

# BELLINGEN HIGH SCHOOL

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# PANDEMIC RESPONSE PLAN

Implementation Procedures  
July 2021



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## Purpose of Plan

Pandemic influenza creates a public health emergency with political, social and economic effects. All schools are required to have specific pandemic management plans in place to manage the operational aspects of responding to and recovering from a pandemic.

This plan is a Pandemic Response Plan (July 2021) and contains specific actions to support management of school operations and continuation of learning during and after a pandemic. This document aligns with the NSW Department of Education policy and procedures for school operations and remote learning during a pandemic.

The purpose of this document is to outline our response and provide key strategies and resources when preparing for and responding to an influenza pandemic. This plan is relevant to Bellingen High School's specific context and will assist all staff in the event an immediate response is required.

This plan will be distributed to staff- teaching and non-teaching. In the event a pandemic response is required, Bellingen High School will also coordinate with the NSW Department of Education and NSW Health to coordinate any specific information that is relevant at that time.

## Pandemic Management Team

It is essential that all staff have a comprehensive knowledge of this plan and collaborate to ensure a smooth response.

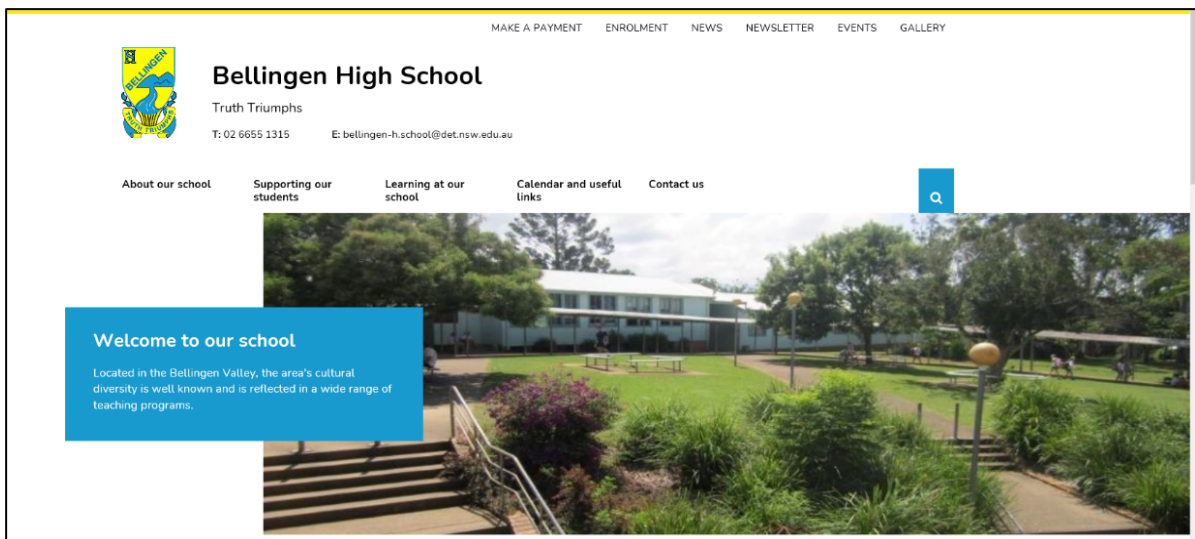
<b>Principal:</b>	Kim Dixon
<b>Deputy Principal:</b>	Tim Laverty
<b>Executive:</b>	Michelle Butcher
	Lachlan Webb
	Angelle Hughes
	Lindsay Kingsley
	Julie Taylor
	Ann Phelan
	David Mayo
	Simon Borgert
	Jon Winfer
	Claire Lawrance

