### Logo  Description automatically generatedElermore Vale Public School

### Remote learning procedure

|  |  |  |
| --- | --- | --- |
| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
| 1.11.21.3 | Regulation 168(2)(h)Regulation 73Regulation 74Regulation 75Regulation 76 | Leading and operating department preschool guidelines  |
| **Pre-reading and reference documents** |
|  |
| **Staff roles and responsibilities** |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* the preschool is compliant with legislative standards related to this procedure at all times
* all staff involved in the preschool are familiar with and implement this procedure
* all procedures are current and reviewed as part of a continuous cycle of self- assessment
 |
| **Preschool supervisor** | The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes: * analysing complaints, incidents or issues and what the implications are for the updates to this procedure
* reflecting on how this procedure is informed by relevant recognised authorities
* planning and discussing ways to engage with families and communities, including how changes are communicated
* developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
 |
| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* all staff in the preschool and daily practices comply with this procedure
* storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers
* being actively involved in the review of this procedure, as required, or at least annually
* ensuring the details of this procedure’s review are documented.
 |
| **Procedure** |
| Coronavirus (COVID-19) can cause illnesses similar to the common cold, but it can also cause more serious respiratory diseases. Most people displaying symptoms such as fever, cough, sore throat, tiredness or shortness of breath are likely suffering with a cold or other respiratory illness—not coronavirus. However, the threats posed by the virus mean serious steps must be taken to stop the spread of the disease. In response to this pandemic the State government asked parents, where possible, to keep their children at home.* Attendance is back to normal
* A teacher and the preschool SLSO will be supervising the children to ensure the ratio of 1:10 at all times. Staff will sign in and out when entering and leaving the building.
* Upon arrival families will meet teacher/SLSO at the front gate. We use a contactless sign in and out process where the teacher/ SLSO will sign each child in and out noting the person who dropped off/ picked up and the exact time. The register is pre populated with all individual authorisations.
* Children will engage in play experiences.
* During the lunch break children have their yoga and mindfulness time in the classroom to ensure that the children are offered a rest period during the day.
* A member of staff who holds first aid certificate will be onsite each day.
* Learning from home is no longer required
* Maintaining contact with families has resumed back to normal with the teacher and SLSO communicating with parents at pick up and drop off times.
* Programming and planning has resumed back to normal procedures with all planning and programming on site in the service.
 |

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 29/04/2022Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Updated into new DoE proforma. |
| **Record of communication of significant changes to relevant stakeholders** |
| No changes to procedure  |

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 1/06/2023Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
|  |
| **Record of communication of significant changes to relevant stakeholders** |
|  |

*Copy and paste a new table to record each occasion the procedure is reviewed.*