

# Return to School Procedures and Protocols



From **Monday, Week 3, Term 2** (May 11, 2020) students at Wee Waa High School will begin returning to school gradually 1 day per week (Year 12, 3 days) as part of the NSW Department of Education's "Managed Return to School" Guidelines (see back page).

## What will this look like?

Students will follow the remote learning timetable when onsite and at home.  
The Phase 1 Student Schedule of attendance is as follows:

Location	Day of the Week				
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Onsite at Wee Waa High School</b>	Year 12 Year 7 MC Class	Year 12 Year 8 MC Class	Year 12 Year 11	Year 10 Year 9	Year 12 students with Major Works including Timber, Visual Arts and Music as organised with teaching staff.
<b>Learning from Home</b>	Year 8 Year 9 Year 10 Year 11	Year 7 Year 9 Year 10 Year 11	Year 7 Year 8 Year 9 Year 10 MC Class	Year 7 Year 8 Year 11 Year 12	All Years Engaged in Learning from Home

## 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 depending on the number of students who attend and the size of the room. This is based on a 4sqm per student ratio.

## Can I participate in practical lessons?

Students in 7 - 10 will not be participating in any practical lessons. Students in Year 11 may participate in practical lessons, but this is the classroom teacher's decision. Students in Year 12 will be participating in practical lessons.

Students will be required to line up outside of their classroom, following the social distancing guidelines.

## What do I need to bring?

If you have a school computer, please bring it to school on your scheduled onsite day. If you don't have a device, you will need to bring your books, pens and physical hard copy work.

## **Do I need to attend roll call?**

Yes! Roll call will be held with your Year Advisor each morning. After rolls are marked, you will line up in your Period 1 class lines to determine class numbers and allocations of rooms for Period 1.

## **Can seniors leave after their last period?**

Yes, seniors can leave after their last timetabled period. They must sign out through the front office before leaving.

## **Should I wear my uniform?**

Yes, full school uniform is required. Contact the school if you need to purchase items.

## **Will the canteen be open?**

Yes, however, we are not sure how many students will attend, with a limited menu. Please order lunch by first break. Bring packed food and drink alternatively.

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

You will be told during roll call by your Year Advisor.

## **Will I be able to take my medication?**

Students who have completed the necessary paperwork will still be able to take their required medication at school. Our First Aid Officer will be present 5 days a week.

## **What's happening with assessment tasks?**

At this stage, all Year 7 - 10 assessment tasks have been put on hold. All Year 11 and 12 students will be given updated assessment schedules during Week 3 of Term 2. HSC assessment tasks will resume soon for most subjects. Students completing major works will be supported by teachers.

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

Mrs Drummond will be continuing to coordinate this program at school, so don't worry, she will find you!

## **Do Year 11 and 12 students still have study periods?**

Study periods will continue for students in Year 11 and 12. Study periods will be supervised in the library. Social distancing will occur as well as the 4sqm per person ratio. Year 12 students can approach teachers to work on major projects during study periods or on Fridays.

## **I am registered to receive hard copy work, can I collect it on the day I attend?**

Yes, you can pick up your hard copy work on your scheduled day during roll call from the front office. If you do not attend on your scheduled day, the package will be posted or ready to collect from the front office on the following school day.

## Can I hand in my hard copy work when I attend school?

Yes, hard copy work with a name clearly labelled on the front can be returned to the front office.

## What will lunchtime and recess look like?

Limited playground areas will be available. Students will be required to social distance and 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. If you are remote learning from home and are unwell, you still need to contact the front office to let us know.

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

That's fine. As long as you are engaging in online work through Google Classroom, Microsoft Teams or hard copy work packages, you will be marked as flexible attendance (not absent). Contact the front office to let us know.

## 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 or to be moved back into Phase 0. See the back page overleaf for each phase.



