



PHASE 1:  
RETURNING TO CHS STUDENT  
HANDBOOK  
Q&A

## Phase 1: Return to School Procedures at CHS

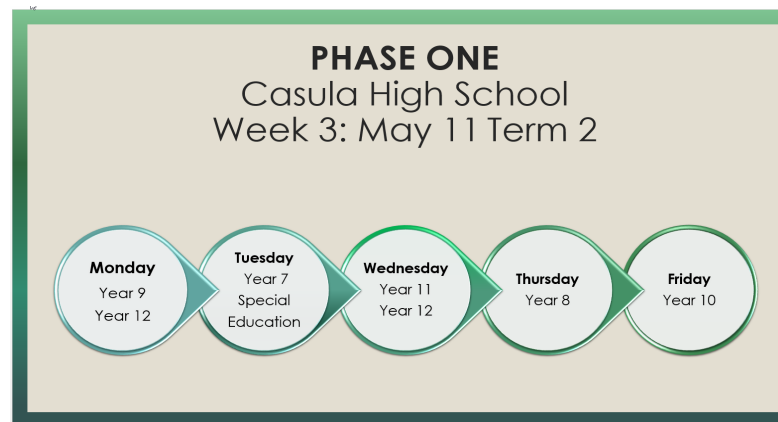
From Monday, Week 3, Term 2 (11<sup>th</sup> May, 2020) students at Casula High School will begin returning to school gradually 1 day per week (Year 12 two days) as a part of the NSW Department of Education's "Managed Return to School" Guidelines (see appendix 1).

### What will this look like?

Students will follow their normal online learning timetable each day. However, rooming will be different. Students 7-10 will be allocated to the same room each day.

The Phase 1 Student Schedule of attendance is as follows:

- Monday - Year 9 + Year 12
- Tuesday - Year 7 and Special Education
- Wednesday - Year 11 + Year 12
- Thursday - Year 8
- Friday - Year 10



*CHS Phase 1 Model*

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### My child is in the Support Unit, what days do they attend?

Your classroom teacher will be in touch to confirm the day;

- Tuesday

### What will my lessons look like?

When you attend, you will complete the same unit of work which has been prepared for online learning at home. Teachers will not be creating separate units of work for face to face delivery.

Classes will be divided into separate rooms based on surname as well as the number of students who attend and the size of the room. This is based on a 4sqm per student ratio. Classes might have up to three teachers throughout the day, so you may not see your regular classroom teacher. Rolls will be marked during all periods and at the beginning of the day at Period One.

Students in Years 7-11 will not be participating in any practical lessons. Students in Year 12 will be participating in practical lessons.

### What do I need to bring?

If you have a device, please make sure you bring your device and its charger as we do not have any spare devices or chargers for students in Years 7-10. In line with school policy you are not allowed to use mobile phones as a device. If you don't have a device, you will need to bring your books, pens and physical work package. Where possible, you are also encouraged to bring their own hand sanitiser.

### Are the buses running?

Yes, buses are running. Students need to promote social distancing where possible on buses. Students will be encouraged to physically distance when lining up and moving to the buses at the end of the day.

### Should I wear my uniform?

Yes. Full school uniform is compulsory. The uniform shop is currently open. It is starting to get colder, so be prepared.

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### Will the canteen be open?

Yes, however, we are not sure how many students will attend, so please ensure you pack some food in case. You are not to share food or drinks with other students.

### Will I be able to take my medication at school?

Students who have completed the necessary paperwork will still be able to take their required medication at school.

### How will I know what rooms to go to?

At the start of the day students will be issued a timetable with bell times. Students in 7-10 are staying in the same classroom throughout the day. Year 11 and 12 are to follow the timetable issued on the day.

### What's happening with assessment tasks?

All Preliminary and HSC students will be given updated assessment schedules during Week 3 of Term 2. Students completing major works will be supported by teachers on Wednesday afternoons.

### I haven't completed my HSC Minimum Standards Testing.

We will be continuing to coordinate this program at school, so don't worry, we will keep you updated.

### Do Year 12 students still have study periods?

Yes. You cannot leave until your last timetabled period of the day is finished. Study periods will continue for students in Year 12. Study periods will be supervised in the Excellence and Engagement Hub. Physical distancing will occur as well as the 4sqm per person ratio.

- Year 12 students who have major works are to stay until 3:00 pm on Wednesdays to work on Major Works. These are timetabled lessons.
- Year 12 students can approach teachers to work on major projects during the week on days they are not scheduled.
- Year 12 students who are not timetabled on lessons to complete major works can utilise the Excellence and Engagement Hub periods 5 and 6 or opt to go home at 12:20. Year 12 students who want to leave at 12:20 will need to sign out at the front office.

### What time do Year 11 finish on Wednesdays?

- Year 11 leave at 3:00pm on Wednesday afternoons. You have timetabled classes on Wednesday afternoons.

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### What will lunchtime and recess look like?