## School Communication Methods

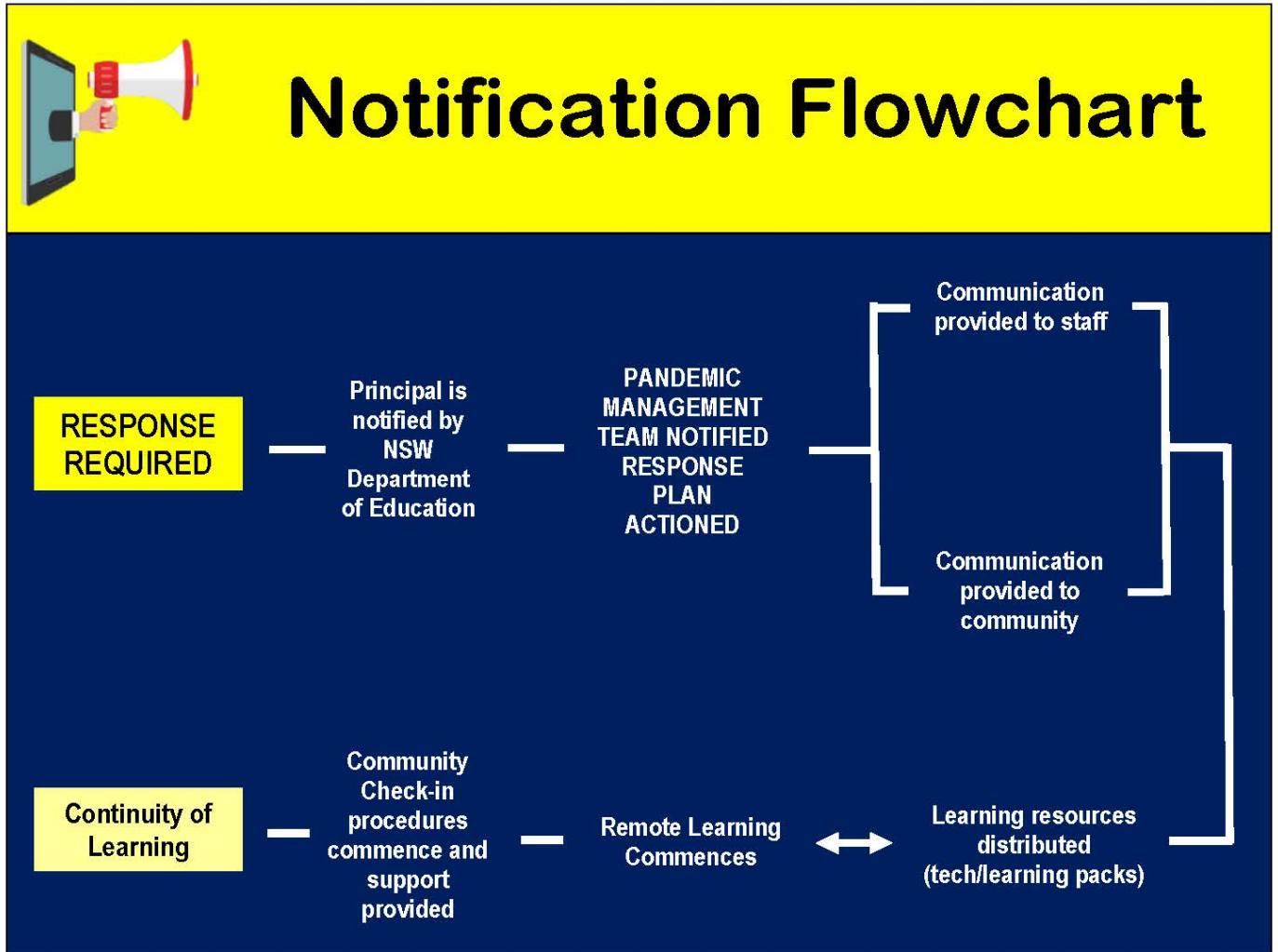
The school uses six main methods of communication - Newsletter, Text Messages, Email, Letters, Facebook and Skoolbag push notifications. The school will provide communication to families to develop an awareness of current communication and translation services available in the school. In the case of a pandemic response, the school will implement the following response:

***In the case where communication can be sent in written form (hardcopy):*** Note to go home to all families. This response will be actioned by the Principal at the direction of NSW Department of Education and NSW Health correspondence.

***In the case where communication is limited to online platforms:*** The school will utilise the website, email, Facebook, Skoolbag and text messaging communication tools to provide information directly to families. This response will be actioned by the Principal at the direction of NSW Department of Education and NSW Health correspondence.



## Notification Flowchart

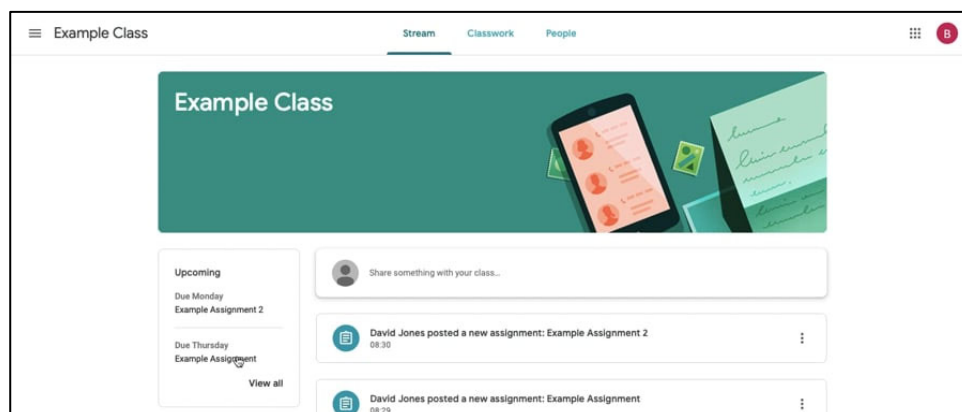


## Remote Teaching Platform

In the case a pandemic response is required, the school will operate online learning through Google Classroom. The Google Classrooms have been established by the Pandemic Management Team and specialist teachers will support student learning within their specific areas.

