

Student and Parent/Carer guide for the resumption of classes @ BSSC



The Department of Education and Training (DET) has announced that all students in Years 11 and 12 (as well as Prep, Grades 1 and 2) will resume onsite schooling from **Tuesday 26th May**. As of this date, all students will be expected to attend classes as normal. This means that if a student chooses to remain at home once their year level has returned, we can no longer support their learning from home. This does not apply to students who need to be absent for health or medical reasons. For students where this applies, parents/carers should contact the relevant [Student Engagement Coordinator](#).

The information in this guide will help students regardless of the program they are undertaking, to be able to maximise their academic success, as they transition back to onsite learning. Some of this information has already been sent before, but we are including this in the one document, for easy access. Updates will continue to be sent from the college, as new information comes to hand. Although this document is lengthy, we ask that all students and parents/carers read this thoroughly to ensure they have detailed knowledge of all aspects of onsite learning for the immediate future. Students should check their emails and Compass News Feed regularly. This has been a very unusual term for all of us, so it is important that parents/carers, teachers and students work together to support each other during this time.

Table of contents

1. [Timeline for classes](#)
2. [Monitoring progress](#)
3. [Study Centre, redemption, rescheduled SACs](#)
4. [Social distancing and hygiene](#)
5. [Students with an illness or medical issue](#)
6. [Attendance onsite by parents/carers](#)
7. [Students moving offsite](#)
8. [Café and purchasing of food from CBD](#)
9. [Mobile phones](#)
10. [Developing a routine](#)
11. [Wellbeing Support](#)
12. [Collection of photos, hoodies and calculators](#)
13. [How to contact BSSC staff members](#)
14. [Staying connected](#)
15. [Additional resources](#)

1. Timelines for classes

Onsite classes will resume on **Tuesday 26th May**, after a pupil-free day on Monday 25th May. Students will not have work listed in their Lesson Plans for the pupil-free day.

Information for Offsite VET classes

- All Coolock TTC VET classes resume at Junortoun on Wednesday 27th May. The transfer bus will operate as usual from the Tom Flood bus exchange area.
- VET Hairdressing classes will resume onsite at Bendigo TAFE on Tuesday 26th May. Students must sign and return the Bendigo TAFE Student Campus Declaration Form to their VET trainer before the first onsite session. This form has been emailed to students.

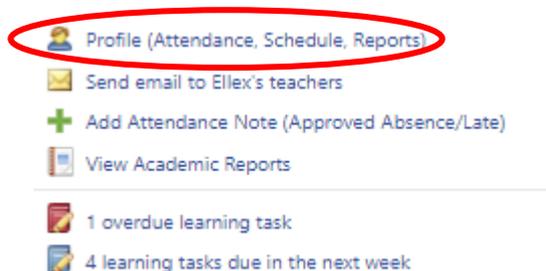
- VET Makeup classes will continue to be delivered remotely by Bendigo TAFE until further advice from Bendigo TAFE.

All Unit 1 and Unit 3 classes will be taught until the end of Term 2 (26th June), with Unit 2 and Unit 4 classes commencing on the first day of Term 3 (13th July). At the time of writing, the VCAA were yet to release their exam timetable. Until this is released, we are unable to provide the end date of classes for both Year 11 and 12 students, although we anticipate this will be in early November. We also cannot advise the dates of events such as Graduation, Last Day of Year 12 and Step Up until this announcement is made. These dates will be communicated to students and parents/carers as soon as we are made aware.

2. Monitoring progress

Students should aim to return to classes being as up-to-date as possible in all subjects. If a student is having difficulty with work, they should consult with their teacher (contact details outlined in [Section 13](#)).

Students and parents/carers are able to check progress by accessing the Learning Tasks tab on Compass. To access this, click on 'Profile (Attendance, Schedule, Reports)...



... then click on 'Learning Tasks'.



The Learning Tasks for each subject will be listed. It will have a **green tick** if submitted on time, an **amber tick** if it was submitted late and a red cross if it is now overdue. The tasks with the **red cross** are the ones that need to be submitted to a satisfactory standard as soon as possible. Students and parents/carers to be regularly viewing this section of Compass to monitor the due date of all work.

