



शब्दमाला - नेपाली भाषा विद्यालय

Sabdamala – Nepalese Language School

Safe Return to Sabdamala Classes – T1 2022

Notice for Parents, Teachers and Volunteers

Please assist us to ensure that all precautions are taken to ensure a safe learning environment for our children, teachers and volunteers.

Sabdamala will commence operation in T1 2022 with face-to-face delivery of classes across its six branches.

Please do not attend Sabdamala if you or your child has any of the following symptoms: Fever, cough, sore/scratchy throat, shortness of breath, loss of smell or loss of taste

NSW Health recommends that anyone with COVID-like symptoms should get tested, even if your symptoms are very mild. You can make an appointment for a COVID-19 test at a [COVID-19 testing centre](#) near you.

NSWFCLS has advised the following:

- Any staff, volunteer or visitor aged 16 or over entering the school site must be fully vaccinated or have a medical exemption.
- The community languages school principal must sight and record the vaccination status of all adults and keep as a record.
- There must be a clear record of who is present at each session.
 - Staff and any other adults present must check-in using the community language school QR code.
 - Student attendance must be marked on rolls.
- Staff and students over 12 must wear a mask indoors and students under 12 are strongly encouraged to wear a mask.
- Maintain physical distancing of 1.5 metres wherever practical.
- Individual classes should be kept separate to minimise risk of transmission, similar to cohort arrangements in schools.
- Students attending a community language school will not need to receive a rapid antigen test (RAT) kit as they will receive these from their usual school.
- Community languages volunteers are not mandated to take rapid antigen tests.

Based on the above, Sabdamala will proceed to operate classes in School with the following conditions:

- Only teachers, branch coordinators, designated volunteers and children will be permitted on School premises at all times
- All adults must be fully vaccinated
- All adults and children above 12 must wear a face mask. All Children under 12 are strongly recommended to wear a face mask.
- To minimise sharing of items please organise your child to bring the following items to Sabdamala. There will be stationary supplies available should the need arise.
 - Writing instruments, eraser, sharpener
 - Water bottle
 - Snacks (to minimise contact Sabdamala will not offer snacks)
- **Before Class / Dropping off Children**
 - o Arrive at least 10-15 minutes prior to start of class. Please do not gather at the gate entrance, please queue in an orderly manner maintaining 1.5 metres distance from the next family.
 - o Temperature check and hand sanitize at gate of all who need to enter.
 - For Children under 5, parents are permitted to escort their child to the main building entrance. Any escorting parents will also be temperature checked and sanitise hands. They will be required to leave the premises soon after.
 - o All approved staff & volunteers need to sign in at the gate and scan QR code
 - o Sign in child
- **During class**
 - o If a child needs to leave the classroom they will be asked to hand sanitize before entering the classroom again
 - o A maximum of 10min break will be scheduled for all classes at staggered times so that only one group of students is out of the classroom at one time.
 - o Children will be seated at all times in the classroom and physically distanced within the class as much as practicable.
- **After class**
 - o Parents are asked to wait outside the gate and not gather at the gate entrance.
 - o Children will be asked to come to the gate as their parent approaches and signs them out.

A designated volunteer roster will be set up to assist with the operation of Sabdamala. We request that all parents be available to be rostered.

Schedule of Day

It is expected that two parent volunteers will be required each week to assist with the operations of Sabdamala. (Time table may be different at some of the branches. Refer to admission and time table)

9.30 – 9.45	Arrival of two designated volunteers Opening of premises and set up of station for sign in, hand sanitizer and temperature check, check of classrooms and wipe down of desks
9.45	Arrival of teachers Set up of classroom / materials
9.50	Arrival of children
10.00	Start of Assembly (in individual classrooms)
10.10	Close of gates
10 – 12pm	Two designated volunteers be available on premises at all times
12.00	End of classes Children escorted outside of main building to area near gate Teachers to pack up / tidy up classes Designated volunteers to assist in ensuring classes are left as they were found
12 – 12.15	Collection of Children Parents to sign out children
12.15	Close of Premises

Designated Volunteer Duties with Branch Coordinators

Opening premises

Classroom Check and wipe down of desks

Set up of sign in at gate & temperature check / hand sanitiser station outside main building

Monitoring of premises during classes

Set up of sign out at gate

Assist with pack up / tidying of classrooms

Closure of premises

Vaccination Status Check and Record

- All members of the management committee and teachers are requested to email a copy of their COVID-19 vaccination certificate to secretary@sabdamala.org.au on or before 2 February 2022.
- All volunteers assigned at branches will be requested by the branch coordinator to email a copy of their COVID-19 vaccination certificate to secretary@sabdamala.org.au on or before 2 February 2022.
- Secretary will maintain a central spreadsheet and advise the President. A record for each branch will also be shared with the individual branch coordinator. Example below.

Sabdamala Vaccination Certificate Status

Name	Branch	Role	Date of Sighting Vax Cert

-