



EMPOWERING YOUNG MINDS

19 May 2020

Dear Parents

### Return to School Protocols

As you are aware, On Campus learning will resume shortly. Commencing 25 May we welcome ELC, Prep, Years 10, 11 and 12 and Years 1 and 2 on 26 May. On 9 June, all year levels will return to normal On Campus learning.

The Oakleigh Grammar Leadership Team is committed to creating an environment that ensures the health and safety of our students, staff and parents as well as meeting our broader obligations to assist to prevent the spread of COVID19 in the general community.

The following protocols have been developed to assist the smooth transition back to on site teaching and learning. Whilst we are able to offer a regular programme, we still need to ensure that social distancing and cleaning protocols are in place to minimise the risk of COVID19 transmission within our School. These protocols will remain in place until the Victorian Health authorities advise it is safe to resume regular interactions amongst staff and students.

### Parents

- Any child who is unwell must stay at home and not attend school.
- A student who presents unwell during the school day will be isolated and parents will be required to collect them.
- Students are to attend school in their winter uniform and all existing school rules and expectations will apply.
- Parents are requested to provide their children with their own water drink bottles.
- Parents are requested to provide their children with a personal hand sanitiser.
- Parents should reinforce established sanitary habits including regular hand washing for twenty seconds and coughing / sneezing into a tissue or into their elbow.
- Parents should remind their child that used tissues must be placed immediately in the bin.



### OAKLEIGH GRAMMAR

ABN: 32 337 676 694  
Address: 77-81 Willesden Road, Oakleigh Vic 3166  
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Correspondence to: PO Box 2120 Oakleigh Vic 3166  
CRICOS Registration Number: 03423G



### **Morning Drop Off**

- No parents are permitted to enter any School gate or be on campus unless they have a purpose at Reception.
- Junior School students will enter the School via Gates 1 and 6 only.
- Middle School and Senior School students will enter the School via Gate 2 only.
- Gates will be open at 8.20am. Early drop offs are to report to Gate 1.
- Please see the attached map for locations of Gates referred to in this letter.

### **Afternoon Pick Up**

- No parents are permitted to enter any School gate or be on campus unless they have a purpose at Reception.
- All gates will open at 3.20pm.
- Parents of Middle and Senior School students are requested to identify a meeting point at a location away from the Campus, such as Paddington or Euston Roads.
- Parents of Junior School students (Prep, Years 1 and 2) will pick up students from the gymnasium via Gate 4 on Bletchley Road.
- Junior School students (Years 3 to 5) can be picked up from Gate 1.

Please note that Junior School parents should pick up their youngest child first and then proceed to the next relevant gate. If a Middle or Senior School sibling is picking up a Junior School student, they should exit from Gate 2 and proceed to the relevant Gate for collection of their sibling.

***Access to the school yard per se, and indeed via Reception is prohibited to parents.***

### **Late Arrivals**

- Students who arrive after 8.45am must enter Reception one at a time and sign in as normal, unaccompanied by parents.

Key considerations under School protocol will be given to prevention of congestion and large gatherings, prioritisation of social distancing and proper hygiene practices to ensure that the health and wellbeing of all staff and students is at the fore.

I thank you for your understanding and ongoing support as we resume On Campus learning.

Yours sincerely



Mark Robertson

**Principal**

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAIC



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**Drop Off Access**

- Gates 1 and 6 JS students
- Gate 2: MS and SS students

**Pick Up Access**

- Gate 1: Years 3 - 5
- Gate 2: MS and SS students
- Gate 4: gymnasium Prep, Years 1 and 2
- Gate 6: closed

times from protocols

For MS and SS students families are requested to arrange a pick up away from the school

