

Brunswick East Primary School Pandemic Policy

Purpose

This policy is to provide guidance for staff, students and parents and to ensure learning continuity for children during disruption caused by pandemics such as the Coronavirus (COVID-19).

Scope

Brunswick East Primary School (BEPS) understands the importance of continuity of learning for its students and the importance of staff, students', and families' health and wellbeing during a pandemic. During this time we will endeavour to continue to build community connection and spirit; and find ways to enable families to share stories of home learning from their children. BEPS will follow Department of Education and Training (DET) guidelines in regards to pandemics. School closures are a decision following instruction and advice from the Department of Health and Human Services (DHHS) and Department of Education and Training (DET).

Policy

Communication

Email will be the main source of official school communication during this time. Where practical there will be updates on the BEPS website and from Learning Communities (LC) advice via Seesaw, Google Classroom and telephone.

Learning Plans

The Weekly Learning Plans are aligned with curriculum and will include independent tasks for Reading, Writing, Social and Personal Learning, Mathematics, Visual Arts, Music, Physical Education, Italian and Inquiry/Philosophy and will include:

- Reading (e.g. comprehension, vocabulary building, online tasks, online books, etc.)
- Writing (e.g. independent writing, writing prompts)
- Mathematics (e.g. open ended tasks, 'real life' experiences, assigned tasks or games).
- Social and Personal Learning (e.g. imaginative play, games, etc.).
- Inquiry and Philosophy: provision of a "spark", big idea, followed by questions and learning activities.
- Specialist Subjects: Visual Art, Music, Physical Education, Italian. These may include active challenges, simple experiments, creating a dance/song, drawing, creating or making artworks, research into subject areas like sport rules/artistic styles/scientific discoveries, etc.).

Key responsibilities

School leaders will:

- provide whole school updates regularly through email and the BEPS website
- inform the community about any relevant health and wellbeing updates from DET, DHHS or relevant cases of COVID-19 in the school community
- make individual contact with families as required
- be in regular communication with staff via email, SMS or telephone
- provide key contacts for families and staff with regards to health and wellbeing
- be available for daily support and to read and respond to parent communication
- work to keep the community as connected and engaged as possible
- undertake self-directed and online Professional Learning.
- continue to demonstrate BEPS values

Teaching staff will:

- work on their regular working days
- provide regular learning programs and general information through email, Seesaw and Google Classroom
- ensure learning is relevant and accessible for all families, identify students without internet access and communicate through phone calls and postal services
- connect individually with students and families as much as practicable through Google Classroom, Seesaw, email or telephone
- communicate and collaborate with team members for curriculum planning, delivery and assessment
- respond to parent/carer emails within two working days during regular working hours
- Emergency emails should be sent to the Principal or Assistant Principal
- provide families with appropriate strategies to support academic, social and emotional learning
- undertake self-directed and online Professional Learning
- check in regularly with school leadership regarding teaching and learning, health and wellbeing, discuss issues or concerns
- provide opportunities for feedback
- continue to demonstrate BEPS values

Education Support staff will:

- communicate and collaborate with team members for curriculum planning, delivery and assessment
- check in regularly with Learning Community Teams regarding teaching and learning, health and wellbeing or to discuss issues or concerns
- communicate and support identified students they work with for their timetabled sessions via Seesaw, Google classroom, email or post
- undertake online Professional Learning
- continue to demonstrate BEPS values

Administration staff will:

- monitor the school email address and ensure emails are passed on promptly to teachers during regular working hours
- communicate with external providers regarding deliveries, school visitors, hirers and the wider community as required
- be available for HR, OH&S, Finance and other administration support as much as practicable outside internal school infrastructure, e.g. reimbursements, payments, invoices, etc.
- undertake online Professional Learning
- continue to demonstrate BEPS values

Students will:

- complete learning tasks set by teachers in an appropriate way for their level of learning
- complete tasks and share with teachers, learning that requires feedback so that achievement can be monitored
- communicate any issues to parents/carers or teachers as appropriate
- communicate with friends or peers where practicable
- where appropriate find ways to creatively complete tasks (thinking outside the box) and, where practicable, sharing this with teachers and other students
- continue to demonstrate BEPS values

Parents/carers will:

- attempt to access learning regularly during normal school hours
- communicate with school leadership with high level individual health and wellbeing concerns
- communicate with teachers about learning and general information as appropriate
- consider opportunities for community connection through a variety of platforms
- provide overall task direction to students and modify as appropriate
- allow students to complete tasks as independently as possible
- notify the Principal or Assistant Principal via email if there is an emergency
- continue to demonstrate BEPS values

Drafted by	Brunswick East Primary School	Version Final 24/3/2020
Principal signature		Scheduled review date March 2021

Key Contacts

Brunswick East Primary School

School Email Address: brunswick.east.ps@edumail.vic.gov.au

School Phone Number: 9387 3361

Teaching Staff			
Prep	1/2/3 LCs	4/5/6 LCs	Specialist Team
Katie, Peter, Jenny, Ebony and Jennifer trilc@beps.vic.edu.au ;	Laura, Steve and Aidan; and Rachel alvlc@beps.vic.edu.au ; Mark, Kristy and Julie; and Matt biclc@beps.vic.gov.au ; James and Bec; and Rachel tvlc@beps.vic.edu.au ;	Chloe, Julia and Michael; and Matt inlc@beps.vic.gov.au ; Clare, Andrew, Belinda and Dean; Ulli snclc@beps.vic.edu.au ; Suzanne and Ollie; and Ulli orizlc@beps.vic.gov.au ;	Art: Vanessa Music: Sarah Italian: Enza & Mary PE: James Garden: Arwen curlc@beps.vic.gov.au
Education Support Staff			
Rachel, Matt, Jennifer and Ulli			
Administration Team			
Business Manager: Marianne			
Office Staff: Jenny and Wendy			
Library: Kerri			
Leadership Team			
Principal: Janet Di Pilla: di.pilla.janet.j@edumail.vic.gov.au <ul style="list-style-type: none">Emergency contact for Janet 0427 548 137			
Assistant Principal; Jill Howells; howells.jill.j@edumail.vic.gov.au			
Learning Specialists: Andrew Dabner and Julie Maclure			