

**Addendum to the ERP: NORMAN PARK STATE SCHOOL COMMUNICATION STRATEGY IN RESPONSE TO A COVID RELATED EVENT:
LOCKDOWN, SCHOOL CLOSURE, QUARANTINE: 2021 – 2022**

EVENT	ACTIONS	RESPONSIBLE PERSONS	COMMUNICATION STRATEGY	TIMING
School Closure	<p>School actions:</p> <ul style="list-style-type: none"> Parents and staff will be notified as soon as practically possible when there is an impending school closure. (Teena or the Premier AP) <p>Parent actions:</p> <ul style="list-style-type: none"> There may be media and 3rd party information available before official notification or communication from the school). Do not attempt to contact the school or school staff. <i>Await official notification directly from the school as to any next steps or relevant information.</i> <p>Staff actions:</p> <ul style="list-style-type: none"> There may be media and 3rd party information available before official notification or communication from the school.) Do not attempt to contact the school. <i>Await official notification directly from the school as to any next steps or relevant information.</i> Notify outside providers and hire agreement holders. 	<p>1st Notifier: Teena Elliott 2nd Notifier: Addie Kucks 3rd Notifier: Danielle Thomas (outside providers and hire agreements) 4th Notifier: Jaliisa Keenan</p>	<ul style="list-style-type: none"> SMS Facebook Email 	<p>As soon as practically possible after or before an impending event.</p>
Learning at home	<p>School actions:</p> <ul style="list-style-type: none"> All students will have access to Seesaw, email and/or OneNote, Learning at home materials- https://education.qld.gov.au/curriculum/learning-at-home <p>Parent actions:</p> <ul style="list-style-type: none"> Check your child’s email account for details of at home learning materials including links to resources and 3rd party sites. They will arrive in your child’s email by 9am on the next school day. Email the teacher directly if requiring support with access to devices or troubleshooting or logons. <p>Staff actions:</p> <ol style="list-style-type: none"> Staff are to take home any electronic work devices on a daily basis including USBs and hard drives that may be required for staff to work from home. Send your students an email by 9am on the next school day, providing details of how to access learning at home materials and links to resources including 3rd party sites. (Seesaw) Ensure Seesaw is loaded onto school and BYOD devices from day term 1. (Teachers, Cathy Moon) Check in with your students at least once each day. Roll call. (Teachers) 	<p>Teachers Parents Students</p>	<ul style="list-style-type: none"> Email Seesaw 	<p>As soon as practically possible after or before an impending event.</p> <p>Every-day during home learning</p>

	<p>5. Notify Inclusion Teacher (NCCD students) or Teena Elliott 3-6, Addie Kucks P-2 of any concerns for student welfare.</p> <p>6. Contact vulnerable/NCCD students and parents daily and/or as required.</p> <p>7. Check in with your cohort leader by 8.45am each day via text message.</p>		<ul style="list-style-type: none"> • email • Text message 	Every-day during home learning
Student and/or immediate family in Covid Quarantine	<p>Parent actions:</p> <ul style="list-style-type: none"> • Follow the advice of the Chief Medical Officer. • Notify via email, the Norman Park State School Principal Ms Teena Elliott as soon as practically possible. 	Parents	<ul style="list-style-type: none"> • Email the Principal: the.principal@normanparkss.eq.edu.au 	As soon as practically possible.
Staff member and/or immediate family in Covid Quarantine	<ul style="list-style-type: none"> • Follow the advice of the Chief Medical Officer. • Notify via email, the Norman Park State School Principal Ms Teena Elliott as soon as practically possible. 	Staff	<ul style="list-style-type: none"> • Email the Principal: the.principal@normanparkss.eq.edu.au 	As soon as practically possible.
Supporting new staff and students	<ul style="list-style-type: none"> • Induct staff via telephone, teams, or Sharepoint. • Induct students via Seesaw & OneNote 	<p>Inclusion teacher aides and NCCD Students: Jaliisa Keenan Students: Class teacher Teachers: Teena Elliott Teacher Aides: Addie Kucks Non-teaching: Danielle Thomas</p>	<ul style="list-style-type: none"> • Email • Teams • Telephone 	As soon as practically possible and when required.
Appendix				
Access to the school site from 1 st of January 2022	<p>Under the direction of the Queensland Government, all visitors, contractors and volunteers will need to show proof of vaccination when entering a school site from the beginning of the 2022 school year.</p> <p>How will schools check proof of vaccination for visitors, contractors and volunteers? As per our usual processes you are required to sign in at the school office as a visitor, contractor or volunteer.</p> <p>You will also need to:</p> <ul style="list-style-type: none"> • sign in the Visitors book. • sign in using the check-in QLD app. • present proof that you are vaccinated. (either a digital or physical certificate) <p>Copies of vaccination certificates do not need to be kept by the school. However, schools will need to keep a record that the vaccination evidence has been sighted as part of visitor management systems.</p> <p>Unvaccinated parents will need to remain outside of the school gates when picking up their children. Should you be unvaccinated and need to pick up your child during the school day, we will bring your child to you at the school gate.</p>			Queensland Government Directive
SEESAW	<p>URL: http://web.seesaw.me Data Hosting: Cloud based servers in the USA Terms of use: https://app.seesaw.me/about/terms Privacy policy: https://app.seesaw.me/about/privacy</p> <p>The following conditions will decrease the associated risks:</p> <ul style="list-style-type: none"> • Students will be required to use first name or initials only • Teachers will create an account and share with students via a QR code • Students will log in under teacher direction and supervision <p>Students are not to share photos of themselves or other students</p>			<p>Administration staff will allocate students to 2022 classes in Week 0 of Term 1, 2022.</p> <p>Teachers will then receive an activation email, outlining their student group for the year.</p> <p>Teachers then print or download Home Learning Codes for their students and distribute them via email or take-home learning packs.</p> <p>Teachers log into their teacher account from the web and go into the</p>



