilities

School leaders will:

- provide whole school updates regularly through email and the BEPS website
- inform the community about any relevant health and wellbeing updates from DET, DHHS or relevant cases of COVID-19 in the school community
- make individual contact with families as required
- be in regular communication with staff via email, SMS or phone call
- provide key contacts for families and staff with regards to health and wellbeing
- be available for daily support and to read and respond to parent communication
- work to keep the community as connected and engaged as possible
- undertake self-directed and online Professional Learning.
- continue to demonstrate BEPS values

Teaching staff will:

- work on their regular working days
- provide regular learning programs and general information through email, SeeSaw and Google Classroom
- ensure learning is relevant and accessible for all families, identify students without internet access and communicate through phone calls and postal services
- connect individually with students and families as much as practicable through Google Classroom, SeeSaw, email or telephone

- communicate and collaborate with team members for curriculum planning, delivery and assessment
- respond to parent emails within two working days during regular working hour
- emergency emails should be sent to the Principal or Assistant Principal
- provide families with appropriate strategies to support academic, social and emotional learning
- undertake self-directed and online Professional Learning See Appendix 1; Professional Learning for Teachers
- check-in regularly with school leadership regarding teaching and learning, health and wellbeing, discuss issues or concerns
- continue to demonstrate BEPS school values

Education Support staff will:

- communicate and collaborate with team members for curriculum planning, delivery and assessment
- check-in regularly with Learning Community Teams regarding teaching and learning, health and wellbeing or to discuss issues or concerns
- communicate and support students they work with for their timetabled sessions via SeeSaw, Google classroom, email or post
- undertake online Professional Learning; see Appendix 2; *Professional Learning for Education Support Staff*.
- continue to demonstrate BEPS school values

Administration staff will:

- monitor the school email address and ensure emails are passed on promptly to teachers during regular working hours
- take phone calls during normal school hours through the temporary mobile phone number
- communicate with external providers regarding deliveries, school visitors, hirers and the broader community as required
- be available for HR, OH&S, Finance and other administrative support as practicable outside internal school infrastructure, e.g. reimbursements, payments, invoices etc.
- undertake online Professional Learning
- continue to demonstrate BEPS school values

Students will:

- complete learning tasks set by teachers in an appropriate way for their level of learning
- complete tasks that require feedback to teachers so that achievement can be monitored
- communicate any issues to parents or teachers as appropriate
- communicate with friends or peers where practicable
- where appropriate, find ways to creatively complete tasks (thinking outside the box) and, where practicable, sharing this with teachers and other students
- continue to demonstrate BEPS values

Parents /carers will:

- attempt to access learning regularly during regular school hours

- communicate with school leadership with high-level individual health and wellbeing concerns
- communicate with teachers about learning and general information as appropriate
- consider opportunities for community connection through a variety of platforms
- provide overall task direction to students and modify as appropriate
- allow students to complete tasks as independently as possible
- notify the Principal or Assistant Principal if there is an emergency
- continue to demonstrate BEPS school values

Drafted by	Brunswick East Primary School	Version Final
Principal signature		Scheduled review date < Oct 2021

Key Contacts

Brunswick East Primary School

School Email Address: Brunswick East Primary School brunswick.east.ps@edumail.vic.gov.au

School Phone Number: 9387 3361

Teaching Staff			
Prep	1/2/3 LCs	4/5/6 LCs	Specialist Team
Jenny, Vanessa and Kat and Jennifer trilc@beps.vic.edu.au ;	Laura, Steve Sarah and Rachel alvlc@beps.vic.edu.au ; Mark, Kristy and Julie; and Matt biclc@beps.vic.gov.au ; James and Bec; and Rachel tvlc@beps.vic.edu.au ;	Peter Aidan and Michael; and Matt inlc@beps.vic.gov.au ; Clare, Andrew, Belinda and Dean; Ulli snclc@beps.vic.edu.au ; Suzanne and Ollie; and Ulli orizlc@beps.vic.gov.au ;	The Arts Chloe & Sarah Italian: Enza & Mary PE: James Garden: Arwen curlc@beps.vic.gov.au
Education Support Staff			
Rachel, Matt, Jennifer and Ulli			
Administration Team			
Business Manager; Marianne			
Office Staff: Jenny and Wendy			
Library; Kerri			
Leadership Team			
Principal; Janet Di Pilla: di.pilla.janet.j@edumail.vic.gov.au			
Assistant Principal; Jill Howells; howells.jill.j@edumail.vic.gov.au			
Learning Specialists; Katie Backholer and Andrew Dabner			

Learning from Home: Further reading:

<https://www.education.vic.gov.au/school/teachers/teachingresources/Pages/coronavirus-home-learning.aspx?Redirect=1#link12>