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St Paul's
Catholic College
Booragul

24 July 2020

Dear Parents and Caregivers,

Re: COVID – 19 Update No 37 – Term 3.

I am writing to you today to remind you of the process that we published last term regarding the possibility of a positive COVID – 19 case emerging at St Paul's. The purpose of this reminder is not to be alarmist but to ensure that we are all in a position to support one another, in the event that the unthinkable happens. At the end of last term, we were in a very positive position in Australia but as you are very aware, the virus can change this in a very short space of time.

- **If there is a positive case**, the College would be notified by Hunter New England Health. The positive case would already be in isolation and not at the College.
- **The College Executive will inform the Catholic Schools Office and enact the following plan:**
 - If the notification comes at lunch or in the last period of the day, students will be sent home via their normal after school transport. This is because school buses would not be able to come early as they would need to complete their normal runs.
 - If notification comes before lunch, a lock down alarm will ring and students will remain in their classes. They will then be instructed to go to their CARE Group class. If they are on a break, they will be instructed to go directly to their CARE group class.
 - **Parents will be notified via SMS. (See below for detail)**
 - Students will be asked **not to contact parents** at this point if they have a mobile phone. **If students make contact, please wait for the official notification from the College.**
- **For the orderly evacuation of the students, the following will happen:**
 - A message will be sent to all families via **SMS** informing them of the COVID notification.
 - We will stagger that for each year group so that parents who elect to come to the College will be able to do so in an orderly way to reduce congestion.
 - **Evacuation of walkers, students who catch the train or drive to school (including siblings.)**
 - ❖ Students who normally walk to and from school will be gathered together and be escorted to the main gates and released to walk home.
 - ❖ Students who normally catch trains to the College will be gathered together and taken to the train station to catch their train. The trains leave every hour from Booragul station. Arrangements for students to be picked up from their home station will need to be made by parents.

- ❖ Senior students and their siblings who drive to school will be gathered together and escorted to their vehicles. Please note that friends of students who drive their own vehicle will not be able to go home with them.
- **If you elect to come and collect your child rather than have them catch trains or walk, we ask that you have that discussion beforehand so that you child is well aware of your wishes.**
- As parents arrive at the College to pick up their child, we ask that you do the following: (There are 2 pick-up points.)
 - ❖ **Pick-up Point One:** Main Drive: Drive in the main drive and report to the teachers on duty.
 - ❖ **Pick-Up Point Two:** Hayden Brook Drive: When you arrive there, report to the teachers on duty.
 - ❖ If you are able to message your child on your arrival, the CARE Group teacher will release them to you to be picked up. **Please let your child know which pick-up point you are at.**
 - ❖ If you are not able to message your child, let the teacher on duty know and they will organise the release of your child to be picked up.
- **Once all students are evacuated from the College,** the arrangements for the shut down and deep clean will be sent to all families. This process may mean that the College will be closed for a number of days. The Catholic Schools Office has already organised specialist teams for this deep clean.
- **Hunter New England Health will ask the College about close contacts with the child subject to the positive COVID finding.**
 - New England Health may contact you and suggest isolation and/or testing to be done.
 - If that is the case, you are asked to keep your child at home until they receive clearance from health authorities.

The other reminder that I would like to mention is Uniform. At the end of the term we had a marked improvement with the current wearing of the uniform. Hoodies were no longer being worn as an alternative to the College jumper and track suit top. However, this term some students have decided to wear sloppy joes and hoodies under their sports shirts rather than wear the current College jumper or track top. I ask that you help us maintain a quality uniform practice at St Paul's. Obviously if there is a short term need for a uniform variation, a note from you is expected. I thank you for your support in this area.

Go gently,



Mr Graeme Selmes
Principal