



Phase 4 Operating Guidelines for Western Australian Public Schools

Schools are safe and open for learning

In line with the latest Health advice, current Term 2 arrangements have been reviewed with the following changes from Week 10, Monday 29 June 2020:

- All students are expected to attend school, except for those students medically referred to learn from home.
- This means students are either:
 - at school;
 - have a medical referral to learn from home;
 - recorded as absent if they do not attend; or
 - students who are unwell should stay home.
- If a student does not attend school without a medical reason, they will be marked as absent and will not be provided with a learning program.
- Students with medical conditions who are not able to attend school will be supported to learn from home.
 - Additional assistance will be provided to schools through the School of Special Educational Needs: Medical and Mental Health (SSEN: MMH) to support the learning needs of these students.
- A targeted re-engagement model has been developed to assist schools to re-engage students not attending school.
- Parents/carers and visitors may access school sites to attend meetings and for drop off and pick up purposes. Physical distancing of one adult per two square metres and good hygiene practices should apply.



Students with medical conditions

Parents and carers of students with a medical condition, or a family member/carer in their home with a medical condition, should seek medical advice.

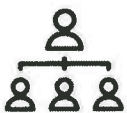
Medical referral process

- If the advice is that their child should not attend school, the parent/carer should notify the school and provide the school with medical evidence such as a medical certificate.
- Where a student/parent or carer's pre-existing medical condition is already known to the school, no medical evidence is required.

- The school will complete a brief medical referral form in consultation with the family and send to SSEN: MMH.
- The student's school will continue to provide support to the student while the medical referral is progressed.
- The student will not be marked as absent during this period.
- SSEN: MMH will process the referral form and make contact with the student's school to determine the best way to support the student's learning from home. This will include engagement with the student's parents.
- This support may include assistance for school-based distance learning, utilisation of the Connected Learning Hub, priority access to SIDE and/or direct support from the teachers at SSEN: MMH.
- The [medical referral form](#) and the [consent form for release and exchange of information](#) are available on [Ikon](#) for schools to send to parents.

Support for schools for students with medical conditions

- Up to 20 additional teachers have been allocated to boost support to SSEN: MMH to ensure medically vulnerable students are not disadvantaged in their learning.
- These teachers will broker support to schools when the student continues to be taught by the teacher at the school. Alternatively, where the school does not have the capacity to maintain the support for the student, SSEN: MMH will develop learning plans for these students.
- Specialist training in online curriculum delivery and working with students with health-related conditions will be provided.
- Students will remain enrolled in their own school and Section 24 arrangements may apply.



Attendance

Since Monday 18 May 2020, it has been expected that all students attend school, except those medically referred to learn from home or those who are unwell.

- Students medically referred to learn from home will not be penalised for non-attendance. Once the parent/carer informs the school they intend to seek a medical referral to learn from home, attendance for these students will be recorded as 'E' (enrolled in an approved education program, at a different location).
- Students who are unwell should stay home and will be marked as an 'N' code when parents/carers notify the school, as per normal process.
- Any unexplained absences will be recorded as a 'U' code (unexplained absence – cause not yet established) and will be followed up by the school.
- Schools will use their current attendance strategies and draw on the expertise and experience of student services staff, badged attendance officers, Chaplains, School Psychology Services and AIEOs, as well as their existing program partners and service providers (such as PCYC, Clontarf and Aboriginal girl's programs) to re-engage students.

- A dedicated team of re-engagement staff located in education regions will provide targeted assistance for schools who need additional support to re-engage students.
- Principals will work with Regional Executive Directors to broker this support.
- This will include working with other agencies.



School activities

From Monday 29 June, based on Health advice, the following applies:

- Canteens can operate ensuring they maintain physical distancing requirements of one person per two square metres.
- Library access should be managed to ensure supervisors/staff maintain physical distancing of one person per two square metres and good hygiene practices are in place.
- Interschool activities can occur. Encourage good hygiene practices including handwashing before and after activities. Supervisors/staff should maintain physical distancing of one person per two square metres where practicable.
- Contact sport and training can occur. Equipment may be shared, however schools should ensure equipment is cleaned regularly, ie. after use. Encourage good hygiene practices including handwashing before and after sport.
- Camps can occur, however venue capacity should not be exceeded (no longer limited to 100 pax). Schools should follow Department excursion policies and AHPPC advice to develop mitigations that lower the risk of transmission and promote good health and hygiene. Supervisors/staff should maintain physical distancing of one person per two square metres. Schools must also ensure camp providers comply with WA COVID-19 Health guidelines.
- PEAC can occur. Good hygiene practices including handwashing before and after lessons should apply. Supervisors/staff should maintain physical distancing of one person per two square metres.
- Work placements can occur. Schools should conduct work placement risk assessments and ensure employers comply with WA COVID-19 Health guidelines.
- Choir can occur. Good hygiene practices including handwashing before and after lessons should apply. Supervisors/staff should maintain physical distancing of one person per two square metres.
- Incursions and excursions can occur. Supervisors/staff should maintain physical distancing of one person per two square metres.
- Major events held at off-site venues such as school balls, music concerts and sporting events can occur. Maximum numbers will be determined by the two square metre per person rule.
- Assemblies and other school community events can occur. Adult visitors and staff should maintain physical distancing of one person per two square metres.

