



# The Kilmore International School

Friday, 13 March 2020

Dear Parents,

Thank you for your feedback and queries about school policy for dealing with the coronavirus (COVID-19). I am pleased to update you on our risk management and response planning to the possible impact of COVID-19 in our school and community. From your feedback this week, I understand that people may be concerned and are not sure what to do.

Our first priority is the health and safety of our school community. I want to reassure you that the school is well-prepared for the impact of COVID-19. In all matters relating to COVID-19, TKIS will follow the advice of the Department of Health and Human Services (DHSS) and the Victorian Department of Education and Training (DET). We are being provided the latest recommendations, protocols and directives from the Australian and Victorian Chief Health Officers by Independent Schools Victoria (ISV) to ensure that our risk management and mitigation practices and are helping to keep our school community safe.

## Latest Advice

The latest advice from Victoria's Chief Health Officer, Professor Brett Sutton, is that at the present time there is no evidence of transmission in the community in Victoria so you should continue to go about your business. You don't need to take actions like limiting your movement in the community or staying at home. However what we know from China and Italy is that everything is normal until it is not. This week, the World Health Organization has characterised COVID-19 as a pandemic. This is a rapidly changing situation, with more cases and outbreaks of COVID-19 expected in Victoria and Australia as this illness continues to spread across the world.

COVID-19 symptoms include a fever, a cough, or difficulty breathing. The current evidence is that most cases appear to be mild. If you have developed symptoms it is important to call the dedicated DHHS hotline on 1800 675 398 and follow medical advice. Unwell students and staff should remain at home until symptoms resolve and seek medical assistance as required. In accordance with the school's Infectious Diseases Policy, we will send unwell students or staff home. The school has been deep cleaned according to DHHS guidelines

There are ways you can help prevent the spread of COVID-19. Practising good hand and sneeze/cough hygiene is the best defence against most viruses. Wash your hands often with soap and water or by using alcohol-based hand rub before and after eating, as well as after attending the toilet. DHHS advises that face masks are not recommended for use by members of the public for the prevention of infections like the novel coronavirus. Students have been reminded of these effective hygiene practices in assembly and by the school nurses.

More detailed information for the general public on how to reduce your risk of coronavirus and what to do if you have symptoms is available on the [DHSS website](#).

## School Events

Victoria's Chief Health Officer has issued advice that overseas school excursions should cease, except to New Zealand and Canada. Regrettably we have decided to cancel the Asian Leadership Conference in Singapore and the TKIS tour to Indonesia planned for July.

In light of the changing landscape, we are reviewing school business, including all teaching, administrative activities and local incursions and excursions planned in the coming months. Any incidents that arise will be addressed in accordance with our Risk Management Framework. For the purpose of risk mitigation and after consultation with the Board of Directors, we intend to cancel our interstate camps for Year 8 (Canberra) and Year 10 (Gold Coast). We have made provisional arrangements to transfer these camps to Waratah Beach Camp and Camp Toolangi respectively where camp management are developing a program for both year levels.

### **Possible School Closure**

If there is an escalation in the outbreak of Coronavirus (COVID-19), it is possible that the Easter school holiday period will be extended by Government directive. It is even possible that all schools will be closed. School closures will be made on the recommendation Victoria's Chief Health Officer. Once this occurs, DHHS will inform the Department and ISV, and we will then work with the community to implement the closure.

### **Preparing for Remote Learning**

Should the situation require us to close part or all of the School for an extended period of time, we expect to continue our learning and teaching program remotely. Our teachers are undertaking training in the delivery and management of SEQTA as a teaching and learning management system (LMS) and online learning platform. Commencing next week, students will be introduced to SEQTA and approaches to learning that will allow us to support their learning should the school close. We will also may also use Google Classroom.

Our normal teaching and learning program, like that of most schools, is not designed for remote learning. Because of this we are looking to facilitate staff training to enhance our online provision, including additional staff only days in Term 2. We are also looking to prepare children mentally and emotionally for what it will be like if school closes.

### **Contact me**

Everyone in Australia is dealing with the unprecedented fallout from the COVID-19 outbreak. It's important that we acknowledge the human impact this is having and look after each other as a community. I understand parents may be anxious and we will do our utmost to minimise disruption to student learning, especially of students in Year 12.

Please do not hesitate to contact me directly with any coronavirus health-related concerns at [principal@kilmore.vic.edu.au](mailto:principal@kilmore.vic.edu.au).

Yours sincerely,

A handwritten signature in black ink that reads "Andrew Taylor". The signature is written in a cursive style with a long horizontal stroke at the end of the name.

Andrew Taylor  
Principal