SAMPLE STUDENT NAME ONLY

DO NOT USE

Norman PAR's Home Learning Code

1. Go to <https://app.seesaw.me> on a computer. Or install the Seesaw **Class** App on an iOS or Android device.



2. Choose "I'm a Student".



3. Scan this code using Seesaw's built-in QR code scanner. Or type in these letters to access your Seesaw account: **XEWV ZGBT GIAK PNZZ**

SAMPLE STUDENT CODE ONLY

DO NOT USE



SAMPLE STUDENT CODE ONLY

DO NOT USE

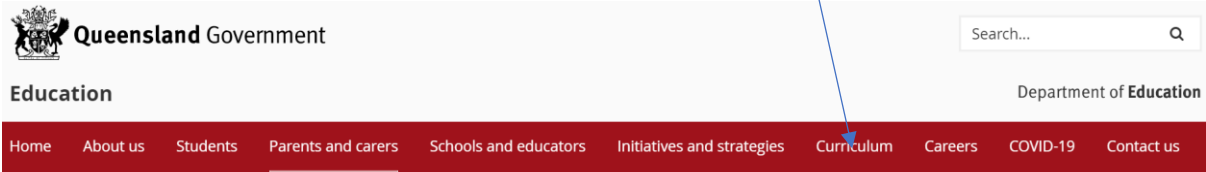
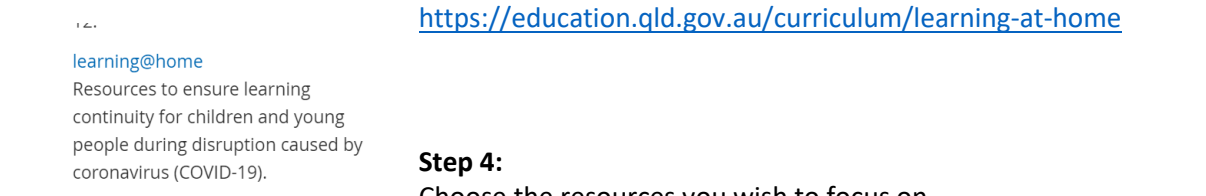
Ask your teacher for a new code after December 6, 2022.

This code is a password. If you have this code, you can access this account. Do not post codes on social media or in any publicly accessible place on the Internet!

Ver las instrucciones en español en: <https://web.seesaw.me/espanol>

class to **connect families** - the '+ **Families**' button is located under the class list.

Access the Learning at Home materials until your child has access to Seesaw.

<p>Learning at home materials</p>	<p>Should you need to learn from home and the school IS not in lock down, accessing the online learning materials can be found this way.</p> <p>Step 1: Online Link https://education.qld.gov.au/parents-and-carers/community-engagement</p> <p>Step 2: Drop down Open Curriculum</p>  <p>Link: Online Learning Materials https://education.qld.gov.au/curriculum</p> <p>Step 3: Connect to Learning @home</p>  <p>Step 4: Choose the resources you wish to focus on. Our school priority would be writing and mathematics.</p>	<p>You can access Learning at home materials at any time.</p>
<p>Vulnerable students</p>	<p>A list of vulnerable students can be located on SharePoint.</p>	<p>Students at risk of disengaging from learning and due to specific learning needs and/or other influencing factors</p>
<p>Access to devices to facilitate learning at home.</p>	<p>Any student from Prep to year six that does not own or have access to a device (iPad, laptop, desktop computer) may borrow by arrangement an iPad from the school. A hire agreement (completed by the school), must be signed by the parent/guardian before borrowing can occur. This can be arranged electronically and the device picked up by arrangement from the school or a designated mutually arranged place and time.</p>	<p>School owned iPads BYOD devices Hire agreement</p>