**WEE WAA**  
**HIGH SCHOOL**

*Strive for Excellence*

Purcell Ave, Wee Waa NSW 2388  
[www.weewaa-h.schools.nsw.gov.au](http://www.weewaa-h.schools.nsw.gov.au)  
Phone (02) 6795 4477

**PHASE 0**

**PHASE 1**

**PHASE 2**

**PHASE 3**

**PHASE 4**

**At all times**

- Schools are safe places for students, teachers and staff.
- All students engage with a single unit of work.
- Keep up-to-date with your school's communications to make sure you receive important messages about timetable changes.
- Any identified cases of COVID-19 will continue to be managed in line with health advice, including temporary school closures where necessary.

**Learning from home**

Practical resources and guides to support students are available at the department's [Learning from home hub](#).

**Schools are open for families who need it.**

- Families are encouraged to keep their children at home wherever possible, with no student to be turned away.
- Students who attend school are supervised only, not in their regular classes.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

**Students at school at least one day per week.**

- Schools have discretion for establishing which group attends on which day, with a preference to group siblings/families together.
- Families who need to send their child to school every day may continue to do so and no child will be turned away.
- Classes are split across different spaces and break times can be staggered.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

**Students at school at least two days per week.**

- Schools have discretion for establishing which group attends on which days, with a preference to group siblings/families together.
- Families who need to send their child to school every day may continue to do so and no child will be turned away.
- Classes are split across different spaces and break times can be staggered.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

**Students at school five days per week, with social distancing measures.**

- Students with increased health risks may continue to learn at home to suit their individual needs.
- Students remain in the same classroom for the day, break times can be staggered to reduce mixing between class groups.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

**Students at school five days per week, with full school activities.**

- Normal school breaks and entry/exit processes will resume.
- Infection control procedures will continue on a school by school basis.
- Communication to staff, students and families regarding NSW Health advice will continue.
- Continued communication to the Early Childhood Education sector regarding NSW Health Advice.

**You can now**

- Send your child/children to school one day a week.
- You are encouraged to keep your child at home for the rest of the week wherever possible.
- Check with your school to see which day of the week your child/children should attend.
- Use the school canteen and uniform shop where appropriate hygiene measures are in place.

**You can now**

- Send your child/children to school two days a week.
- You are encouraged to keep your child at home for the rest of the week wherever possible.
- Check with your school to see which two days of the week your child/children should attend.
- Use the school canteen and uniform shop where appropriate hygiene measures are in place.

**You can now**

- Send your child/children to school every day.
- Access community services run on school sites, where they are not restricted by Public Health Orders.
- Use the school canteen and uniform shop where appropriate hygiene measures are in place.
- Walk your child/children into and out of school while maintaining social distancing.

**You can now**

- Send your child/children to school every day.
- Participate in school excursions and inter-school activities.
- Use playground equipment at schools.
- Drop your child/children off at school as you would normally do.
- Participate in school based activities such as volunteering in classes and assemblies.
- Use services that usually operate at your school like canteens and other community run activities.

**You must continue to**

- Keep your child/children at home if possible.
- Support your child/children to continue learning at home.
- Communicate with your school via email and phone wherever possible.
- Follow the health advice and keep your child/children at home if they are unwell.

**You must continue to**

- 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.
- Maintain social distancing by avoiding gathering outside of school gates.
- Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.
- Support your child/children to continue learning at home on remote learning days.
- Communicate with your school via email and phone wherever possible.
- Follow the health advice and keep your child/children at home if they are unwell.

**You must continue to**

- 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.
- Maintain social distancing by avoiding gathering outside of school gates.
- Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.
- Support your child/children to continue learning at home on remote learning days.
- Communicate with your school via email and phone wherever possible.
- Follow the health advice and keep your child/children at home if they are unwell.

**You must continue to**

- 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.
- Maintain social distancing by avoiding gathering outside of school gates.
- Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.
- Support your child/children to continue to learn at home if they are required to learn remotely.
- Communicate with your school via email and phone wherever possible.
- Follow the health advice and keep your child/children at home if they are unwell.

A managed return to school

Guidelines for families