

MOVING BACK TO REMOTE AND FLEXIBLE LEARNING, ON SITE SUPERVISION and STAFF CONTACTS

05/08/2020

Staff have been instructed to work off site during the COVID-19 pandemic. This is due to the advice of the Victorian Chief Medical Advisor that staff should work at home. Due to this, limited staff will be on site, but only for supervision requirements. All contact with staff will be through email or phone during the current Stage 3 restrictions...August – September 2020.

Our Office will not always be manned and the foyer of the school may be locked at times. To visit the Office, please phone ahead to avoid disappointment. If the phone is not answered immediately, please try again later or leave a message. Parents collecting books/learning materials from the foyer will be given access to the building on arrival. Regulations around adults being on site continue. You should only come on site if it is absolutely necessary.

Children coming on site for remote learning supervision is a last resort for families. The safest place for children during such times is off site. We do supervise children that can't learn from home, however, encourage as few children on site as possible due to COVID-19 risks and transmission. If your child is attending on site supervision, please ensure you have booked with the Principal (phone call first) and lodged the correct booking form by the Thursday prior to a week commencing.

On site supervision is exactly that – supervision. It is not teaching. Children will be set up and will work independently at a table following the same online learning platforms as those at home. If you prefer your child has 1:1 assistance, please keep them at home where an adult can work in close proximity to a child. We cannot work closely with children during a pandemic.

If your child is attending on site supervision, please drop them off at 9:00am and collect no later than 3:15pm. If you require an earlier drop off or pick up, our OUT OF SCHOOL HOURS CARE (OSHC) PROGRAM is running. Please book through the Office or by emailing Janet Dean (contact details below). Children attending on site must be booked in with a permission form. Those who attend without one will have to go home.

Children working on site should come in uniform, with a drink bottle, snacks, lunch and sanitiser...as well as a warm jacket – it gets cold indoors with windows and doors open for ventilation. Masks can be worn by children that feel safer. All adults visiting must wear a mask at all times.

Children attending on site supervision do not need to be signed in by adults. *Please drop children off at the top carpark, where they are to walk to the multipurpose independently. No adults are permitted near the multipurpose and definitely not inside it. We have strict infection controls in place.*

To ensure families can make contact with our staff, work hours and contact details are listed below. Staff will stick to their work hours and will not be available outside of these times. Please be patient if you contact a staff member outside of their work hours. Contact will be made when they resume work.

Stay safe everyone!

General school enquiries:

- Big Hill Primary School - big.hill.ps@education.vic.gov.au

Business hours are 8:30am – 4:00pm, Monday – Friday, excluding School Holidays

Principal:

- Matthew Pearce – Matthew.Pearce@education.vic.gov.au

Monday – Friday, 8:00am – 5:00pm

Assistant Principal and Wellbeing:

- Sharyn Burnett – Sharyn.Burnett@education.vic.gov.au

Monday – Thursday, 8:00am – 5:00pm

School Chaplain/Student Wellbeing Officer:

- Megan Haddon – Megan.Haddon2@education.vic.gov.au

Monday and Thursday, 8:45am – 4:00pm

Office Administration and Finance:

- Janet Dean – Janet.Dean@education.vic.gov.au
- Kerry Prentice – Kerry.Prentice@education.vic.gov.au

Monday – Friday, 8:30am – 4:00pm – please note, both Kerry and Janet have one day off a fortnight. When this is occurring, an absence email will be sent on receipt of your email advising.

First Steps Unit:

- Nicole Peach – Nicole.Argall@education.vic.gov.au

Monday – Thursday, 8:45am – 4:00pm

- Pauline Mulcair – Pauline.Mulcair@education.vic.gov.au
- Jennifer Nicholls – Jennifer.Nicholls2@education.vic.gov.au

Monday – Friday, 8:45am – 4:00pm

- Sharyn Burnett – Sharyn.Burnett@education.vic.gov.au

Friday, 8:45am – 4:00pm

Junior Unit:

- Catherine Kelley – Catherine.Kelley@education.vic.gov.au
- Rhys Bull – Rhys.Bull@education.vic.gov.au

Monday – Friday, 8:45am – 4:00pm

Middle Unit:

- Renae Westley – Renae.Westley@education.vic.gov.au

Monday – Thursday, 8:45am – 4:00pm

- Dean White – Dean.White@education.vic.gov.au
- Wendy Hicks – Wendy.Hicks@education.vic.gov.au

Monday – Friday, 8:45am – 4:00pm

- Sandra Willis – Sandra.Willis@education.vic.gov.au

Friday, 8:45am – 4:00pm

Senior Unit:

- Roberta Mathers – Roberta.Mathers@education.vic.gov.au

Thursday and Friday, 8:45am – 4:00pm

- Lauren Adcock – Lauren.Adcock@education.vic.gov.au

Monday – Thursday, 8:45am – 4:00pm

- Kate Dole – Antoinette.Dole@education.vic.gov.au
- Brett Strange – Brett.Strange@education.vic.gov.au
- Ainsley Stanley – Ainsley.Stanley@education.vic.gov.au

Monday – Friday, 8:45am – 4:00pm

Education Support Officers:

- Pam Farnell – Pam.Ah-Dore-Farnell@education.vic.gov.au
- Jenny Brown – Jennifer.Brown4@education.vic.gov.au
- Clare Grant – Clare.Grant@education.vic.gov.au

Monday – Friday, 9:00am – 3:15pm

Specialist Programs:

- Nick Reid – Nickolas.Reid@education.vic.gov.au

Tuesday and Wednesday, 8:45am – 4:00pm. Music education/Performing Arts

- Sandra Willis – Sandra.Willis@education.vic.gov.au

Tuesday - Thursday, 8:45am – 4:00pm. Visual Arts

- Wen Bai – Huiwen.Bai@education.vic.gov.au

Wednesday and Thursday, 8:45am – 4:00pm. Chinese

Reading and Writing Intervention:

- Debbie Sammons – Debbie.Sammons@education.vic.gov.au

Monday – Thursday, 8:45am – 1:00pm

- Cheryl Holt – Cheryl.Holt@education.vic.gov.au

Monday - Wednesday, 8:45am – 4:00pm. Thursday 9:00am – 1:00pm

Matt Pearce
Principal



**LIVING OUR
VALUES
EVERY DAY**



RESPONSIVENESS



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY



RESPECT



LEADERSHIP



HUMAN RIGHTS

Students, staff and families of the **BIG HILL PRIMARY SCHOOL Community** acknowledge that we work together on Dja Dja Wurrung Country today; land that the Jaara Jaara People and their ancestors have been custodians of for thousands of years.