- Examinations can occur. Supervisors/staff should maintain physical distancing of one person per two square metres and good hygiene practices should be applied.
- School, therapy and public swimming pools are open. Good hygiene practices including handwashing before and after lessons should apply. Supervisors/staff should maintain physical distancing of one person per two square metres.
- P&C, School Board/Council and staff meetings can occur when adhering to physical distancing of two square metres per person and regular cleaning requirements.
- Parent/carer meetings can occur. Adults should maintain physical distancing of one person per two square metres and good hygiene practices should be applied.
- Visitors and third-party providers on school sites can occur. Regular cleaning of used areas and minimising contact with the broader school population should apply. Visitors on school sites should sign in and maintain physical distancing of one person per two square metres.

Reporting to parents Semester 1

- School systems/sectors across the country have been offered flexibilities in relation to reporting requirements for Semester 1, 2020.
- There is no requirement to report an A – E grade or equivalent 5-point scale.
- The Curriculum, Assessment and Reporting in Public Schools policy apply for Semester 1 reporting.
- P-10 reporting will be completed using the Department-endorsed template.
- The P-10 reporting approach for WA public schools for Semester 1, 2020 is:
 - populate the Reporting to Parents template to reflect the learning areas taught during Semester 1;
 - make judgements for students aligned to the Attitude, Behaviour, Effort descriptors for each learning area listed in the school's report;
 - school principals work with their staff to determine:
 - the extent to which comments are provided to describe the progress of students in learning areas taught in Semester 1; and
 - if a general comment will be provided that addresses a student's overall progress.
- For Kindergarten and senior secondary reporting, schools retain the flexibility to use their own reporting template.
- Parents can attend learning journeys and parent/teacher events. Adults should maintain physical distancing of one person per two square metres and good hygiene practices should be applied.



Health, hygiene and cleaning

Arrangements for Term 2 continue with regard to safety, to reduce direct contact, enhance personal hygiene practices, and strengthen cleaning regimes in schools. This arrangement will need to continue in Term 3.

Cleaning:

- Cleaning guidelines are based on, and continuously reviewed in line with, advice from the Department of Health.
- Increased cleaning will continue in Term 3 and additional funding will be provided for this purpose.
- All schools have cleaning staff on site during the school day to regularly clean and disinfect high-contact surfaces that are frequently used by students and/or staff.
- Schools should use the COVID-19 cleaning funding for the purpose of the additional cleaning.
- Schools should continue to confirm the revised cleaning requirements have been complied with on a weekly basis.
- Playgrounds are open and play equipment should be cleaned daily.

Students and staff may consider the following guidelines to reduce contact:

- Avoid direct physical contact (handshakes, hugs, etc.).
- Utilise staggered start and break times.
- Use alternative locations within the school.
- Unwell staff or students to remain at home.
- Combine or split year groups and classes as appropriate.
- Use alternative locations within the school boundaries to deliver classes.

Personal hygiene:

- Arrangements are in place for regular and thorough hand-washing for students and staff.
- Supplies of soap and other cleaning agents are available for all schools. The Department will continue to support any school that experiences supply issues.
- [Posters](#) and visible messaging regarding handwashing and cough-sneeze hygiene should be displayed in schools.

Staff who are considered to be vulnerable populations in the [Australian Health Protection Principal Committee \(AHPPC\) guidelines](#) include:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions;
- people 65 years and older with chronic medical conditions;
- people 70 years and older; and
- people with compromised immune systems as determined by the Department of Health.

Staff who fall into these criteria may need alternative working arrangements. These arrangements should be developed and agreed by the Principal and the staff member based on a risk assessment for the staff member and consideration of the available options to manage those individual circumstances.

When making decisions on applying this guidance the following should be considered:

- The AHPPC definition of vulnerable populations is based on age and [underlying medical conditions](#) that are limited and considered relatively serious.
- The AHPPC advises that there is a relatively low risk of Coronavirus (COVID-19) transmission in schools.



Maximising the use of physical space

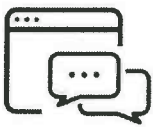
Schools should maximise the use of indoor and outdoor spaces to physically distance students where practicable. This may include conducting lessons outdoors or in environments with enhanced ventilation.



Technology

For students who are medically referred to learn from home who do not have access to digital technologies, schools will make these available, where possible. This could mean lending devices out, ensuring access on the school site, or a combination of both.

The Department will support students in need to access connectivity to continue their learning remotely.



Data

To assist in the review of this model, particular workforce and student data will be required. Wherever possible this data will be sourced centrally, however there may be information required from schools. Schools will be informed on how data will be collated and the frequency of data required.