

**Seymour College**

PO Box 266, SEYMOUR, VIC 3661

**T** (03) 5771 1300

seymour.co@education.vic.gov.au

**www.seymourcollege.vic.gov.au**

#

# ON-SITE ATTENDANCE FACT SHEET

## Students requiring on-site teaching and learning due to parent and carer employment arrangements

Seymour College will continue to offer on-site programs for eligible students during regular school operating hours. Access to on-site learning and care will be provided for students only under limited circumstances and on days when they are not able to be supervised at home and no other arrangements can be made. On-site learning and care will be available for children of parents who cannot work from home.

 **However, all students who can learn at home must learn from home**. This is a very clear directive by the

 Victorian Government **based on the advice of the Chief Health Officer.**

**All students will be learning from home, except for children on days when they are not able to be supervised at home and it is deemed, through the application process, that no other arrangements can be made.**

After you make an application it will be reviewed, and you will be informed if your application has been successful or not.

**No child is permitted to be on the school grounds without prior approval, by the school principal, of an official application**.

Application forms will be distributed weekly and must be submitted weekly by 3 pm Thursday for approval for attendance the following week. If you are intending on submitting an application for your child to attend school next week, commencing on Wednesday 15April, **you must submit your application by email by 3 pm Sunday 12 April** to seymour.co@education.vic.gov.au

The on-site Attendance Application Form requires you to indicate the days or part-days that you require your child/ren to attend school on-site.

If the principal is satisfied that your request meets the threshold of your child/ren being on-site, then you will be contacted to confirm that your request was successful and arrangements will be made so that staff will be available to be on-site. Bus companies will be contacted (if that is the normal mode of transport to school) so that logistics are organised in advance.

Students who have approval to attend on-site will only be permitted to enter the school buildings if they are in good health and it is very important that students are aware school will run very differently to what students are familiar with.

The following protocols will be strictly applied:

* Each child will have their temperature taken upon arrival and must thoroughly sanitise their hands prior to entering the school building.
* **Parents and/or Carers will not be permitted to enter the school building and should wait with their child. Students will be collected by a member of staff from the Inclusive Education door in Stewart Street at 8.45am**
* **Students are to be collected from the Inclusive Education door in Stewart Street at 3:15pm**.
* Students with approval to be at school must attend in **full school uniform.**
* Students at school will be supervised to complete the same remote learning platform as the students at home.
* **There will be no access to the playground equipment and children will not be allowed to play with other children.**
* Students will not be in their usual classrooms or be supervised by their normal classroom teacher.
* All appropriate physical distancing and hygiene measures will be put in place.

Parents and carers who require their child to attend on-site school learning will need to complete an

‘On-Site Attendance Application Form’ **in the week prior** to their child attending on-site.

The principal will need to determine attendance in advance each week to ensure adequate staffing is in place. The timeline will be:

* **BY 3PM THURSDAY**: Parents or carers are to provide the application form and evidence for required days/times for the following week.
* **BY CLOSE OF BUSINESS FRIDAY**: Seymour College will confirm arrangements with parents/carers.

If your child is ill, they are unable to attend on-site. If they fall ill on-site you will be contacted and the child/ren will need to be collected immediately.

If your child/ren are anaphylactic and there is no staff member trained in Anaphylaxis response able to attend on-site on an approved on-site learning day for your child/ren, then your anaphylactic child/ren should not attend on-site on those days.

 It is vital that all health records of your child/ren are up to date prior to on-site attendance.

 Please do not hesitate to contact the College via email on **seymour.co@education.vic.gov.au**if you

 need further clarification.

 Yours sincerely

 Gail Hardman

 Executive Principal