Limited playground areas will be available. Students will be required to social distance and will receive reminders over the speakers. Students will not be permitted to share sporting equipment.

As mentioned earlier, the canteen will be open. Students will be required to follow social distancing markings on the ground in the canteen areas.

Students will not be able to use the bubblers.

### Can I attend if I am unwell?

No. If you are unwell, stay home. If you come to school and are unwell, your parents, carers and emergency contacts will be called to collect you.

### What happens if my family decide it is best for me to stay home?

All students are encouraged to attend one day a week. Please contact the school to discuss with the Deputy Principal if there are concerns or questions. Remember you must contact the front office to let us know.

### What do I do each day to ensure I'm marked as present at school when I'm learning from home?

You need to complete the roll call activity in your google classroom as you log on for each lesson to indicate you are present and online for learning. For Year 7-10 this will occur through Skills and Communication Classroom. For Year 11 and 12 through the Communication Google Classroom.

### When will school return to normal?

We're not sure how long Phase 1 will continue for, but we will let you know as soon as we can! We are forward planning in preparation for the next phase. See the appendix below for each phase.

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NSW Department of Education

	PHASE 0	PHASE 1	PHASE 2	PHASE 3	PHASE 4
<p><b>At all times</b></p> <ul style="list-style-type: none"> <li>Schools are safe places for students, teachers and staff.</li> <li>All students engage with a single unit of work.</li> <li>Keep up-to-date with your school's communications to make sure you receive important messages about timetable changes.</li> <li>Any identified cases of COVID-19 will continue to be managed in line with health advice, including temporary school closures where necessary.</li> </ul> <p><b>Learning from home</b></p> <p>Practical resources and guides to support students are available at the department's <a href="#">Learning from home hub</a>.</p>	<p><b>Schools are open for families who need it.</b></p> <ul style="list-style-type: none"> <li>Families are encouraged to keep their children at home wherever possible, with no student to be turned away.</li> <li>Students who attend school are supervised only, not in their regular classes.</li> <li>No excursions or inter-school activities.</li> <li>Continued enhanced cleaning and hygiene supply arrangements.</li> </ul>	<p><b>Students at school at least one day per week.</b></p> <ul style="list-style-type: none"> <li>Schools have discretion for establishing which group attends on which day, with a preference to group siblings/families together.</li> <li>Families who need to send their child to school every day may continue to do so and no child will be turned away.</li> <li>Classes are split across different spaces and break times can be staggered.</li> <li>No excursions or inter-school activities.</li> <li>Continued enhanced cleaning and hygiene supply arrangements.</li> </ul>	<p><b>Students at school at least two days per week.</b></p> <ul style="list-style-type: none"> <li>Schools have discretion for establishing which group attends on which days, with a preference to group siblings/families together.</li> <li>Families who need to send their child to school every day may continue to do so and no child will be turned away.</li> <li>Classes are split across different spaces and break times can be staggered.</li> <li>No excursions or inter-school activities.</li> <li>Continued enhanced cleaning and hygiene supply arrangements.</li> </ul>	<p><b>Students at school five days per week, with social distancing measures.</b></p> <ul style="list-style-type: none"> <li>Students with increased health risks may continue to learn at home to suit their individual needs.</li> <li>Students remain in the same classroom for the day, break times can be staggered to reduce mixing between class groups.</li> <li>No excursions or inter-school activities.</li> <li>Continued enhanced cleaning and hygiene supply arrangements.</li> </ul>	<p><b>Students at school five days per week, with full school activities.</b></p> <ul style="list-style-type: none"> <li>Normal school breaks and entry/exit processes will resume.</li> <li>Infection control procedures will continue on a school by school basis.</li> <li>Communication to staff, students and families regarding NSW Health advice will continue.</li> <li>Continued communication to the Early Childhood Education sector regarding NSW Health Advice.</li> </ul>
	<p><b>You can now</b></p> <ul style="list-style-type: none"> <li>Send your child/children to school one day a week.</li> <li>You are encouraged to keep your child at home for the rest of the week wherever possible.</li> <li>Check with your school to see which day of the week your child/children should attend.</li> <li>Use the school canteen and uniform shop where appropriate hygiene measures are in place.</li> </ul>	<p><b>You can now</b></p> <ul style="list-style-type: none"> <li>Send your child/children to school two days a week.</li> <li>You are encouraged to keep your child at home for the rest of the week wherever possible.</li> <li>Check with your school to see which two days of the week your child/children should attend.</li> <li>Use the school canteen and uniform shop where appropriate hygiene measures are in place.</li> </ul>	<p><b>You can now</b></p> <ul style="list-style-type: none"> <li>Send your child/children to school every day.</li> <li>Access community services run on school sites, where they are not restricted by Public Health Orders.</li> <li>Use the school canteen and uniform shop where appropriate hygiene measures are in place.</li> <li>Walk your child/children into and out of school while maintaining social distancing.</li> </ul>	<p><b>You can now</b></p> <ul style="list-style-type: none"> <li>Send your child/children to school every day.</li> <li>Participate in school excursions and inter-school activities.</li> <li>Use playground equipment at schools.</li> <li>Drop your child/children off at school as you would normally do.</li> <li>Participate in school based activities such as volunteering in classes and assemblies.</li> <li>Use services that usually operate at your school like canteens and other community run activities.</li> </ul>	
<p><b>You must continue to</b></p> <ul style="list-style-type: none"> <li>Keep your child/children at home if possible.</li> <li>Support your child/children to continue learning at home.</li> <li>Communicate with your school via email and phone wherever possible.</li> <li>Follow the health advice and keep your child/children at home if they are unwell.</li> </ul>	<p><b>You must continue to</b></p> <ul style="list-style-type: none"> <li>Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.</li> <li>Maintain social distancing by avoiding gathering outside of school gates.</li> <li>Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.</li> <li>Support your child/children to continue learning at home on remote learning days.</li> <li>Communicate with your school via email and phone wherever possible.</li> <li>Follow the health advice and keep your child/children at home if they are unwell.</li> </ul>	<p><b>You must continue to</b></p> <ul style="list-style-type: none"> <li>Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.</li> <li>Maintain social distancing by avoiding gathering outside of school gates.</li> <li>Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.</li> <li>Support your child/children to continue learning at home on remote learning days.</li> <li>Communicate with your school via email and phone wherever possible.</li> <li>Follow the health advice and keep your child/children at home if they are unwell.</li> </ul>	<p><b>You must continue to</b></p> <ul style="list-style-type: none"> <li>Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.</li> <li>Maintain social distancing by avoiding gathering outside of school gates.</li> <li>Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.</li> <li>Support your child/children to continue to learn at home if they are required to learn remotely.</li> <li>Communicate with your school via email and phone wherever possible.</li> <li>Follow the health advice and keep your child/children at home if they are unwell.</li> </ul>		

