

**From:** Lyneham High School

**Sent:** Friday, 15 October 2021 10:39 AM

**To:** Lyneham High School <LynehamHS@ed.act.edu.au>

**Subject:** Arrangements for Returning to School

Dear parent and carers,

As promised, I am writing with additional information about the return of students to our school campus.

I apologise in advance for the level of detail and length of this email. As you can appreciate, it's necessary to ensure that families understand the way that the school is managing COVID risk. You will also appreciate that arrangements will need to evolve over time. To address these points, we have developed a ["Returning to School" site](#) that provides an easily accessible version of the detail in this email. The site will be updated as arrangements change.

As part of their orientation for returning to school, students will also be emailed the ["Returning to School" site](#) link, and teachers will be hosting a student induction during their first lesson back on site.

Before going into the detail, here's a reminder about the dates for our phased return:

<b>Commencing 25 October</b> <b>(Week 4)</b>	·	Years 9 and 10
<b>Commencing 1 November</b> <b>(Week 5)</b>	·	Years 7 and 8
<i>From weeks 1 to 4 of term, onsite supervision and care continues to be available for vulnerable children and young people whose parents are essential workers.</i>		

Drawing on national and local health advice we have developed a return to school plan which has three key priorities:

- the health and safety of staff and young people,

- the mental and emotional well-being of students and staff, and
- ensuring continuity of learning.

Below is an outline of [ACT Health Guidelines](#) that schools are required to implement to ensure effective COVID-19 measures are in place:

<p><b>Use of Check in CBR app</b></p>	<p>All staff and visitors must check in using the 'Check in CBR' app.</p> <p>Parents and carers cannot enter school grounds except for an essential reason.</p> <p>Visitors must call to make an appointment, or in advance of attendance.</p> <p>All visitors must report to the front office.</p>
<p><b>Student illness</b></p>	<p>Staff and students who are unwell are not able to attend school.</p> <p>Students who present unwell will be required to go home.</p>
<p><b>Hygiene</b></p>	<p>Schools will maintain and promote appropriate hand hygiene and respiratory hygiene practices. Students will need to wash hands and use hand sanitisers throughout the day. Students will not be allowed to share food or drink.</p>

<b>Masks</b>	<p>Staff, visitors, and students in years 7-10 must wear a face mask on campus. Masks may not be suitable for students with a disability or medical condition and schools will make allowances for those students not to wear masks. If your child is unable to wear a face mask, you are required to notify the school prior to your child attending school.</p> <p>Students will be required to wear their personal masks and are encouraged to source sustainable, approved fabric masks that are washed every day.</p> <p>Scarves, bandanas or other non-approved face coverings do not classify as a mask at school.</p> <p>Single use disposable masks will be available at the front office for those who require them. Disposable masks need to be changed every four hours. Locked and lidded disposal bins for masks are located in the canteen area.</p> <p>Masks must be worn properly, covering the mouth and nose of the wearer. The mask should fit securely around your face to provide protection against infection.</p> <p>For the safety of everyone at school, parents/carers will be contacted if their child refuses to comply with this public health requirement and asked to immediately remove their child from the school premises.</p>
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**Physical Distancing**

Physical distancing between children and young people is not always possible, particularly in single classrooms and school environments. However, it is important for limiting the transmission of COVID 19.

Students are encouraged to physically distance from each other and from staff where possible.

To limit unnecessary interactions, Lyneham High have made changes to our timetable and other measures to promote distancing and limit mixing of cohorts of students inside the building and on the playground.

To minimise congestion in corridors and stairs during transitions between lessons and general movement within the building, we ask staff and students to [follow the People Movement guidelines](#) below:

- Use stairs at the southern (library) end of each corridor when ascending from the Ground Floor upstairs to the First Floor.
- Use stairs at the northern (canteen) end of each corridor when descending from the First Floor downstairs to the Ground Floor.

There will be signs up around the school directing movement within the building and in the stairwells in a one-way direction as much as possible.

A five-minute transition time has been added between periods 1&2 and periods 3&4 to give students and staff more time to avoid crowding and adhere to the movement guidelines.

Cancelling extra-curricular activities that bring together students from multiple year groups or will involve large gatherings particularly if indoors (e.g. whole school assemblies, after school clubs, contact sports, etc).

All adults on our school site must maintain physical distancing between themselves and other adults. Density quotients of one person per four square metres apply in non-student areas (e.g. staffrooms, meeting rooms, offices).

