

## COVID-19 UPDATE

24 March 2020

Dear Parents & Carers,

We are providing an update on the management plans we are putting in place around COVID-19.

We have been considering & planning for two scenarios outlined below:

- Scenario A – After the school holidays schools will be open, with the option provided by the Prime Minister for parents to choose not to send their children to school
- Scenario B – all schools are closed and learning will transition to on-line.

As a result we urgently need you to send the school an email if you DO NOT have access to the internet or access to enough devices for your children who are students at Pentland Primary School. Please e-mail us on [pentland.ps@edumail.vic.gov.au](mailto:pentland.ps@edumail.vic.gov.au) if either of these apply to your family.

### LEARNING PACKS:

In the event that Scenario A is the position we find ourselves in, that is schools are open with parent choice, it will be business as usual for those students who choose to attend. Parents who choose to keep their children at home will be provided with learning packs supported by on line resources. These learning packs will include a suggested timetable for learning at home as well as important guidelines for parents. The 1<sup>st</sup> pack will be available on Wednesday 15<sup>th</sup> April from the gym.

Collection Times will be as follows:

Surnames starting with A - G: 8.40am – 9.40am

Surnames starting with H – M: 9.40am – 10.40am

Surnames starting with N – S: 11.05am – 12.05pm

Surnames starting with T – Z: 12.05pm – 1.05pm.

Staff will be on hand to assist with the distribution. Please observe social distancing rules when waiting to collect packs.

## CHANGES TO PROCESSES/PROCEDURES:


In order to protect the health and safety of staff and students at Pentland Primary School we are asking all families to adhere to the following processes and procedures.

1. Drop off and pick up: we have reviewed our current procedure and are aware that some schools have closed their grounds to all parents. We have chosen not to implement this at this stage, please support us by following our new procedures. Please drop your children off at the front gate, parents of Foundation and Grade 1 students may walk their children to the classroom door but are not to enter the classroom. At school pick up please do not enter the school grounds until you hear the bell, collect your child/ren and leave the school grounds immediately.
2. Front office – the front office will no longer be accepting cash payments. Please pay using EFTPOS only (Tap) or via Bpay. Further information regarding Canteen is below. Please also observe our social distancing marks on the floor of the foyer. As requested previously, please keep contact visits to the front office to a minimum and call the office for all requests that can be handled over the phone instead. The school number is 5367 6080.
3. Canteen: Order forms including space for payments via cards will be sent home in the first week of Term 2. There will be no canteen window sales – snacks can be ordered via the order form. We will not be offering any ice-cream sales during Term 2.
4. Breakfast Club: Will run as a take away service from the canteen on Tuesday & Thursdays mornings from 8.10am- 8.35am.
5. Morning Walk: Parents will not be permitted on the morning walk.
6. School Readers will not be sent home, reading will be supplemented with online resources which will outlined in the learning packs.
7. See Saw: If you have not signed up for your classroom you will need to ASAP. Information regarding how to sign up will be in your learning pack. Please note that this will be the main form of communication with your classroom teacher.

Regular updates will be provided via SMS & the school website as required over the school holiday period.

Enjoy your holidays, stay safe and well.

Kind Regards,



Andrew Harrison

Principal