



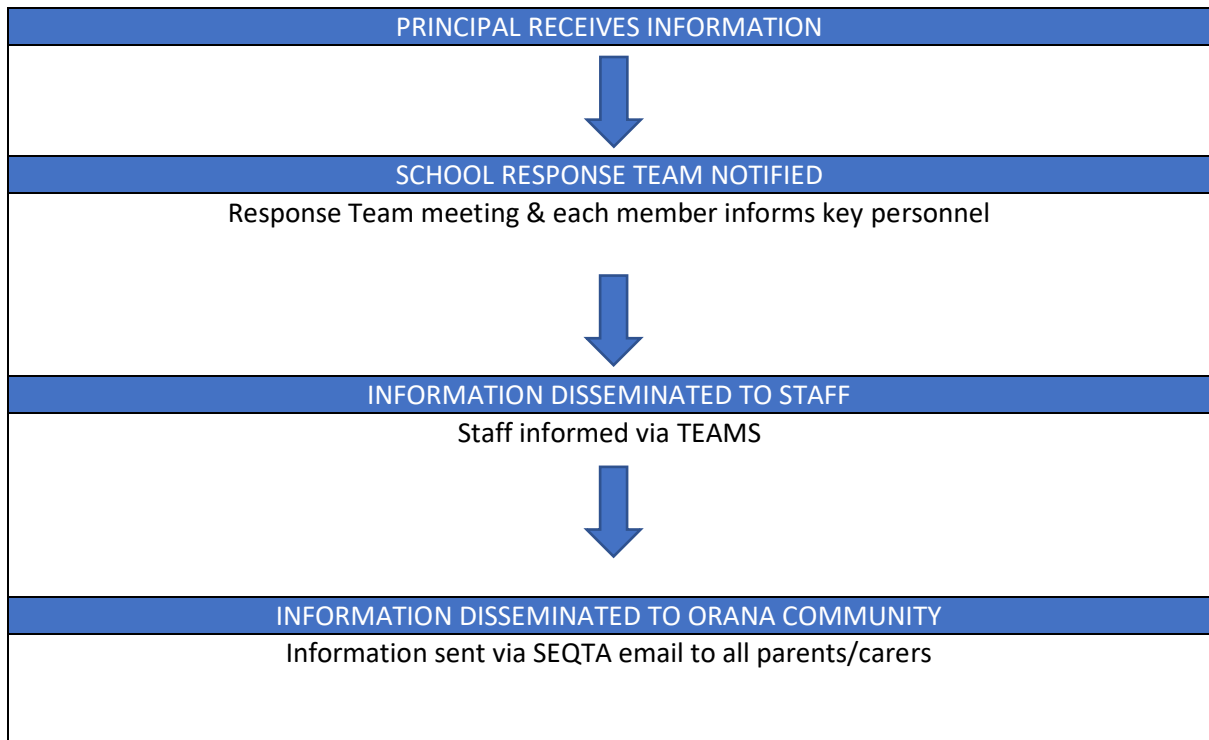
**ORANA CATHOLIC PRIMARY SCHOOL**

**2020**

**Coronavirus Response Plan**

**PARENT/CARER DOCUMENT ONLY**

## FLOW CHART OF CORONAVIRUS RESPONSE PLAN



## **FOREWORD**

The purpose of this plan is to enable Orana Catholic Primary School to continue to deliver high quality education in the event of a school closure or other major disruptions.

Underpinning the plan is a commitment to enabling students to continue to engage in their education in challenging times. Guiding the decisions and actions articulated in the plan is the dignity of each member of our school community.

## SCHOOL RESPONSE TEAM

TEAM MEMBER TITLE		NAME
Principal	Christine Walsh	Christine Walsh
Assistant Principal	Emma Bell	Emma Bell

## SECOND TIER OF INFORMATION DISSEMINATION / COMMITTEE

		NAME
Administration Officer		Deb Goodwin
Finance Officer		Ann Fizzioli
Social Worker		Kath Warburton
Junior Cluster		Erin Leech
Senior Cluster		Sue Tormay
Specialist Cluster		Lyn Perrigo
Board Chair		Andrew Counsel

## COMMUNITY REPRESENTATION

### Staff Voice

- The Schools Leadership Team will communicate and seek feedback to the viability and implementation of the School Response Plan via emails and Teams
- The IT Coordinator (Lyn Perrigo) will seek feedback from staff as to our current and possible practices around our modes of delivery.
- The School Leadership Team will meet via a conference call as needed to critically analyse this plan in light of upholding the dignity of each member of our community.

### Parent/Carer Voice

- The Principal and Board Chair shall communicate to the School Community where appropriate, offering avenues to seek support, provide feedback and to clarify information.
- The Principal shall inform the School Board of any communication sent to the community, from the Prime Minister, Department of Education, CEWA, etc.
- The COVID-19 Committee shall inform our wider community which includes but is not limited to our Parish Priest, external partners and other schools.

## PARENT/CARER COMMUNICATION

Up-to-date information applicable to parents/carers is being disseminated promptly, as it comes to hand from CEWA directors, Department of Health and the Federal and State Government.

