



Northside Christian College  
Transforming Lives Through Christ and  
the Wonder of Learning



# Northside Christian College Return To School Guide



# Return to School

The return to on-site schooling will take place in three phases guided by the advice of the State Government. The phased approach will give the Victorian Chief Health Officer and the College, time to monitor and evaluate the effects that the phased return to school has on the increased movement of people and transmission within the community.

As detailed in previous correspondence, return to school will follow the dates below:

## Phase One: 25th May - 1st June 2020

- Prep - I and Year 12 students will return to school.
- Year 11 students enrolled in a Unit 3 or 4 subject will be required to attend on-site and engage in online learning when not in their VCE classes.
- All other Year levels (2 - 10) will continue learning from home.
- The College will continue to provide an on-site provision for children of essential workers, children in out-of-home care, children at risk of harm and vulnerable children including students with a disability in Years 2 - 10 until Monday 1st June.

## Phase Two: 1st June - 8th June 2020

- Years 2 - 6 and Year 11 students will return to school.
- Year 10 students enrolled in a Unit 1 or 2 subject will be required to attend on-site and engage in remote learning when not in their VCE classes.
- All other Years 7 - 9 will continue with remote learning from home until Tuesday 9th June 2020.
- The College will continue to provide an on-site provision for children of essential workers, children in out-of-home care, children at risk of harm and vulnerable children including students with a disability in Years 7 - 10 until Tuesday 9th June.

## Phase Three: From 9th June 2020

- All students will be at school for face-to-face learning.
- Year 7 - 10 students will learn within a modified timetabled program.



## Remote Learning

The College will not offer a Remote Learning Program as of Tuesday 9th June 2020; however, some elements of the Remote Learning Program will be incorporated into the Year 7 - 10 timetable for the remainder of Term 2.





# Learning on Campus



## Safety and Hygiene

The College will make every effort to ensure that the College is safe for parents, students and staff to work and learn.

The College will continue to follow advice provided by Victorian Department of Education and Department of Health and Human Services and the Australian Health Protection Principal Committee (AHPPC) regarding the operation of the College during the pandemic.

In order to effectively establish maximised safety and risk mitigation, new routines and guidelines will be established at the College. There will be a significant increase in hygiene practices for students as well as staff. Extensive signage reminding students and staff of physical distancing requirements where possible and the location of handwashing and hand-sanitising stations will be placed around the College and in each classroom.

The College increased cleaning of high-touch areas at the end of Term I. This will continue until further notice. Extended and increased cleaning of all frequently touched hard surfaces will be undertaken progressively throughout the day and at the end of each day, and will include, as a minimum, the disinfection of:

- Workstations and desks in the College
- Toilets and bathrooms
- Touch points, light switches, handrails, exit push buttons and door handles
- Play equipment

The College will have alcohol-based hand sanitiser in various locations of the College for student to access. All students will be required to sanitise their hands at the start of the day, after recess and after lunch. Cleaning hands also helps to reduce environmental contamination.

## Coronavirus Detection

While all measure will be taken to avoid infection, the reality is that clusters of infection may happen as the rules relating to social isolation are relaxed.

If Coronavirus contamination or a Coronavirus case is detected in the College:

- Every parent and employee must be informed immediately.
- The College will be shut down immediately.
- The College will contact the relevant departments and regulatory bodies and follow the advice and procedure.
- A registered industrial cleaning company will be brought in to do a comprehensive clean of the College to make sure it is virus-free.
- Students may be required to be tested for Coronavirus (COVID-19).
- The College may re-open only once these steps have been done.
- The College will follow the advice of the relevant health authority to make any necessary changes to these procedures.

## School Attendance

Following the advice of the state government, students are required to return to school. The best learning takes place in a classroom.

Students who are unwell **MUST** remain at home. It is an expectation that if a student is exhibiting any symptoms of being unwell parents will keep the child at home.

Parents or carers of children at school who are unwell will be contacted and asked to collect them as soon as possible. Students should not return to school until they are well and symptom free. Furthermore, if there is sickness within the family, all children should be also be kept at

home even if they themselves do not have any symptoms of illness.

Parents and carers of children and young people with complex medical needs are encouraged to consult their health practitioner on establishing a medical plan for attendance at school. The school will work with parents and carers and the student's health team to ensure they have an appropriate plan in place to support the student at school. Please contact Reception if your child will be absent for health or medical reasons.

If families elect not to send their child to school, the child must continue their learning from home. If students are working from home, please understand that teachers may not be able to respond to questions until after hours.

Where children are not at school, parents and carers are responsible for the child's learning, safety and wellbeing at home.

Physical distancing between students is increasingly difficult when at school. The College will implement procedures to encourage physical distancing between students.