<p><b>Environmental cleaning</b></p>	<p>Our school cleaning program includes regular cleaning and sanitising of high touch services, frequently used objects, and shared equipment throughout the school day.</p> <p>Daily and weekly cleaning plans provide for systematic cleaning and sanitising of work surfaces and furniture (e.g. classroom desks and chairs).</p> <p>Cleaning of shared equipment in classes will also be undertaken.</p>
<p><b>Ventilation</b></p>	<p>All schools have been assessed to increase fresh air circulation and this may involve changes to ventilation, modified HVAC system settings and maximising the use of outdoor learning spaces.</p> <p>Given Lyneham High's experience as an exposure location, we have worked closely with officers from the Infrastructure and Capital Works section to understand and review ventilation at our school. This has also included consultation with Work Health and Safety representatives.</p> <p>Measures to improve and maximise ventilation will include:</p> <ul style="list-style-type: none"> <li>● Windows being open in classrooms and corridors to provide fresh air and cross ventilation</li> <li>● Ceiling fans and split system air-conditioning units being turned on to promote air circulation</li> <li>● Classroom doors being open when classes are operating</li> <li>● External doors being left open to provide ventilation to common areas and corridors</li> <li>● Air ventilation units being left on where possible</li> </ul> <p>Due to the implementation of these measures across all areas of the school building, staff and students should ensure they come prepared for cold conditions that may result from opening up the school and maximising air circulation.</p>
<p><b>Managing suspected cases</b></p>	<p>We are prepared to respond to a positive COVID-19 case on campus, should the need arise. ACT Health will provide direction to the school and community, which may result in a full or partial school closure. A student who presents with symptoms of COVID-19 will be isolated with suitable supervision, and parents will be required to collect their child immediately.</p>

<p><b>Will schools have routine testing for COVID-19?</b></p>	<p>Anyone with COVID-19 symptoms should get tested immediately. ACT Health is not recommending routine COVID-19 testing of children, young people</p> <p>or staff using rapid antigen testing.</p>
<p><b>Wellbeing supports</b></p>	<p>Wellbeing and learning supports, such as face to face appointments with the school psychologist or Student Support Team will recommence with the return to school.</p> <p>For parents and carers of students with a medical vulnerability: if you wish the school to make reasonable adjustments for the safe return of your child, you must consult a GP (General Practitioner) and provide medical advice to that effect. Where adjustments cannot be made, the school will support your child to learn from home.</p> <p>Please contact the school if you require special supports for your child.</p>

To further support the ACT Health Guidelines our school is also making the following adjustments:

<p><b>Start and end of the school day</b></p>	<p>Where possible, we encourage parents not to drop their child(ren) off at school prior to 8.30am.</p> <p>Before school, students must remain outside the building until the bell rings at 8.55am. If students arrive at school before 8.55am, they must stay within the designated playground areas for their cohort (i.e. 7/8 or 9/10).</p> <p>After the bell, students should enter the building and go straight to the first lesson of the day. As per the modified timetable, there will be no Home Group first thing in the morning.</p> <p>If before school starts it is raining or there are extreme weather conditions, students will be directed to the allocated wet weather area for their year group cohort.</p> <p>Students will finish school at 3.00pm and are to leave the school grounds immediately.</p> <p>Students who ride to school should continue to use the bike compound to secure their bike during the day. Both gates to the bike compound will be opened in the morning and afternoon to provide maximum access. Students should be patient and avoid crowding within the bike compound during busy times at the start and end of the day.</p>
<p><b>Hygiene routines</b></p>	<p>Hand sanitiser will be available in every classroom and at strategic points around the school corridors (including new non-touch auto dispensers).</p> <p>Several classrooms have sinks with hand wash facilities. Upon entry to these classrooms students will be asked to wash their hands before the commencement of class.</p> <p>Water bubblers have been closed. Students are strongly encouraged to bring their own drink bottle to fill from the water re-fill stations located around the school.</p>

## Teaching and learning

There is a [modified timetable](#) for the period until the end of the 2021 school year.

During learning time, all classes in Years 7 & 8 and all core classes in Years 9 & 10 are single cohort with no mixing of students between year groups. Years 9 & 10 elective classes can be either single cohort classes or may be a combination of Years 9 & 10 students within a class in some learning areas.

We have removed the daily Home Group session to reduce transitions and movement of students and staff within the building.

Additional transition time between classes has been added to the timetable between Periods 1&2 and Periods 3&4 to give students and staff more time to avoid crowding and adhere to the movement guidelines.

Time in each class will be minimally impacted by these changes.

