



Term 3 Onsite Supervision Procedure

1. ARRIVAL

Before School 0800 - 0845:

- Students can remain in the quadrangle area or move to the library. Supervision in the quadrangle will be provided from 0830h.
- Students attending the library before school will enter via library foyer area.
- Sanitise upon entry.
- Students are seated in Library Area 1. Maximum of 1 student per table. If Area 1 is at capacity, overflow students are seated in Library Area 2.
- At 0845, students are directed to Level 2 of Peter Chanel Centre (K Building)

Homeroom Arrival 0845:

- Students arrive at top of Peter Chanel Centre for Sign in
- Homeroom supervisor situated in the Foyer area.
- Admin staff will take temperature reading of student
 - If a student exceeds 37.5° Celsius, they are asked to have a drink in the kitchenette area to avoid public identification.
 - After all students have had their temperature taken, the staff member will move to the kitchenette area to take the temperature of the student again.
 - If the student's temperature exceeds 37.5° Celsius, they are directed to sick bay where parents will be contacted.
- After temperature has been checked, students enter and sanitise hands at the sanitiser station
- The supervising teacher signs the student in using excel spreadsheet
- Student moves to their assigned desk in K206, K207 or K204
- Students immediately sign into homeroom session
- Students will then work in their period 1-2 session

2. RECESS

- Students are directed to recess, sanitising on exit
- Period 2 supervising staff direct students to an either of the following areas
 - Quadrangle OR
 - Aphrasia Oval/Yr 7 basketball court). Sport equipment is available in the Yr 7 equipment bin if needed, located in the lower level music room.
- Yard Duty supervisor supervises, ensuring distancing measures

3. Internal Supervision Staff (Period 3&4)

- Direct students to Hand Sanitiser Station upon entry to K Building
- Return back to desk and begin work P3 – 4

4. LUNCH

- Students are directed to recess, sanitising on exit
- Period 2 supervising staff direct students to an either of the following areas
 - Quadrangle OR
 - Aphrasia Oval/Yr 7 basketball court). Sport equipment is available in the Yr 7 equipment bin if needed, located in the lower level music room.
- Yard Duty supervisor supervises, ensuring distancing measures
- There are three yard duty times during lunch. Bells will sound for changeover

5. Internal Supervision Staff (Period 5&6)
 - Direct students to Hand Sanitiser Station upon entry to K Building
 - Return back to desk and begin work P5 – 6

6. End of Day
 - Students are directed to pack belongings into personal bags
 - Students are to clean their own learning space and chair using the provided cleaning spray and paper towel
 - Period 6 supervising teacher signs students out using excel spreadsheet.
 - Sign out time is recorded
 - Method of travel is recorded
 - Dismissal supervisor supervises at the bus set down.
 - School finishes at 3:20, with no supervision provided after 3:20PM (other than at the bus set down for bus duty)

7. Toilet Breaks

Student toilets located on Level 1 of K Building will be available. Students can only be sent maximum 2 at a time, maintaining distancing measures. Upon return, students must sanitise hands at the sanitiser station upon entry to K Building.

8. Cleaners

Cleaners to wipe down and sanitise Library desks and desks in K Building, including office areas and student desks

Directions to Supervising Teachers

- **Late arrivals:** Students cannot enter the remote learning centre each morning without having their temperature checked. If a student arrives late (after the admin staff member has returned to the office), the supervising teacher must send the student to the office to have their temperature checked. If the temperature of the student meets the requirements, they will return to the remote learning centre with a receipt that their temperature has been taken.
- It is important for supervising teachers to ensure distancing measures are taking place during onsite learning, both in the classroom and in the yard.
- Students must not move desks and should not be working with other students.
- Students will be participating in remote learning with the teacher being offsite.
- It is important that students wear ear phones when required for any videos or real time teaching taking place.
- Supervising teachers should not be teaching students in any capacity. The supervision provided is to ensure the safety of students.
- Any behavioural issues that cannot be dealt with directly, should be directed to the member of the leadership team scheduled on for that day.