



Term 2, 2020

Operating Guidelines for Western Australian Public Schools

Schools will remain open

Arrangements for Term 2

Tuesday 28 April:

- All staff return to school for a pupil-free day to finalise learning arrangements.

Wednesday 29 April:

- Schools are open for all parents and carers that choose to send their children.
- Year 11 and 12 students are strongly encouraged to attend school.
- Students at school will be taught a face-to-face program and timetable.
- For those students who learn from home, distance education packages and resources will be provided.
- Where schools can provide online support and teaching for students at home, this will be implemented.
- Distance education packages and resources will be provided to the school by the Department if required.
- For those students learning from home, contact by the school will be made each week by phone and/or online and feedback given on work package completion.
- Parents and carers of children and young people with complex medical needs are encouraged to seek medical advice regarding attendance at school.



Teaching

Teachers know their students and the way they learn best. There is no one-size-fits-all approach to this learning model and schools remain best placed to determine what is practical, reasonable and appropriate for their school community.

All students will continue to learn, and schools will determine how this is going to work school by school.

Teachers will teach a face-to-face program and timetable for students at school. These teachers will not be required to teach the online and distance education component.

For those students learning from home, schools will provide distance learning either online or paper-based. Paper-based packages will either be provided by the school or accessed by the Principal through the COVID-19 Education helpline (coronavirussupport@education.wa.edu.au).

A learning support helpline for teachers will also operate from Wednesday 29 April from 9.00am to 9.00pm. The number will be provided through the regular COVID-19 updates through Ikon.

To supplement this, the [Learning at Home](#) website will continue to be available to students and parents/carers as an additional resource. The [Connected Learning Hub](#) will continue to be updated with new teaching material to cover the K–12 curriculum.



Health and Hygiene

Arrangements will be in place for Term 2 with regard to safety, to reduce direct contact, enhance personal hygiene practices, and strengthen cleaning regimes in schools.

Cleaning:

- \$43 million will be spent on additional cleaning in schools. This includes central funding, flexible recruitment and deployment of cleaners, and a central cleaning pool that will be available to support schools to meet these revised arrangements.
- This will mean, depending on size, an additional 2- 2.5 FTE for Secondary Schools, 2FTE for District High Schools, 2 FTE for Education Support settings and 1-2 FTE for Primary Schools and 1 FTE for Remote Schools.
- Cleaning guidelines are based on, and continuously reviewed in line with, advice from the Department of Health.
- Cleaning will increase in Term 2, with cleaners present throughout the school day to undertake continuous cleaning regimes.
- Items and areas identified as high contact will be given extra attention.
- All schools will have cleaning staff on site during the school day to regularly clean and disinfect high-contact surfaces that are frequently used by students and/or staff.
- Schools will be required to confirm that the revised cleaning requirements have been complied with on a weekly basis.
- Playgrounds will be open and play equipment will be cleaned before school and after each break.

Schools will implement the following:

- Social distancing measures, encouraging students to maintain 1.5 m physical distancing when entering and exiting classrooms.
- Parents and visitors will drop students at the gate and not enter the grounds.
- School swimming pools will remain closed.
- Excursions, assemblies, camps and interschool activities will not be conducted.
- Canteens will provide takeaway services only.

Students and staff should consider the following guidelines to reduce contact:

- Avoid direct social contact (handshakes, hugs, etc.).
- Utilise staggered start and break times.
- Use alternative locations within the school.
- Unwell staff or students to remain at home.
- Combine or split year groups and classes as appropriate.
- Use alternative locations within the school boundaries to deliver classes.

Personal hygiene:

- Arrangements will be in place for regular and thorough hand-washing for students and staff.
- Supplies of soap and other cleaning agents are available for all schools. The Department will continue to support any school that experiences supply issues.
- [Posters](#) and visible messaging regarding handwashing and cough-sneeze hygiene should be displayed in schools.

