



What you need to know about our return to school in Term 4

Level 3 plus: Operational Information for Return to Hurlstone Agricultural High School

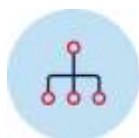
**Please note information outlined in this document may change in response to NSW Government, NSW Health and NSW Department of Education directions and guidelines. If changes are made a new version will be published. It is then important to take note of the published date.*

Dear Hurlstone community,

This is our operational document to support families, students, and staff on our school's return to face-to-face learning. It should be read in conjunction with the Department of Education (7 October 2021) ["Roadmap for parents and carers- Return to School for Level 3 plus"](#)

In addition to this document, any changes to the *COVID-Safe School Operations Level* will be communicated also via:

- email to parents and carers
- student education email
- student year group Microsoft Teams page.



Key dates for our staged return

While we know there is excitement about the return to school it's important that we stick to the staged return to give us time to be ready to welcome back students onsite. Students will return in the following order:

- **Sunday 17 October**

The boarding school will re-open for **Year 12 boarders** who are returning to their dormitories to stay until the end of HSC exams. Boarders who do not intend to return and are sitting their exams locally are welcome to arrange an alternative time to come back to pack up their rooms.

- **Monday 18 October (Week 3A)**

Year 12 students will be able to access their schools full-time to access their teachers to support their HSC preparation.

- **Sunday 24 October**

Year 7 - 11 boarders will be able to return to the boarding school from 3pm.

- **Monday 25 October (Week 4B)**

All Year 7 - 11 students will return to face-to-face learning.

Year 12 students will complete their HSC examinations at school from 9 November (Week 6) to 3 December (Week 9).



Keeping student groups together

As we return to school students will be kept in their cohorts (year group) to minimise opportunities for transmission of COVID-19 and to enable effective contact tracing and containment. This model has been designed to:

- minimise unnecessary physical interaction between students on school grounds
- ensure that students learn and play only with those in their cohort, wherever possible
- minimise opportunities for transmission and enhance contact tracing
- minimise the potential for widespread infection across the school and wider school community
- enable learning to be delivered safely and effectively.

Designation Areas for Cohorts: Arrivals and Departures

A new Pedestrian Gate Code has been issued to students via their education email. They will need this code to access the school site.

To minimise traffic congestion, we have created three zones for drop off and pick up by vehicles.

Parents with children across cohorts should follow the youngest sibling's drop off and pick up zone.

1. Year 9 &10 - Drop Off and Pick Up – Glenfield Station – Hurlstone Side - Kiss & Ride

Drop off or pick up your child at the **Western side** of Glenfield Station in the Kiss and Ride area. Students will walk down the pathway to enter Hurlstone through the Pedestrian Gate as pictured below.

2. Year 11 &12 - Drop Off and Pick Up – Glenfield Station – Shop Side - Kiss and Ride

Drop off or pick up your child on the **shop side** of Glenfield Station in the Kiss and Ride area. Students will walk across the main walkway of the station to enter Hurlstone through the Pedestrian Gate as pictured below.



3. Year 7 & 8 - Drop Off and Pick Up - Roy Watts Road

Drop Off or Pick Up your child in the Kiss and Ride area outside the Administration Office or at a predetermined location along Roy Watts Road as pictured below.



Always drop off or pick up your child from the designated zone and follow these simple rules.

Advice for Parents

- Drivers should remain in their vehicles at all times in the Drop Off and Pick Up zone.
- Make sure children use the Safety Door (the rear footpath side door) to get in and out of the car.
- Make sure the handbrake is applied when the vehicle is stationary.
- Park legally.
- Avoid dangerous manoeuvres such as U-turns and three-point turns.
- DO NOT enter the Staff Car Park or park across the entrance to the car park.
- Move along the Kiss and Ride Areas when it is safe to do so.

Safety tips for students

- Always get in and out of the vehicle through the Safety Door, the rear footpath side door.
- Stay buckled up until the vehicle has stopped in the Drop-off and pick-up area.
- Make sure your school bag and other items are in a safe position, such as on the floor.
- Be ready to get out of the vehicle with your belongings when the car has stopped, and you have unbuckled your seatbelt.