Parents and siblings are not to come on site unless they are collecting a sick child from Reception or attending a pre-arranged meeting. Parents should not be gathering socially in groups at any time at the College.

## Uniforms

The College expects all students to be in full College winter uniform and appropriately presented upon returning to school.

Student who have sport during the day will be permitted to arrive and depart the College in their PE uniform to avoid large groups in changerooms.

## Parents on Site at the College

The College asks that parents phone the College for all non-urgent matters. Zoom meetings can be arranged with parents and guardians to discuss any matters relating to student progress or wellbeing.

Parents will be asked to remain in their cars during Pick up and Drop off times. There will be no play on the playground before or after school for students or siblings.

## Camps and Excursions

Activities such as camps, excursions and incursions will not be offered until current travel and social distancing restrictions are lifted.

## Private Music Lessons

Onsite music lessons will continue but will include additional physical distancing, instrument hygiene and hand hygiene as possible.

## Sports

Sporting programs within the College will continue with additional physical distancing where appropriate.

The College has added additional cleaning measures on all sporting equipment and hand hygiene stations within the College.

There is no CSEN or interschool sports for Term 2. There will also be no before or after school training squads during Term 2.

## Personal Hygiene

The College asks all parents to remind their children of the importance of hand hygiene and coughing etiquette.

Using soap and water is the most effective method of removing the virus from our hands. The soap breaks the outer layer of the virus. Wash for 20 seconds and dry thoroughly.

Students must bring water bottles to school. These can be refilled at the nominated filling stations.

## Mobile Phones

Mobile phones are regularly touched and breathed on. AHPPC advice is that use of mobile phones at school should be restricted. As a result, mobile phones are not allowed to be used at school during Term 2. Students who bring mobile phones to school must keep them in their bags/ lockers at all times

## Physical Distancing

The College workforce will be required to practice physical distancing, but on the advice by the Chief Health Officer, physical distancing is not considered necessary between students in the school setting. However, we do advise students to practice physical distancing as is practicable whilst at school.

## After School Care

Camp Australia will be operating as normal.

## Important Expectations for all Students

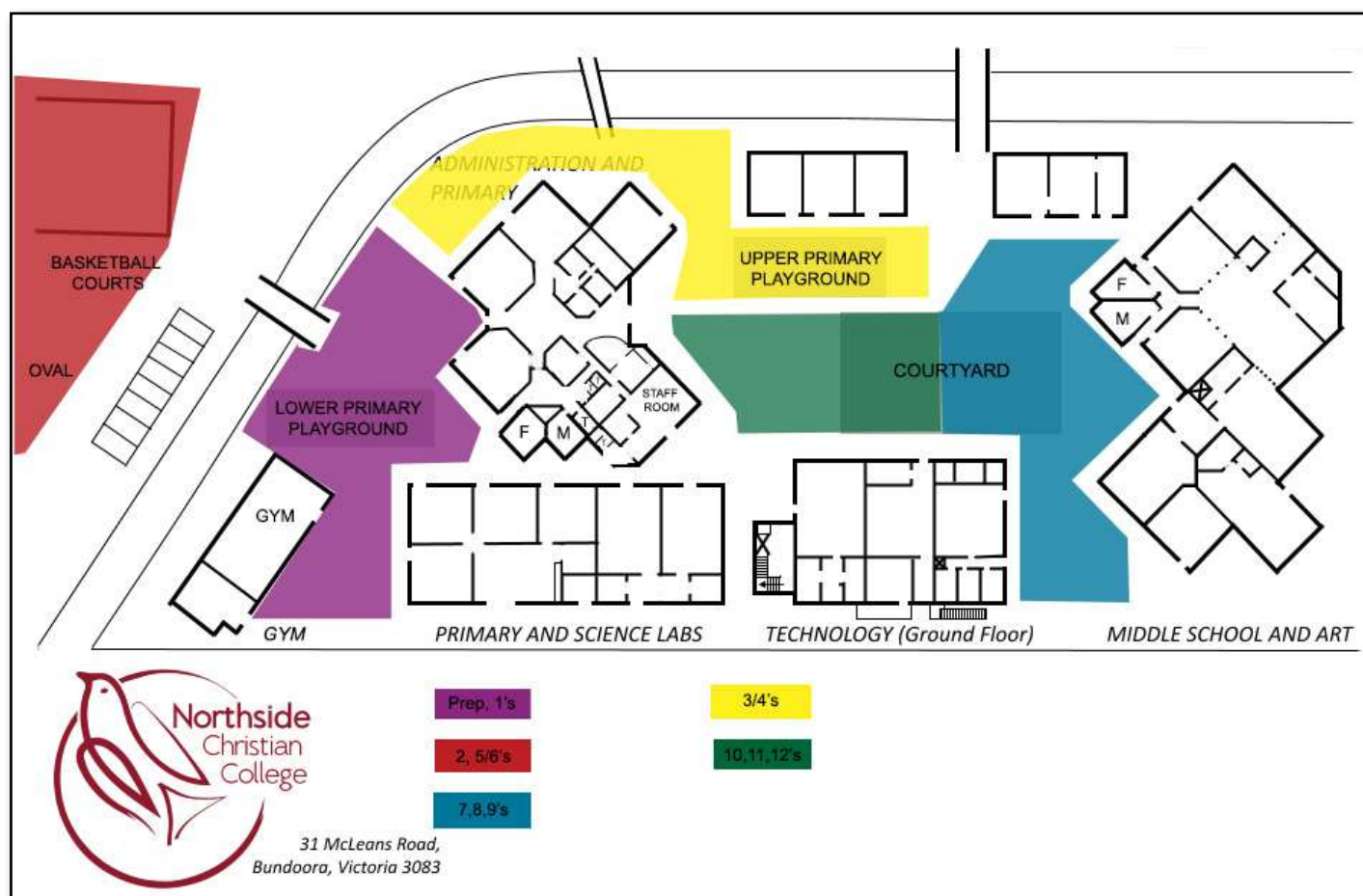
- ☐ Stay home if you are unwell
- ☐ If you start to feel unwell at school, speak to your teacher who will direct you to Reception
- ☐ No hugging or touching other students or staff
- ☐ No sharing of food or drinks
- ☐ Students to remain at arms-length distance from each other if possible
- ☐ Students to remain 1.5 metres away from staff
- ☐ Students are not to rearrange desks or College furniture
- ☐ Students must follow set rules and directions from staff for common areas, bathrooms and classrooms
- ☐ Cough/sneeze into your elbow or a tissue and dispose of tissues immediately
- ☐ Wash or sanitise hands after coughing, sneezing, bathroom visits and before eating
- ☐ Lockers are not to be shared with or be left accessible to other students