Staff who are considered to be vulnerable populations in the [Australian Health Protection Principal Committee \(AHPPC\) guidelines](#) include:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions;
- people 65 years and older with chronic medical conditions;
- people 70 years and older; and
- people with compromised immune systems as determined by the Department of Health.

Staff who fall into these criteria may need alternative working arrangements. These arrangements should be developed and agreed by the Principal and the staff member based on a risk assessment for the staff member and consideration of the available options to manage those individual circumstances.

When making decisions on applying this guidance the following should be considered:

- The AHPPC definition of vulnerable populations is based on age and underlying medical conditions [underlying medical conditions](#) that are limited and considered relatively serious.
- The AHPPC advises that there is a relatively low risk of Coronavirus (COVID-19) transmission in schools.
- Infection rates in WA are currently considered low as of 17/04/2020.

Working from home, as an alternative working arrangement may be an option in some circumstances, however, there is no system-wide policy requirement for this.



Maximising the use of physical space

Schools should maximise the use of indoor and outdoor spaces to physically distance students where practicable. This may include conducting lessons outdoors or in environments with enhanced ventilation.



Student Wellbeing

Schools are best placed to provide advice, support and care for students. It is important that students remain connected to their schools. Schools will maintain regular contact with students and families each week either by phone or online.

The [Learning at Home](#) website contains resources to support students and families.

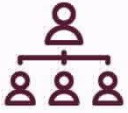


Technology

Continued access to education is not reliant solely on technology, and many schools have chosen to provide students with work packages.

For students who do not have access to digital technologies, schools will make these available, where possible. This could mean lending devices out, ensuring access on the school site, or a combination of both.

The Department will support students in need to access connectivity to continue their learning remotely.



Attendance

Students will be marked with the use of either present (/), when they are on site learning or an approved educational activity (E) when they are participating in an online or paper-based educational program at home.

If there are concerns relating to a student's attendance, including participation in an online or paper-based learning program at home, the school is encouraged to discuss these concerns with the family.



Leading this model of learning

Significant innovation and adaptability is being demonstrated by school leaders and this is acknowledged.

Schools may consider reviews and changes to school policies to reflect the learning environment, completion of assigned work, and management of student engagement.

Schools are expected to communicate directly each week by phone or online with students and their parents/carers about how and when they will receive learning materials and feedback.

School leaders, through normal financial management procedures, are encouraged to review their budgets and consider redistribution of funding to priority areas in response to the COVID-19 pandemic. Any school experiencing financial hardship as a result of the pandemic should make a submission to the budget review committee.

Schools are encouraged to utilise workforce flexibilities, casual relief teachers and support staff to assist in the learning and wellbeing of students.

Schools will be supported to do this through centrally developed staffing pools. These can be accessed to appoint final-year preservice teachers and fixed term teachers.

A COVID-19 principal advisory group has been formed to strengthen the Department's response to the COVID-19 pandemic. It is important to have the best advice available from experienced, highly credible principals, who can inform Department policy and develop lines of advice and support for our schools.

Further resources and ongoing advice will be made available to school leaders.



Government-run residential colleges

Health advice is to keep boarding facilities closed at this time. Boarding students who have returned home have a number of options to enable continuity of learning.

This includes provision of work packages or online learning from their enrolled school, enrolling in their local school, or entering into a shared enrolment arrangement between their enrolled school and their local school.



Remote schools

Students in remote community schools will attend where staff are present.



Education support schools

Parents and carers of children and young people with complex medical needs are encouraged to seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of on-site education for their child.



Workforce

All support staff are critical in the teaching and learning programmes of children. Support staff are expected to engage in a range of strategies to support the learning program. This can be in the face-to-face program for students, or supporting distance education.

If Principals need advice or support relating to school staff they should contact COVID-19 Education helpline (coronavirussupport@education.wa.edu.au).

Schools are encouraged to maximise the use of casual relief teachers. The Department has developed central pools that schools can access as required.



Data

To assist in the review of this model, particular workforce and student data will be required. Wherever possible this data will be sourced centrally, however there may be information required from schools. Schools will be informed on how data will be collated and the frequency of data required.