Staggered arrival times by cohort

***Siblings arrive together, use arrival time of youngest sibling.**

Arrival from	Cohort	Designated area	By car (drop-off)	By train
8.00am	Year 11	Cottage lawn	<ul style="list-style-type: none"> • Use the designated drop-off/pick-up area. • Parents & carers must stay in vehicle • Maintain physical distancing as much as possible. • Students must go to their designated area and wait there until the period 1 bell rings. 	<ul style="list-style-type: none"> • Enter via pedestrian gate. • Maintain physical distancing as much as possible. • Students must go to their designated area and wait there until the period 1 bell rings.
8.10am	Year 10	STEAM Dharawal lawn		
8:20am	Year 9	Donut Quad		
8.30am	Year 8	Main Quad		
8.30am	Year 7	STEAM COLA		

Year 11 before school study 8am – 8.40am

Year 11 students can access the following classrooms for small group study before school in wet weather:

- Rooms 17, 18, 19 (English classrooms - upstairs)
- Rooms 20 and 21 (English classrooms – downstairs)

Supervision will be provided by the Senior Executive.

Students will be expected to wear masks indoors and sanitise their hands using the sanitiser dispensers in each classroom.

Staggered departure times by cohort

***Siblings depart together, use departure time of youngest sibling.**

Departure Time	Cohort	By car (pick-up)	By train
2.45pm	Year 7	<ul style="list-style-type: none"> • Use the designated drop-off/pick-up area. • Maintain physical distancing as much as possible. • Parents & carers must stay in vehicle 	<ul style="list-style-type: none"> • Exit via pedestrian gate. • Maintain physical distancing as much as possible.
2.45pm	Year 8		
2.50pm	Year 9		
2.55pm	Year 10		
2.55pm	Year 11		

Parents and carers of students travelling by public transport should refer regularly to Transport NSW for advice: <https://transportnsw.info/covid-19>.

Updated 20 October 2021

Parents and carers should:

- follow the [physical distancing advice](#) and avoid gathering outside school gates
- remain outside school grounds
- adhere to mask-wearing requirements in accordance with the Public Health Order
- sign in using the Service NSW QR code if entering the school (e.g. to collect a sick child).

Adjusted Bell Times

Bell times have been changed to facilitate time to sanitise and clean teaching and learning spaces and equipment with the establishment of three breaks of 25 minutes duration.

Three 25 minute breaks will ensure:

- students are in outdoor spaces regularly throughout the day
- access to toilet and canteen facilities is staggered to promote physical distancing
- time is allowed for cleaning shared equipment between each lesson.

All student group meetings held during recess or lunch time must be conducted virtually via MSTeams with teacher supervision to minimise mingling of cohorts.

Period	Mon/Tues/Thurs/Fri	Wed
1	8.40am – 9.55am	8.40am – 9.55am
Break #1	9.55am – 10.20am Recess	9.55am – 10.20am
2	10.20am – 11.35am	10.20am – 11.35am
Break #2 Boarder lunch: Yr 7, 8 & 9 (15 students)	Lunch 1 11.35am – 12.00pm	Lunch 11.35am - 12.20pm
3	12.00pm – 1.15pm	
Break #3 Boarder lunch: Yr 10, 11 & 12 (16 students)	Lunch 2 1.15pm - 1.45pm	Sport 12.20pm - 2.05pm <i>Departure times:</i> 1.55pm Year 7 & 8 2pm Year 9 2.05pm Year 10
4	1.45pm - 2.55pm	



Our school's COVID-safe operations

Restricted site access

- Non-essential visitors are not permitted.
- Essential visitors onsite are required to wear masks.
- All staff and visitors must sign in and out using the new **School Visitor Check-In QR code** from 18 October to check in and check out.
For more information: <https://education.nsw.gov.au/public-schools/school-visitor-check-in>
- **Drop off and pick up:** parents and carers should remain outside of school grounds and adhere to mask-wearing requirements.
- Staff and students must follow health advice and stay at home if unwell.