## Break Times

Recess and Lunch times will be as normally timetabled, but each year level will be zoned to different areas of the College grounds - [See related map](#).

Playground equipment can be used, however students should be directed to practice hand hygiene before and after use. Students will not be able to play on the playground before or after school.

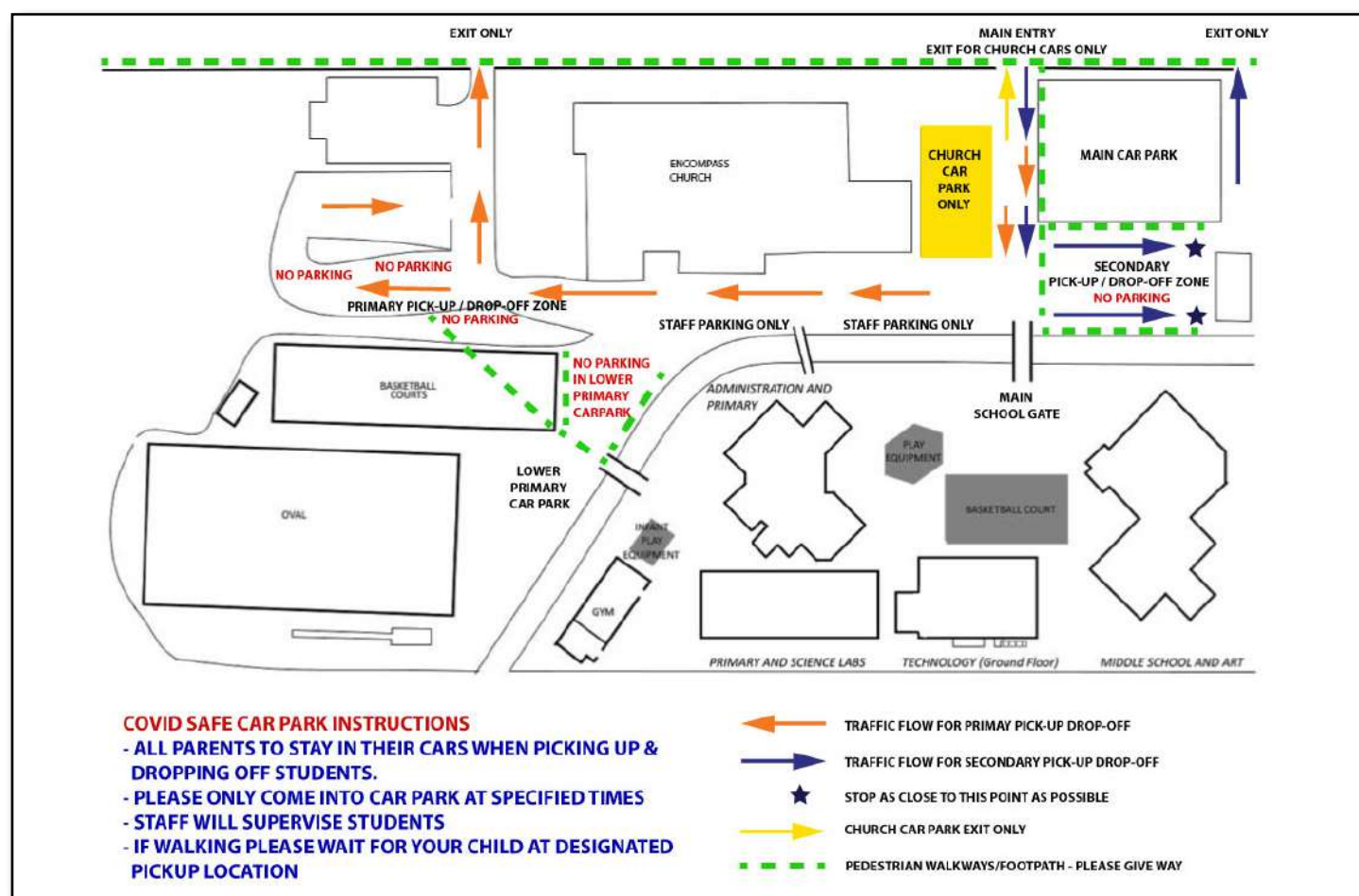




## Pick Up and Drop Off

- To help minimise the spread of COVID-19, parents are asked not to come onsite unless they are picking up a sick child from Reception or attending a pre-arranged meeting or appointment.
- All students must be picked up and dropped off via the designated Zones as detailed on the **COVID Safe Car Park Instructions map**.
- Dismissal/Pick up times will be staggered by House Teams:  
3:05 Courageous Conquerors;  
3:15 Noble Knights;  
3:25 Worthy Warriors.
- Parents are to come into the carpark at their allocated time. Please park slightly away from College Pick up Zones until it is your child's collection time. Parents will need to arrive promptly and leave as soon as they are able to. Parents are asked to be patient as there may be delays at times.

- Parents will use the Pick up/Drop off Zone of their oldest child to meet/drop off their children. Secondary students to use area to the east near the green shed and Primary students to use area behind Encompass church.
- Parents are to stay in their cars and wait for students to come to their cars. Parents are asked to display their child's surname in bold letters on their passenger side dash.
- Staff will supervise the areas but parents are urged to arrive promptly so as not to cause delays to staff and other parents.
- The Lower Primary Carpark will be closed to ensure student safety and assist with quick pick up routine.
- If walking or riding with your child, you are to meet them in the designated pick up areas based on their age at their designated pick up time.



