



Dear parents and carers,

The King's College has the wellbeing and education of your children as priority in managing the issues surrounding the COVID-19 pandemic. We have been, and will continue to, direct the school's operations in this emerging situation with focus given to the following areas:

First, the College is carefully monitoring and following recommendations issued by the Department of Health, Department of Education and Association of Independent Schools of Western Australia.

Second, leadership is conducting regular planning and preparation meetings with key staff, including the Principal, Deputy Principal, Business Manager, School Nurse and other advisors.

Third, we are ensuring that you receive timely communications which provide reassurance along with other useful information. The College website has a clear central tab at the top of the page named 'COVID-19 IMPORTANT INFORMATION', which includes letters, fact sheets and other useful resources, for example, suggestions on how to support your children in understanding what is occurring and an eSafety toolkit that provides advice on how to protect your children when they are online.

Fourth, we have implemented appropriate hygiene practices and precautionary measures for both staff and students. Staff have been asked to train and monitor their classes in an age-appropriate way regarding a number of areas, as well as to comply personally. The areas include:

- a. Reduced physical contact and social distancing.
- b. Hygienic practices, including handwashing technique and frequency, coughing/sneezing etiquette and not touching faces.
- c. Resourcing for the above is occurring to allow, for example, the end of lunchtime to include the teacher wiping the desks with disinfectant and paper towel, and students using hand sanitiser as they come in.
- d. Visual support for the above is occurring, for example, bathrooms have helpful posters going up to remind students of correct handwashing procedure.
- e. Cleaning regimes have been adjusted to be more rigorous, including increased frequency of cleaning high-contact surfaces such as taps in bathrooms.
- f. And processes for visitors to site have added measures to screen high-risk individuals from entry, including sign-in requiring the person to answer a series of questions about symptoms, exposure and travel.

170 Bertram Rd,
Wellard WA 6170
PO Box 450,
Kwinana WA 6966

Phone
+61 8 9411 4100

Email
info@tkc.wa.edu.au
Web
tkc.wa.edu.au

ABN 38 315 361 691

Fifth, there has been cancellation of events and activities, including: off-site events such as carnivals and excursions; on-site events such as assemblies and incursions; and groups of people attending grounds, for example, local school team sports fixtures and family events.

Sixth, the team has been monitoring and actioning the self-isolation of both students and staff due to them: showing symptoms; having been in contact with a confirmed case; or travelling overseas. Staff and students have been asked to go home, as needed, to protect the school as a whole.

Seventh, senior staff have been making advance preparations for the potential move to College online-only learning. With the use of SEQTA Teach for teachers, SEQTA Engage for families and SEQTA Learn for students, we are well positioned to continue to deliver education and ensure minimal disruption to teaching and learning. The College website has a SEQTA tab at the top, within which links to SEQTA Engage and SEQTA Learn can be found, as well as a training video that was created during the training of all the secondary students.

The College is committed to leading the school community through this challenging time in such a way as to ensure, as much as we can, that the children and young people in our care remain safe and engaged in learning.

Kind regards,

Jodie Matenga
Deputy Principal

25 March 2020