For more information and support using Google Workspace:

<https://education.nsw.gov.au/technology/products-and-services/software/google-workspace>



## Remote Learning Protocols - Teaching Staff

*Teaching Staff are responsible for:*

- planning lessons, making resources and teaching materials available for all students via Google Classroom or a paper-based pack.
- teachers will use the resources available on the Department's Learning From Home Hub at [https://education.nsw.gov.au/teaching-and-learning/learning-from-home?utm\\_source=adobe%20campaign&utm\\_medium=email&utm\\_campaign=murat%20dizdar%20leanne%20nixon&utm\\_content=20210603%20learning%20from%20home&deliveryName=DM14155](https://education.nsw.gov.au/teaching-and-learning/learning-from-home?utm_source=adobe%20campaign&utm_medium=email&utm_campaign=murat%20dizdar%20leanne%20nixon&utm_content=20210603%20learning%20from%20home&deliveryName=DM14155)
- making interactive contact with all students within their direct teaching responsibility during the week; recording this interaction on the Sentral to ensure all students have access to supported learning opportunities
- contacting parents and students to remind them to engage with the learning materials provided
- continuing to follow and further develop online assessment and feedback procedures
- providing opportunities for students to demonstrate their understanding through a variety of learning/assessment tasks
- assessing submitted work and providing feedback/results via Google Classrooms and marked work
- responding to student/parent enquiries to clarify work during scheduled class time
- report any concerns that arise in regard to learning concerns, child welfare/wellbeing or cyber safety to the Head Teacher and then the Principal.

## Remote Learning Protocols - Non-Teaching Staff

*Non-Teaching Staff are responsible for:*

- regular check-ins with supervisor to support the distribution of tasks
- completing online professional learning as directed by supervisor.
- assist with phone check-ins for student and family wellbeing.

## Remote Learning Resources

- [Statewide Staffroom for teachers External link](#) – join colleagues and curriculum specialists in a collaborative and supportive workspace in MS Teams. Explore and share resources, access advice from our Learning and Teaching curriculum advisors and always be in the know with the latest curriculum information.
- [ABC educational programs and resources](#) – ABC TV Educational programs and resources are available for students indefinitely. Many previously aired episodes are now available for streaming on ABC iview and for subscribers on Enhance TV. Programs are complemented by standalone resources that can be completed without access to the internet or a device.
- Department of Education homepage for parent/family support and resource hubs.

## Communication

You are encouraged to communicate clearly and frequently with students, parents and carers by:

- making parents aware of how they can contact you for support
- advising when the support teachers will be available
- informing when you will contact them
- explaining which method of communication you will use and,
- how they can access support on using online systems or completing tasks.

Regular communication with students, parents and carers is recommended to ensure everyone feels connected, supported and confident. Try to make instructions as clear and concise as you can, use plain English and check if you need [translation services](#).

### Using technology:

- If you require support in using technology for online learning delivery, the Department has developed the [Digital learning selector](#) that provides information (educational use, links to training and getting started) about online learning tools available to teachers and students. These include using assistive technology to support student learning
- Read the [Guidelines to support schools using live video with students \(PDF 234KB\)](#)
- You are also encouraged to use the department's Internet filtering-web filter (access via staff portal) to determine the appropriateness of digital resources provided to students.

## Social Stories:

You may wish to use a social story to support discussion of the Coronavirus with your students. Below are two examples or you could create your own for the appropriate age level:

- [Coronavirus social story](#)External link
- [Social story by Amanda McGuiness](#)External link

## Staff Wellbeing and Support

In what can be a challenging time, it is especially important that you look after yourself and look out for one another. There are some resources on how to take care of your emotional and physical health and wellbeing going forward on the Department of Education intranet. These can be found following this link:

<https://education.nsw.gov.au/teaching-and-learning/learning-from-home/wellbeing/wellbeing-at-home/teacher-wellbeing>

The Department's [Employee Assistance Program – Supporting You](#) is available on 1800 060 650 for confidential counselling services. The service has been extended to also support our casual workforce until 31 December 2021. This means, all casual, temporary and permanent staff as well as their immediate family members will be able to access up to three (3) one-hour sessions of confidential counselling services.

The screenshot displays the NSW Government website's navigation menu and a specific page for Staff Wellbeing. The navigation menu includes: Early childhood education, Public schools, Teaching and learning, Student wellbeing, Parents and carers, Policy library, and Teach NSW. The main content area features a search bar and a breadcrumb trail: Home > Inside the department > Health and safety > Staff wellbeing. The page title is "Staff wellbeing" and the introductory text states: "There are a range of useful information and resources to help staff members maintain and enhance their personal wellbeing." Below this, there is a grid of resource links, each with a red arrow pointing right: Living well, Employee Assistance Program (...), Domestic and family violence s..., Being Well, Fitness Passport program, and Respectful workplaces. A footer note reads: "This section contains information on the Employee Assistance Program (EAP) - Supporting You, resources for living well, respectful workplaces, and domestic and family violence support and assistance."