Seating arrangements in classrooms

- To maximise physical distancing in classrooms, student desks must be separated and wherever possible, arranged in a grid formation (e.g. exam style setup).
- NSW Department of Education subject specific infection control procedures are followed by faculties.
- Students will be required to sanitise classroom desk surfaces with disinfectant spray and disposable wipes at the start of each lesson.
- Teachers are encouraged to teach lesson in outdoor spaces where possible.

Hygiene practice and Personal Protective Equipment (PPE)

- Wearing of masks required indoors and outdoors for all staff and all students (unless eating or exercising).
- Staff and students regularly sanitise hands and clean desk surfaces at the start and finish of every lesson. *This is particularly important when playground duty is “wet weather” when rooms have been opened to provide cover for students and staff.*
- Cleaning staff routinely sanitise and clean teaching and learning spaces and toilet facilities frequently and action cleaning requests.

Updated 20 October 2021

Canteen Operations (to be confirmed by P & C)

Monday 25 October 2021

- **The canteen will only take lunch orders.** These need to be in by the end of recess.
- Lunch order forms will be available to students to write their order at the canteen area. This includes indicating when students want their lunch: break 2 and break 3.
- Lunch distribution will be done in designated cohort playground areas.
- Students can purchase drinks and snacks during break times as outlined below.

Limited lunch menu		
\$5: Chicken Tender Roll & drink	\$5: Salad Roll & drink	\$2: Garlic bread

Tuesday 26 October 2021 onwards

- **The canteen will only take lunch orders.** These need to be in by the end of recess.
- Lunch order forms will be available to students to write their order at the canteen area. This includes indicating when students want their lunch: break 2 and break 3.
- **Lunch distribution will be done in designated cohort playground supervision areas. Student Representative Council leaders will assist in the distribution of lunch orders to minimise cohort co-mingling.**
- Students can purchase drinks and snacks during break times as outlined below.
- It is strongly recommended that students plan their purchases at the beginning of the school day and put in a canteen order. This covers drinks and snacks too. These can then be distributed by SRC at break 1 and/or break 2. This minimises cohort co-mingling and helps manage the canteen's catering priorities.

STUDENT ACCESS TO CANTEEN

Cohort	Break 1 (Recess) Drinks & snacks only	Break 2 (Lunch 1)	Break 3 (Lunch 3)
7	Yes - canteen line	Yes - canteen line	Drinks only – table 1
8	Yes - canteen line	Yes - canteen line	Drinks only – table 2
9	Yes - canteen line	Yes - canteen line	Drinks only – table 3
10	Yes - table 1	Drinks only- table 1	Yes - canteen line
11	Yes - table 2	Drinks only- table 2	Yes - canteen line
12	Yes - table 3	Drinks only- table 3	Yes - canteen line

COVID Safe Playground

- Students will remain in their designated year group areas. There should be no year groups mixing.
- Physical distancing of 1.5 metres must be maintained wherever possible.
- Students bring and use their own water bottles. Refill bottles with water using our installed water fountains.
- No drinking from water bubblers.

Term 4 playground supervision: FINE weather

Area	Break 1 (recess)	Break 2 (lunch 1)	Break 3 (lunch 2)
Cottage Lawn	Year 11	Year 10	Year 7
Dharawal Lawn (STEAM)	Year 10	Year 9	Year 11
Donut Quad	Year 9	Year 8	Year 10
Main Quad	Year 8	Year 7	Year 9
STEAM COLA area	Year 7	Year 11	Year 8
Canteen	As per 'Student Access to Canteen' above		
Boarding: dining room		Year 7 - 9	Year 10 - 12

Term 4 Playground supervision: WET weather

Area	Break 1 - 3	Teachers on playground supervision will: <ul style="list-style-type: none"> exercise discretion to open adjacent rooms in their designated area to support students in wet weather monitor and supervise the open rooms during the break monitor movement around the canteen and dining room as per playground supervision roster to facilitate physical distancing. Playground supervision Head Teacher will: <ul style="list-style-type: none"> oversee & support all areas.
Library	Year 11	
Maths Corridor	Year 10	
Administration Block Building / HSIE/ Library Corridor	Year 9	
Donut Quad / Science building outside / Room 6-7	Year 8	
STEAM COLA area	Year 7	