



ORANA CATHOLIC PRIMARY SCHOOL

Coronavirus Response Plan

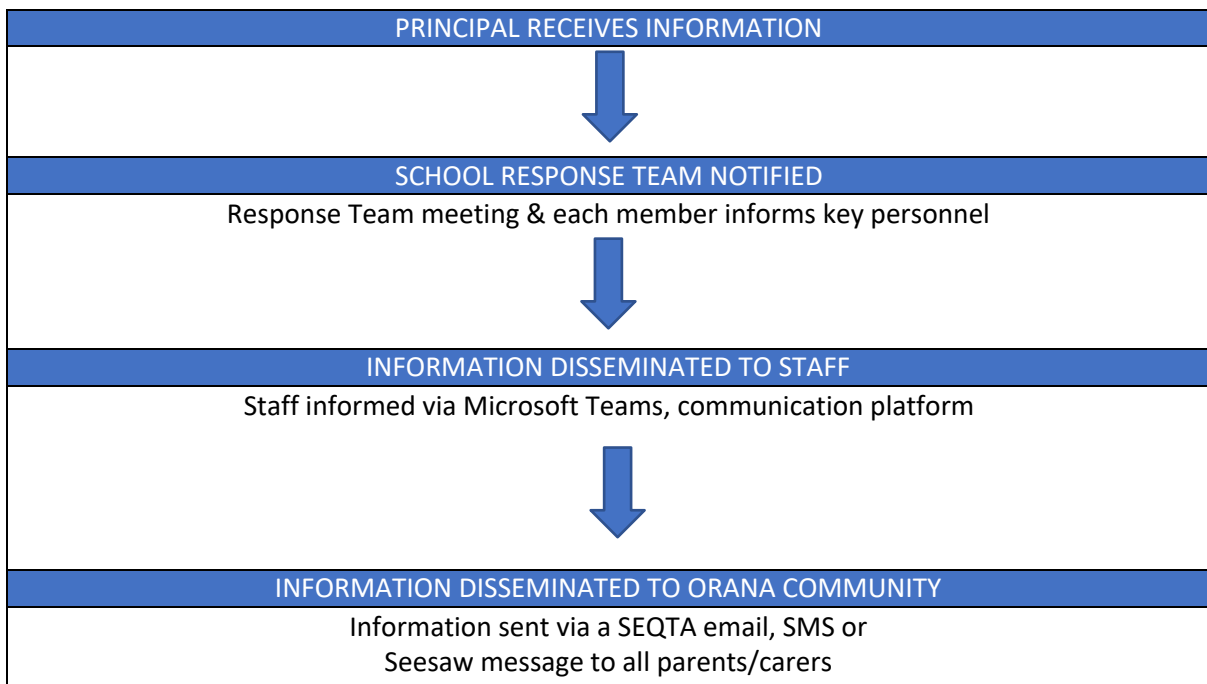
PARENT/CARER GUIDE

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.

FLOW CHART OF CORONAVIRUS RESPONSE PLAN



SCHOOL RESPONSE TEAM

TEAM MEMBER TITLE	NAME
Principal	Dee Johnston
Assistant Principal	Kirsty Byrne
Assistant Principal	Kathryn Alp
Finance Officer	Ann Fissioli
Administration Officer	Deb Goodwin
Administration Officer	Denise Mouttet
IT Coordinator	Lyn Perrigo
Social Worker	Kath Warburton
OSHC Manager	Caresse Lenzo

SECOND TIER OF INFORMATION DISSEMINATION / COMMITTEE

CLUSTER	NAME
ECE Cluster	Caroline Mavrick
Middle Cluster	Bonnie Power
Senior Cluster	Amy Dreyer

COMMUNITY REPRESENTATIVE	NAME
Board Chair	Andrew Council
P & F President	Louie Sugiyanto

COMMUNITY REPRESENTATION

Staff Voice

- The School Leadership Team will communicate and seek feedback to the viability and implementation of the School Response Plan via email 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, Catholic Education Western Australia (CEWA), etc.
- The COVID-19 Response Team shall inform our wider community which includes but is not limited to our Parish Priests, external partners and other schools.

PARENT/CARER COMMUNICATION

Up-to-date information applicable to parents/carers is to be 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 to be released as required and appropriate.

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

REMOTE ACADEMIC LEARNING PLATFORMS

YEAR LEVEL	PARENT COMMUNICATION	MODES OF ONLINE DELIVERY / STUDENT COMMUNICATION
Pre-Kindy	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Take home packs
Kindy	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Take home packs
Pre-Primary	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Take home packs
1	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Take home packs
2	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Take home packs Variety of Apps
3	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Teams Variety of Apps
4	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Variety of Apps
5	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Teams / One Note Variety of Apps
6	Seesaw Email SEQTA Phone Calls (as required)	Seesaw Teams Variety of Apps
Administration	Seesaw Email SEQTA Phone Calls (as required)	N/A

PROCEDURES

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

- Pre-Kindergarten families will be provided with a take 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 as well as a take home pack. The activity guide will outline appropriate play-based activities for students covering the Early Years Learning Framework (EYLF) outcomes and key focus areas such as fine and gross motor skills.
- During Remote Learning, teachers will regularly check Seesaw and their emails between 8:20am and 3pm for communication from parents/carers and will aim to 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 1:30pm daily). Students' attendance will be recorded as present when students join the day's lessons.

2. Class Teachers: Years 1 to 6

- Teachers will provide a daily schedule of lessons and activities for students via the mode of delivery noted above.
- Teachers will ensure that learning is not totally reliant on digital technologies and accommodates the needs of students with limited access to technology.
- Wherever possible, set work 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.
- During Remote Learning, teachers will regularly check their email between 8:20am and 3pm for communication from parents/carers and will aim to 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 1:30pm daily). Students' attendance will be recorded as present when students join the day's lessons.

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

- The Students with Disabilities (SWD) and Learning Support Teachers will connect with parents/carers 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 Administration 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
 - 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 via Teams video conferencing in the event of a school closure.
- 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 their child's 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 Seesaw/email should any concerns arise.

8. Students

- Students in Years 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 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:

- 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