Parent/carers questions regarding what the school is doing, school closure, technology is being released as required and appropriate.

Parents/Carers are being directed to communication that is being sent home from the school, from the Principal, Christine Walsh. Further communication will be sent home as the situation changes.

## REMOTE ACADEMIC LEARNING PLATFORMS

YEAR LEVEL	COMMUNICATION	MODES OF ONLINE DELIVERY
3 year old	Parent emails Freshgrade	Take home packs
Kindy	Parent emails Freshgrade	Take home packs
Pre-primary	Parent emails Freshgrade	SeeSaw
1	Parent emails	SeeSaw Variety of Apps
2	Parent emails	SeeSaw Variety of Apps
3	Teams Seesaw	Seesaw Variety of apps
4	Parent email SeeSaw	See Saw Variety of Apps
5	Teams	One Note and Seesaw
6	Teams SeeSaw	SeeSaw Variety of Apps
Admin	SEQTA Parent emails	NA

## PROCEDURES

### 1. Class Teachers: Pre-Kindergarten to Pre-Primary

- Pre-Kindergarten families will be provided with a keep-at-home pack of suitable activities for their child in the event of a closure.
- Kindergarten and Pre-Primary Teachers will provide a weekly activity guide to share with parents/carers via SeeSaw/Freshgrade. Work packets will be delivered via SeeSaw for Pre-Primary. The activity guide will outline appropriate play-based activities for students covering Early Years Learning Framework (EYLF) outcomes and key focus areas such as fine and gross motor skills.
- Teachers will regularly check their emails between 8.20am and 2.30pm for communication from parents/carers and respond within the hour or at the beginning of the next school day if communication is received after this time.
- Teachers will provide each student with a dedicated workbook for the purposes of this plan if suitable.

## **2. Class Teachers: Years One to Six**

- Teachers will provide a daily schedule of lessons and activities for students via the mode outline above.
- Teachers will ensure that learning is not totally reliant on digital technologies and accommodates the needs of students with limited access.
- Wherever possible, work set will reflect the normal curriculum learning intentions and success criteria. Learning activities may differ from those in a classroom setting to reflect the nature of the lesson delivery.
- Teachers will regularly check their emails between 8.20am and 2.30pm for communication from parents/carers and respond within the hour or at the beginning of the next school day if communication is received after this time.
- Teachers will complete attendance via SEQTA twice per day, as per normal (by 9am and 2pm daily). Students' attendance will be recorded as present when students join the day's lessons.
- Teachers will provide each student with a dedicated workbook for the purposes of this plan.

## **3. Specialist Teachers**

- Specialist Teachers are responsible for uploading weekly lessons or activities and communicating with students and parents/carers via the relevant platform according to each class' regular timetable.

## **4. SWD and Learning Support Team**

- SWD and Learning Support Teachers will connect with parents and/or students under their care and monitor students' work and wellbeing to ensure that they are engaged, challenged and progressing.

## **5. Support and Administrative Staff**

- Support and administrative staff will undertake a regular workday either from home or school. Staff and parents/carers may contact support staff using the following avenues:  
Email: [admin@orana.wa.edu.au](mailto:admin@orana.wa.edu.au) Phone: (08) 9376 8300

## **6. Leadership Team**

- The Leadership Team is responsible for ensuring a continuity of learning for students.
- The Leadership Team and other members of the School Response Team will meet daily via Teams video conferencing in the event of a school closure. Further meetings will be scheduled as required.
- The Principal will update the school community on the status of the closure or disruption to normal programmes, as appropriate.

## **7. Parents/Carers**

- Parents/Carers are required to support their child's learning – including providing an appropriate place to work and access to a reliable Internet service; and checking that set work is completed by the end of each day.
- Parents/Carers are responsible for ensuring home Internet filters are set to protect student safety and for ensuring their children demonstrate good digital citizenship and adhere to the school's acceptable use of Information and Communications Technology (ICT) policies.
- Parents/carers can contact the appropriate Teacher via email should any concerns arise.

## **8. Students**

- Students in Yrs 3-6 must check the relevant online communication tools to see the posts for each day. For younger students, this will rely on adult support.
- Students must complete all set work and communicate with their class teachers if they experience difficulties completing the required work.
- Students must use school-approved platforms to communicate individually with Teachers and ask questions if they do not understand.

## **9. Child Safe Framework**

In order to ensure the Key Practices of the Child Safe Framework, including extended guardianship, healthy and respectful relationships and situational prevention, are at the forefront of all communications, staff are asked to adhere to the following protocols

- The Orana Catholic Primary School remains and must be adhered to in all instances.
- Communication must be on school agreed platforms, take place at appropriate times (normal school day) and be limited to interactions related to student learning and well-being.
- Video communications must be pre-recorded. If utilised, Teachers must ensure the location and background setting are appropriate or use blurring and masking options to remove backdrops.
- As per the Code of Conduct, staff must report to the Principal behaviour that is not in keeping with the Code.
- The privacy of all individuals must be maintained at all times.