3. Study Centre, redemption classes and rescheduled SACs

Study Centre for Year 11s will not run for the remainder of Term 2. Rather, this time and location (JKH) will be utilised to support students who are behind in classwork and need to attend a redemption session. If a Yr 11 or Yr 12 student has received a Provisional N in a subject (or subjects), this is a warning that indicates that unless a particular suite of work is completed, then the student will be unable to pass that subject. When the student and parent/carer is notified that a Provisional N has been given, the student will be booked into a redemption session during one of their double study periods and this will occur in the JKH. This will appear on the student's Compass schedule and the student and parent/carer will receive an email indicating that the booking has been made. Full details of the work that needs to be completed can be accessed via Compass.

Students who normally have Study Centre and are NOT required for a redemption session will have independent private study during this time.

All rescheduled SACs will be held in E9 (bottom floor of E block, Rosalind Park end) for the remainder of Term 2.

4. Social distancing and hygiene

While the Victorian Chief Health Officer has indicated that students are not required to socially distance from one another while onsite, we are asking that where possible, we exercise common sense and courtesy and maintain as much distance as possible between ourselves and others. If possible, try to keep a distance of 1.5 metres from others and do not enter an already congested area. Total numbers will be capped in areas such as the Student Services Centre reception, the Wellbeing Centre waiting room and the café. The JKH will be open to students during recess and lunch as a place to sit out of the cold.

As always, students and staff will be asked to practice high level personal hygiene, particularly around hand washing. Soap will be available for student and staff use in all toilet facilities. We expect our college community to be extra vigilant, particularly with the following:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or using the toilet. If soap and water are not readily available, use a hand sanitiser that contains at least 60 percent alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow.
- Do not use bubble taps. Bring your own drink bottle and if required to open the lid, do this with washed hands.
- Do not share drink bottles, crockery or cutlery. Ensure that these are thoroughly washed with hot water and soap or a dishwasher.

Our college has implemented extended and increased cleaning, including cleaning throughout the day of high-touch surfaces such as bathrooms and door handles, consistent with DET guidelines.

5. Attendance onsite by parents/carers and others

Visitors to the college grounds will be limited to those delivering or supporting essential school services and operations. We ask that parents/carers do not attend the college until further notice. If a parent/carer needed to contact the college, they can do this by calling (03) 5443 1222 or by calling the staff member directly ([BSSC staff contacts](#)). Details on other means of contact are outlined in [Section 13](#).

Where a parent/carer needs to attend a meeting (for example, a Student Support Group meeting) and this cannot be conducted remotely, social distancing must be adhered to at all times. Any visitor to the college should always call before coming onsite to determine if an alternative is available (eg. phone conference, Google Meet).

6. Students with an illness or ongoing medical issue

Perhaps the most important action school communities can take to reduce the risk of transmission of COVID-19, is to ensure that any unwell staff and students remain at home. Therefore, **if a student or staff member is unwell, they must not attend school.** If a student becomes unwell during the school day, they should present to the General Office to request First Aid. If they are displaying symptoms compatible with COVID-19, such as a fever, cough or sore throat, they will be isolated in an appropriate space with suitable supervision and the parent/carer (or emergency contact) will be asked to collect the student immediately and seek medical attention. Any student who is unwell, but not displaying these symptoms, will also have the parent/carer (or emergency contact) contacted and asked to collect the student if they are too unwell to remain at school. We ask that our college community err on the side of caution during these times and do not attend our site if you are unwell.

Students with documented ongoing medical conditions that cannot return to school on the 26th May, should have their parent/carer contact the relevant [Student Engagement Coordinator](#) as soon as possible to determine if Special Provision will apply.

7. Students moving offsite

Although our students resume classes on Tuesday 26th May, the extended State of Emergency is in place until 11.59pm on Sunday 31st May. Therefore, it will be very important that students abide by all expectations outlined by the Victorian Government and do not engage in any restricted activities.

In particular, when offsite:

- Students are expected to maintain a distance of at least 1.5m between themselves and any other person.
- Students are not permitted to congregate in groups of more than 10
- Students must not congregate in groups within the CBD.

Therefore, if students choose to sit in Rosalind Park, they must be in groups of less than 10 and a distance of 1.5m must be maintained at all times. If walking to the CBD to purchase food (an essential item), they should return to the school immediately after the purchase has been made. Students should be moving directly to their homes after school. Students who breach these conditions risk being fined \$1652 per person.

Our advice is that all students remain onsite, at least until we progress to Step 2 of the relaxing of restrictions (an announcement concerning this is expected to be made on 1st June). Further advice will be issued via Compass after this date.

