

CLAREMONT COLLEGE

# TEMPORARY CLOSURE OF CAMPUS PROCEDURE

IN THE EVENT OF DISRUPTIONS TO SCHOOL OPERATIONS  
DURING SCHOOL HOURS

*We are a collaborative.....innovative and.....compassionate community.....*

# TEMPORARY CLOSURE OF CAMPUS PROCEDURE

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**Claremont College will utilise the following mechanisms to communicate important information to families, staff, students and visitors to the campus.**

**Our communication channels include:**

**SMS, emails, Claremont College app alerts, COVID-19 updates in newsletter.**

## BROAD GUIDING PRINCIPLES

In the event of a member of our school community testing positive with COVID-19, and **should we be required to call parents to collect children during school hours**, the following broad guiding principles are important for all of us to follow and be aware of. Our goals are to;

- maintain a sense of efficiency and calm
- keep people safe by minimising and mitigating risk
- maintain the privacy of individuals
- reduce anxiety
- communicate with clarity and accuracy
- carefully follow NSW Health and school policy and procedures

## FOR STAFF

- A member of the Executive Team will inform staff that a COVID-19 lockdown is in place and to check their email for further details.
- In the event that it is Recess or Lunch, members of the Executive Team will inform staff on duty to move all students to their Learning Spaces.
- An email communication from the Senior Leadership Team (Principal and/or Deputy Principals) to be sent to all staff. This will outline that we are in a temporary campus lockdown procedure and that once the lockdown has been cleared, students will be sent home according to the arrangements below.
- Staff to assist students to put their iPads and headphones in their bag, to prepare for Off Campus Learning
- Staff to remain in their learning spaces until all students have left for the gates.
- The Deputy Principal will issue specific role descriptions to staff to ensure smooth evacuation from the campus.
- Staff to escort students who leave from Coogee Bay Rd gate to the School Hall, and to supervise them waiting to be picked up (out of sight from potential media).
- Staff to escort students who leave from Judge St gate to the Year 2 classroom (out of sight from potential media).
- In the event where a student has been diagnosed with COVID-19, students from that particular year group will gather in the bottom of the School Library. Staff will escort them to their usual gate once their parent/carer arrives. Staff will supervise students at every entry/exit until all students have been collected
- Should there be any confusion about others (family or friends) collecting a child where written permission has not been received by the school, the student will wait in the school office until there is clarity.

## FOR SUPPORT STAFF

- Signs will be posted at each entry/exit point on the outside of the Claremont campus.
- A notice will be placed on the School website and on the Claremont COVID-19 update on the Claremont App.
- Support staff will be delegated specific duties and tasks to support this process.

## FOR PARENTS

- Families are asked to ensure that personal contact details on Edumate are up to date, including Emergency Contact details.
- Parent Permission for others to collect their children must be given in writing to the School
- Families are asked to discuss the lockdown and temporary closure evacuation plan in advance with their children, to outline the family plan for pick-up.
- SMS alert to all parents/guardians outlining that the school campus is in lockdown.
- An email communication from the Principal advising of the lockdown (reasons given) and informing the course of action for the day.
- Lockdown will be directed and lifted under NSW Health instruction, after which parents/carers will receive an updated SMS and email about collecting their child/ren.
- Communication to follow, advising of possible temporary closure of the campus for intensive cleaning and while contacting tracing is conducted.
- Families will be asked to collect their children.
- Parents/carers are **NOT** to enter the campus to collect their children, they are to wait at the gates or in their cars as they would on a normal afternoon pick-up.
- Students will go home with their iPads, so Claremont's 'Off Campus Learning' will recommence the next day, however with no or limited access to teachers, depending on other expectations placed on them.
- The timing of the return to campus is given by NSW Health (usually 24 to 48 hours).
- Students will remain in class with their teachers until NSW Health advises the school to evacuate the campus.
- Evacuation will occur as per after school pick up, via either Judge St or Coogee Bay Rd gates.
- Parents at the gate must observe social distancing protocols.
- Parents must follow the directions of staff, should they be asked to move on and drive around the block, or to park the car and then go to the school office.
- Please note that the Claremont College bus service will **NOT** be available.
- Please note 'TeamKids' Aftercare program will **NOT** be available.
- Students who ordinarily use public transport or walk home will **NOT** be permitted to do so, and will be dismissed and collected from the Coogee Bay Rd gate by parents.
- Children who normally travel home by the School Bus, walk home, take public transport or attend 'TeamKids' will need to be collected by their parents/carers from the Coogee Bay Rd gate (or at their usual pick-up gate).
- Families are asked to go home directly and/or to follow any specific guidelines given by NSW Health.

Please contact the school by phone or [office@claremont.nsw.edu.au](mailto:office@claremont.nsw.edu.au) for further information or clarification.

