



# MENAI HIGH SCHOOL

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**Principal  
B Ellevsen**

**Deputy Principal  
R Allen**

**Deputy Principal  
E Sayed-Rich**

**Deputy Principal  
L Meagher**

5 May 2020

Dear Parent/Caregiver,

Thank you for your support and cooperation during the start of Term 2 as we have been operating in "Phase 0" of our managed return to school. The purpose of this letter is to make clear to our community what our operating model will be from Monday 11 May, Week 3 Term 2.

## **From Week 3**

From Week 3, Monday 11 May, we will be moving to "Phase 1" of the managed return to school plan. Each child in Years 7 to 11 will be able to attend school one day per week. Year 12 will be able to attend every day. The table below indicates the planned pattern of attendance for each year group throughout the week.

Students who are unwell or have any cold or flu-like symptoms are not to come to school. If students develop such symptoms whilst at school, parents will be contacted and asked to take their children home.

<b>Daily Attendance by Year Group from Week 3 Term 2</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
12	12	12	12	12
11	10	9	8	7

Under Phase 1, whilst the school is open and no child will be turned away, we encourage you to keep your child at home for the other days.

## **Years 7 to 11**

### **One Unit of Work**

- Students will still be following the one unit of work whether they are at school or at home
- When at school, year groups will be divided into classes of 10 and supervised by a teacher
- These groups of 10 will be roomed in the one classroom for the day to minimise movement
- Emails will be sent to students this week indicating the group and classroom students will be in for the day
- We will continue following our school timetable for online learning as closely as possible
- Students are expected to wear full school uniform

### **Roll Call**

- Roll call will be at 8.55am in the room allocated for the day
- During roll call students are to log on to the Sentral Portal / Google classroom and check the work they have been set for the day

## **What to Bring**

- Students are asked to bring their laptops for online learning
- A set of headphones / earphones
- Usual books and pens for the day
- A novel or other reading material

## **Assessment Tasks**

- Year 11 teachers may use the time students are onsite to deliver "in class" assessment tasks
- Students will be provided the required assessment notification if this is to occur

## **Thursday Afternoons**

- The school day will finish at 2:30pm on Thursday afternoons as per usual
- Sport will not run on Thursday afternoons during Phase1
- Year 8 students will continue with their one unit of work online for two periods after lunch on Thursdays

## **Attendance**

- Parents and carers are encouraged to send their child to school on the allocated day
- If you are keeping your child at home due to an underlying health condition please advise the school to ensure the student is able to continue learning from home
- Students who are participating in learning from home or school, will be marked as being present at school
- Teachers are monitoring student engagement with online learning and keeping a class roll based on student participation with online lessons

## **Social Distancing and Hygiene**

- Whilst the Government has indicated that social distancing measures need not apply in schools, Menai High School is implementing a range of social distancing measures to ensure everyone stays safe at this time
- Class groupings will be kept to between 10 and 15 students depending on the size of the room
- Hand sanitiser will be available in every classroom and students will be required to use it when entering and leaving the classroom
- Desks have been marked inside classrooms indicating where students are to be seated in order for social distancing to occur
- Markings have been placed on outdoor seating indicating where students can sit to ensure social distancing is observed
- Students are not to be hugging, shaking hands, touching or having any other physical contact with each other whilst at school
- Arrows have been placed onto walkways to indicate the direction of foot traffic throughout the school to avoid overcrowding in corridors and walkways
- If students do not comply with the social distancing measures implemented by the school, parents will be contacted and asked to collect their child

## **Playground**

- Social distancing measures are being implemented around the school, this includes in the playground
- Students are expected to follow the social distancing measures implemented by the school
- Year Group will be allocated separate playground area

## **Canteen**

- The canteen will be operating, however there will be a reduced menu available
- Social distancing measures will apply

## **Uniform Shop**

- The uniform shop will be open from Week 3 following the normal opening times of Tuesday mornings 8:00am – 12:00pm and Friday afternoons from 12:30 – 4:30pm
- Social distancing measures will apply

## **Buses**

- Buses are currently running as usual and will continue to do so during Phase 1
- Bus companies are implementing additional cleaning procedures on all buses

## **Year 12**

- Year 12 subjects will run as per our usual timetable although rooming will be altered
- Wherever possible Year 12 will have their regular teachers for their lessons
- When Year 12 class numbers exceed 15 students the lesson will be taught across two adjacent rooms
- Year 12 students who are continuing to learn from home will be able to access the lesson online
- Some Year 12 teachers with underlying health conditions will be working from home and will deliver remote lessons to their classes as per the timetable
- Year 12 will be able to see rooming on their timetable on the Sentral Portal later this week.
- Please advise Mrs Sayed-Rich if your Year 12 is not attending school so that arrangements can be made for them to participate in lessons on line.

## **HSC Major Works**

- Thursday afternoon sport time has been set aside for Year 12 students to do additional work on their HSC major works
- Students can access this time by negotiation with their teachers
- Social distancing and hygiene practices will apply

We look forward to seeing all our students over the course of Phase 1 and supporting them with their learning on their allocated day at school.

Please follow the school Facebook page, website and also look out for emails and texts messages for updates to school operations as they come to hand.

Yours faithfully,

  
Barney Ellevsen  
Principal