8. Café and purchasing of food from CBD

Our college café (Ulumbarra Café) will be open from 7.30am-2.30pm each weekday for the purchase of food and drinks each school day.

We will be introducing a pre-ordering system and encourage all students and staff to use this service. Items to be collected at recess can be ordered and paid for prior to 10.00am; items to be collected at lunchtime can be ordered and paid for by 12.00pm. The daily menu will continue to be published on the Compass My News feed. Students and staff who pre-order will be able to collect their items from a

'priority service' area of the café (please take student ID). We hope to have an online pre-ordering App operational by Term 3.

We will be removing half of the available seating within the café to allow more space for queuing and less opportunity for students sitting closely in groups. We ask that all students leave the café once they have purchased their food, if there is no seating available. The JKH will be open as a larger space for students to sit out of the cold.

At the time of writing, only a limited number of food outlets were operating in the CBD and all for take away only. From 1st June, we expect the number of shops that are open will increase, however students should be aware that it may take a considerable length of time to be served in these places. Students should consider bringing their own lunch or purchasing from the college café.

9. Mobile phones

The DET Students Using Mobile Phones Policy remains unchanged: all phones must be stored securely in a locker during class times, including study periods. BSSC students are able to access their mobile phones during recess and lunchtimes in case they move offsite.

Phones can be turned on with the COVIDSafe App activated immediately before and after school. Schools are managed environments which include records of student, staff and visitor attendance, which can support contact tracing, therefore negating the need for the App while at school. If a student were to move offsite, there would be benefit in them taking their phone with them and ensuring the Bluetooth[®] capability was turned on to enable the COVIDSafe App to work.

Staff and students should clean their phones regularly.

10. Developing a routine

If a student has found that during the period of Remote Learning that their routine has been quite different to how it usually is during the term, it is important that they do their best to move back to their regular routine prior to resuming classes on the 26th May. This particularly applies to the sleep routine. Many students have described the 'luxury' of not needing to get out of bed until only minutes before their first class for the day, so it is important that sleep patterns are altered now to be able to effectively transition back to being able to wake early enough to be able to get ready for school and complete the commute to the college. Punctuality will be very important so that valuable learning time is not lost.

11. Wellbeing support

The BSSC Wellbeing Team is available to support students with the development of their physical, social and emotional health. If a student would like a meeting with one of our Wellbeing Team, then they can arrange this by presenting to the Wellbeing Centre. Alternatively, a student can ask their Advisor, classroom teacher or Student Engagement Coordinator to refer them or they can email the Wellbeing Team directly on WellbeingStaff@bssc.edu.au.

For more information regarding a variety of local wellbeing services, please see: [Wellbeing and Financial Support](#)

12.Collection of school photos, hoodies and calculators

All students who have ordered school photos, hoodies or calculators are able to collect these from the BSSC Library from the 26th May. Please ensure all items are collected prior to the end of Term 2.

13.How to contact BSSC staff members

If a student requires support, they should initially speak to their Advisor. The Advisor will be able to assist the student overcome the issue or refer the student to the appropriate staff member or support service.

All BSSC staff are contactable during office hours. Please be aware that many of our staff are part time and therefore contact will be made when they are next on duty.

Email: all staff can be emailed by using the following email protocol: surname.firstname@bssc.edu.au (eg. citizen.john@bssc.edu.au) or by using the email functionality in Compass (click [here](#) for directions on how to email staff members). However, you cannot attach documents through the Compass email system.

Phone: all staff can be contacted by phone on 5443 1222 or via their direct lines ([BSSC staff contacts](#)). You may need to leave a message and they will call you back. Please leave your available times and preferred number to contact you on and note that the return call may come from a blocked number.

Year Level Leaders: Student Engagement Coordinators can be contacted if issues are impacting multiple classes ([Year Level Leaders contacts](#)).

14.Staying connected

Ensure the school has the correct postal address and contact number for parents/carers AND the student – these can be emailed to phones@bssc.edu.au.

If you are not receiving the Compass notifications on your phone and via email please contact the college to support you to get set up. If you have the Compass App please turn on your notifications to get updates quickly. Please contact Helen Malone on malone.helen@bssc.edu.au or 4408 6119 for assistance to set this up.

We will update the college community through Compass and through our Facebook page if there are further updates or changes. Please check these regularly.

15.Additional resources

[Latest BSSC updates](#)

[DET Coronavirus \(COVID-19\) advice](#)