



South Gippsland Specialist School

COVID LOCK DOWN PROCEDURE

Purpose

- To provide an efficient process of COVID Lockdown to ensure that the procedure runs smoothly.

Procedure:

- Parents/Carers and Staff informed of the Lockdown via COMPASS, Facebook and email as soon as possible
- All relevant required documentation for Parents/Staff to be attached to the message so that the school can be informed as soon as possible how many staff they require.
- All staff to email the principal immediately of their availability during the period of the lockdown.
- Teachers are to contact their parents to discuss any issues they may have regarding internet, access to laptops/ipad passwords etc.
- Teachers to email the principal with the names of onsite students and days as soon as possible.
- Teachers are to have one week of prepared Mapbook activities in tubs ready for distribution on the buses by the afternoon of the day/ or the following day depending on when the announcement is made. Brought to the foyer clearly labelled.
- Teachers to inform the principal if they need extra support to get the Mapbook tasks completed.
- Once student numbers are confirmed, the principal will collate a roster of staff to cover the students on site.
- The principal will make every attempt to spread the workload of staff onsite evenly so that it is shared.
- Education Support not on site and working from home can discuss tasks to be completed from home as directed by the classroom teacher/Principal. Education Support staff working from home are to request tasks as their professional responsibility

South Gippsland Specialist school uses Mapbooks, Google Classroom/Google Meet as the platform to undertake the following expectations for teachers during remote and flexible learning:

As per School Operations guide

Learning programs **must** be in place that ensure a learning program consistent with the guidelines below is delivered during this period to enable continued student learning growth. It is imperative that information about the planned and structured program is communicated to parents/carers

The following are the daily minimum guidelines schools are expected to meet:

- For students in **Prep to Grade 2**, schools will provide learning programs that include the following as a minimum:
 - literacy activities that take a total of about 45-60 minutes
 - numeracy activities of about 30-45 minutes
 - additional learning areas, play-based learning and physical activity of about 30-45 minutes.

Learning from Remote Learning: An evidence base

This guidance is framed around the nine principles for excellence in teaching and learning that are part of the Victorian Teaching and Learning Model. It is designed to help schools ensure that recommended pedagogies are evidence-based and aligned to whole-school improvement approaches. School should refer to this [guidance](#) when developing their remote and flexible learning programs.

Home provision

The parent or carer is responsible for students' general safety at home or elsewhere.

Students and parents/families should be given clear information about how and when they will receive learning materials and feedback.

Schools should create and communicate a schedule or calendar that shows what is expected of students in relation to the completion of learning tasks.

Evaluation:

- This procedure will be reviewed as required.

This policy was last ratified by School Council in September 2021