# Key Contacts



Reception for General Enquiries

03 9467 2499

[ncc@ncc.vic.edu.au](mailto:ncc@ncc.vic.edu.au)

If your student is unwell and unable to complete the assigned learning tasks, please email:

[attendance@ncc.vic.edu.au](mailto:attendance@ncc.vic.edu.au)

Director of Primary School Learning

Mr Chris Simmons

[csimmons@ncc.vic.edu.au](mailto:csimmons@ncc.vic.edu.au)

Director of Middle School Learning

Ms Jo Westland

[jwestland@ncc.vic.edu.au](mailto:jwestland@ncc.vic.edu.au)

Director of Senior School Learning

Ms Lenna Waters

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Deputy Principal / Head of Secondary and Secondary Learning Support Co-ordinator

Mr Michael Bond

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Director of Teaching & Learning

Mrs Angela Eynaud

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INSPIRE Coordinator

Mrs Amy Horneman

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Head of Student Wellbeing

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College Chaplain

Mr Jared Stocks

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Upper Primary Co-ordinator and Primary Learning Support Co-ordinator

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Lower Primary Co-ordinator

Ms Olivia Natoli

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eLearning Co-ordinator

Mr Chris Gatt

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IT Manager

Mr Alister Smith

[asmith@ncc.vic.edu.au](mailto:asmith@ncc.vic.edu.au)

For any fee concerns, please contact the Finance Office:

03 9467 2499

[accounts@ncc.vic.edu.au](mailto:accounts@ncc.vic.edu.au)



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22nd May 2020

This Guide is intended to be useful in supporting students and families of Northside Christian College return to face-to-face learning.

Digital copies available at [www.ncc.vic.edu.au](http://www.ncc.vic.edu.au)