A managed return to school

Guidelines for families



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Online Learning	General Hygiene	Classroom	Canteen	Playground	Office Area	Front of School
<p>S- Stay safe by only responding to posts from your teachers and not sharing private information</p> <p>H- Have high expectations by completing all set tasks, seeking feedback and being an active member of class</p> <p>A- Achieve your best by using online learning platforms for learning, not being social. Mobile phones cannot be used as devices in the classroom</p> <p>R- Respect the space you share with other people</p>	<p>Washing hands for 20 seconds with soap and water at regular intervals throughout the day, particularly before and after eating and after going to the toilet</p> <p>Placing used tissues straight into a bin</p> <p>Avoiding touching one's eyes, nose and mouth</p> <p>Not sharing food or drink</p> <p>Not sharing personal items such as mobile phones, pens and pencils etc.</p>	<p>You are to sanitize your hands upon entry and exit of all learning spaces.</p> <p>Stay seated in the same seat throughout all lessons</p> <p>Do not move furniture in the classroom.</p> <p>Stay 1.5 m apart to ensure safe physical distancing.</p> <p>Be respectful of everyone in your learning space</p> <p>Not sharing personal items such as devices, mobile phones,</p>	<p>Wash your hands before you line up at the canteen for recess or lunch.</p> <p>Line up at the crosses marked at the canteen to ensure physical distancing.</p> <p>Stay 1.5m apart as you line up.</p> <p>Respect the space of others in the line. If there is a full line wait respectfully in the lines behind the canteen.</p> <p>Once you have purchased your food move away from the canteen area.</p>	<p>Stay in bounds at all times</p> <p>Please ensure you are physically distancing at all times 1.5m apart</p> <p>Limit contact with other people in the playground</p> <p>No ball games are allowed</p> <p>No sharing of sporting Equipment</p> <p>Do not gather in large groups</p> <p>No contact activities are allowed.</p> <p>Do not use the bubblers to drink.</p>	<p>No more than two people in the front office area.</p> <p>Please ensure you line up at the marked areas</p> <p>If you are feeling unwell report to the front office area immediately and let the office staff know.</p> <p>Use the hand sanitizer as use enter and leave the office area.</p>	<p>Do not gather in large groups at the front of the school.</p> <p>Line up 1.5m apart as you wait to board the school bus</p> <p>Respect other student's space at the bus bay.</p> <p>Follow teacher's instructions</p>

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by being polite and communicate about your learning  P- Be prepared for learning by checking your classes and your timetable every day. You need to complete the roll call activity in your google classroom as you log on for each lesson to indicate you are present and online for learning. For Year 7-10 this will occur through Skills and Communication Classroom. For Year 11 and 12 through the Communication Google Classroom.	No physical contact when greeting people. Limit physical contact in the playground.  Refer to the posters displaying key messages relating to physical distancing, hygiene and mental health.  It is critical that any student who feels unwell does not attend school until they are well in order to minimise the spread of any virus	pens and pencils etc.	Follow teacher's instructions	Refill water bottles Do not share food or drink		
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