



EMPOWERING YOUNG MINDS

Notice to Parents and Guardians

School Process in the event of a positive COVID-19 case

As you will be aware, the COVID-19 situation in Victoria at this time is evolving and our provision of on-campus learning may change at any time due to Victorian Government directed guidelines or in the event that our School should experience a positive case of COVID-19. I know many of you will have read of a number of schools in Melbourne temporarily closing for this reason. I can reassure you that as a Leadership Team we have planned for a number of possible scenarios, including the need to put in place a safe evacuation process for all students and staff at short notice during the course of a School day, or alternatively having to communicate out of School hours that the campus will be closed the following day.

The first point of communication from the School will always be an SMS message to parents asking you to check your email inbox where detailed information will be found regarding pick up locations and times.

If we receive advice during the school day

- a. Students will continue working / packing bags while waiting for parents to notify that they are ready to collect them from various pick-up areas.
- b. Parents to message students when they are at the School (or notify Reception if student does not have a phone). Students will leave when a parent text has been received.
- c. Our bus service will be fully operational in the event of a safe evacuation so students who normally travel by bus will be returned home on the same bus as normal, albeit a little earlier

Senior School students

Senior School students will move to their Home Group rooms and adjoining classrooms to ensure social distancing, or the Year 12 Common Room where their mode of departure will be supervised by their Home Group teachers and Year Level Coordinators.

Students who would normally walk/ride home will be permitted to do so by their Home Group teachers and dismissed from their Home Group room.

As per a regular day, Senior School students will exit via Gate 2.



OAKLEIGH GRAMMAR

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CRICOS Registration Number: 03423G



Middle School students on site for Arrowsmith or on-site supervision.

Arrowsmith Students will meet their Arrowsmith teacher in their classroom

On site supervision students will remain in their room. We will gather siblings.

As per a regular day, Middle School students will exit via Gate 2, once parents arrive on site.

Junior School students on site for on-site supervision.

On site supervision students will remain in room 112. We will gather siblings.

As per a regular day, Junior School students will exit via Gate 1 once parents arrive on site.

ELC students

Students will remain in their room, and brought to the door once parents arrive.

Parents or guardians who find themselves unable to collect their child in the event of an enforced evacuation, will be asked to contact Reception, and arrangements will be made with the relevant Head of School.



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