



## COVID-19 Shutdown Management Plan 2020 - Parents

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The objective of this Shutdown Management Plan is to maintain the continuity of learning to our students. In order to do this, the College will continue to deliver lessons to students online daily, during the usual term time. Administration Staff will continue to work remotely and provide parents with communication and answer queries and to maintain the operational aspects of the College.

Please note that any directions given by the College may be modified/changed as a result of advice from Qld Health, Independent Schools Queensland and the Department of Education.

### Procedure for shutdown during school hours

If a member of the St. Michael's College community, staff or their family test positive to the COVID-19 virus, the Principal or Deputy Principal will contact QLD Health, ISQ and the Department of Education to inform them of the confirmed case.

The College will follow the directions of QLD Health, ISQ and the Department of Education.

Should the College be instructed to shut down then following procedures will be followed.

If a Shutdown occurs DURING school hours, the following procedures will be followed:

- Parents/Caregivers will receive an SMS and email along with a post to Facebook and the App.
- Parents/Caregivers will be instructed to collect their child from their classroom.
- Parents/Caregivers will need to sign their child out at the classroom.
- Yr 2 - 6 students are to collect their Chromebooks, charger and case – we will endeavour to have at least two half-hour face to face lessons per school day with students.
- Students in Prep - Yr 1 are to take their work books home.
- Students would have already been issued with logins for Mathletics, Typing Tournament etc.
- Lessons will be placed online for students to access and complete during the day.

### Procedure for shutdown out of school hours

If instructed by Qld Health or the Department of Education to shutdown during non-school hours, Parents/Caregivers will be emailed that the College is now in shutdown and will be enacting the procedures outlined in this document. In the case that this happens and your child cannot access their assigned Chromebook, the Curriculum can be accessed via a home computer or device. If a student does not have access to a home computer, device or the internet, parents should make contact with their class teacher for alternative lessons that can be undertaken whilst in shutdown.

If instructed by Qld Health or the Department of Education to shutdown during non-school hours the following procedures will be followed:

- Parents will receive an SMS and email along with a post to Facebook and the App advising that the College is closed.
- Students would have already been issued with logins for Chromebooks, Mathletics, Typing Tournament etc.
- Lessons will be placed online for students to access and complete during the day.
- Monitor emails closely for further direction and information on content delivery.



## Procedure for online learning during the Coronavirus (COVID-19) enforced shutdown

- Students in Yrs 2 - 6 will have their lessons delivered virtually by the Classroom Teachers between 9:00am and 1:00pm each day.
- Students in Prep - Yr 1 will have their lessons delivered via email.
- The students in Yrs 2 - 6 are expected to participate in two, half-hour face to face lessons, per day with their Classroom Teacher, for instructions on the day's lessons and for roll call.
- Students in Yrs 2 - 6 are required to log onto their virtual classroom each morning for their first face to face lesson at 9:00am and each afternoon at 12:30pm to revise the days lessons and check in with their Class Teacher.
- The weekly or daily lesson structure will be emailed out to the parents by the individual Classroom Teachers. Classroom Teachers will communicate to Parents their preferred method.
- Specialist Teachers (PE, Music and ICT) will post their lessons for Yrs 2 - 6 online at the start of each week.
- Class Teachers and Specialist Teachers (PE, Music and ICT) will be available via email to assist students where necessary, virtual school hours.
- Specialist Teachers (PE, Music and ICT) will place lessons online for students in Yrs 2 - 6 to access and complete throughout the week.
- Lessons provided by Class Teachers will include Literacy, Numeracy, HASS and Science related content.
- Instrumental Music Teachers are hopeful to reschedule any missed lessons; however, students will be expected to continue to practice their instrument at home.

## Expectations of Students and Parents

- Parents in Prep - Yr 1 or who do not have access to Google Classroom, are to email Teachers each day to state whether they are participating in lessons for the day.
- Students in Yrs 2 - 6 will be expected to log in for roll call each morning with their class teacher.
- Should a student become ill or unable to participate in classes, Parents are to advise a member of Administration via email on [admin@smccab.qld.edu.au](mailto:admin@smccab.qld.edu.au)
- Students will be expected to complete any assigned work within the hours of a normal school day.
- Parents will be expected to monitor their child's learning and ensure they have provided rest breaks and lunch breaks for their child.
- Parents are to ensure their child completes the set work during the school day.
- Should a parent or student of the College test positive to COVID-19 during the shutdown please advise the Principal [callom@smccab.qld.edu.au](mailto:callom@smccab.qld.edu.au) or Deputy Principal [cwellwood@smccab.qld.edu](mailto:cwellwood@smccab.qld.edu)
- Parents are to provide a medical clearance certificate once recovered from the virus.