Once at-school face-to-face classroom learning has resumed for each cohort group (years 9&10 followed by years 7&8 in the phased return to school), teachers will not continue to deliver remote learning. Teachers will be using Google Classroom to post accessible work for students who might continue to work from home and to enable assessment at the end of the semester.

Additional resources for students working from home are available at:

- Lyneham HS Lenni site:  
<https://sites.google.com/ed.act.edu.au/lhslenni/home>
- The Education Directorate remote learning resources:  
<https://www.education.act.gov.au/schooling/learning-resource-library>

<p><b>Break times</b></p>	<p>All students will be located outdoors during break times in fine weather, including cold weather.</p> <p>The outdoor courtyards and playground areas have been allocated to either the Years 9 &amp; 10 cohort or the Years 7 &amp; 8 cohort. <a href="#">Refer map</a> on the Return to School site. Each cohort has a mix of spaces for students to sit out in the fresh air and sunshine, find some shade under the trees or shade sails, enjoy the quiet space in the internal quad, play handball, basketball or futsal on the outdoor courts or play active non-contact games and sports on their allocated oval.</p> <p>These allocated areas must be adhered to minimise the mixing of our junior and senior cohorts and reduce the possible spread of infection should we experience a positive case in our community.</p> <p>The library will not be open during break times.</p> <p>Students will not have access to facilities to heat food (e.g. microwaves) or obtain hot water in the Student Support areas.</p>
<p><b>Wet Weather</b></p>	<p>Should it be necessary to relocate students inside the building due to rain, smoke or extreme weather conditions, year group cohorts will be directed to their <a href="#">allocated areas</a>:</p> <ul style="list-style-type: none"> <li>● Years 9 &amp; 10 will be located in the ground floor corridors and limited capacity in the library.</li> <li>● Year 8 will be located in the upstairs corridors.</li> <li>● Year 7 will be located in the school hall and LPAC auditorium.</li> </ul> <p>All doors and windows will remain open to maximise ventilation. As a result, students are advised to come dressed appropriately for cold or inclement weather.</p>
<p><b>School Clubs</b></p>	<p>Unfortunately, it will not be possible to run after school clubs onsite. Some after-school clubs may continue to operate remotely/online.</p> <p>Some lunchtime clubs may continue to operate but will need to be relocated outside and will not be able to have a mix of students from the junior and senior cohorts.</p>

<p><b>School Canteen</b></p>	<p>The school canteen will be operating, but there will be no over the counter sale of food.</p> <p>Food will only be available for students who pre-order via this link: <a href="https://myschoolconnect.com.au/">https://myschoolconnect.com.au/</a></p> <p>Food pre-orders must be received before 11:00am each day.</p> <p>Collection of lunch orders will be via a single file queue system separating students into two cohorts at different windows of the canteen (7/8 &amp; 9/10).</p> <p>Once food orders have been collected, students will need to move outside the building to eat their food.</p>
<p><b>Food and Drink</b></p>	<p>We encourage all students to bring their own food to school.</p> <p>As outlined already, there is no capacity for students to heat food or gain access to hot water.</p> <p>Water bubblers have been closed. Students are strongly encouraged to bring their own drink bottle to fill from the water re-fill stations located around the school.</p> <p>Students cannot leave the school premises through the school day to access food or drink from nearby shops.</p>

We will continue to review and adjust these measures based on the most up to date advice from ACT Health.

Remember, all adults and children aged 12 years and above are eligible for vaccination. If your child is eligible but not yet vaccinated, we encourage you to book them in by calling the COVID-19 vaccination line on 5124 7700 daily between 7am-7pm. Bookings can also be made with some [GP clinics and pharmacies](#).

We understand that there has been considerable change and uncertainty for our students during the pandemic, and as we transition back to school. I would remind you that you and your child can book an appointment with our Telehealth Support Service on 02 6205 1559 between 9.00am and 4.30pm weekdays. With the return to school, your child will also be able to access our student support services, including access to our school psychologists.

For more information about the return to schools, I would recommend visiting the [Education Directorate's website](#), particularly including the [Frequently Asked Questions](#).

You can keep up to date with the latest health information, advice, and resources on the [ACT's COVID-19 website](#).

I would also like to take this opportunity to thank you for your support and understanding as we return to face-to-face schooling.

We look forward to seeing all our students back at school.

Kind regards,

**Rob Emanuel**

Rob Emanuel | Principal

**Phone: 02 6142 1176**

**Lyneham High School** | Education Directorate | ACT Government

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