



montessori school

## Temporary school closure policy

Procedure following a confirmed case of COVID-19 or other Health Crisis at  
Banksia Montessori School

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## Revision Notice

This is a managed document. All copies of this document once revised are obsolete and shall be destroyed.

This Fee Policy document is:

- Version 1
- Dated 28 July 2020

This document was compiled using Microsoft Word 2016.

### Revision History:

Version Number	Date	Modification	Author
1.0	28 July 2020	Final copy made	Fleur van Butzelaar

The Temporary School Closure Policy – Procedure following a confirmed case of Covid-19 or other Health Crisis at Banksia Montessori School for Banksia Montessori School will be reviewed every 3 years.

Signed by Chairperson on behalf of the School Council:

Date:

Fees Policy	
Signed by Chairperson:	Council approval date: July 2020
	Council review date: July 2023

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## 1.1 Introduction

The purpose of this Policy is to provide the School with a framework to assist the Principal and Administration in managing a confirmed case of COVID-19 or other Health crisis in the School Community.

## 2.1 Responsibilities of the Principal

- Ensure that the school community are kept up to date with current Health Department advice regarding the COVID-19 virus or other Health crisis.
- Ensure that cleaning regimes are adequate.
- Ensure that all students, parents, staff and visitors to the school are made aware of the requirement of good hygiene.
- Identify an appropriate isolated area where a student or staff member can be isolated in the event that they display symptoms of the COVID-19 virus or other Health crisis.
- Implementing the Steps for implementing a temporary school closure where there is a confirmed case of COVID-19 or other Health crisis below.

## 2.2 Responsibilities of the School Council

- Remain up to date with current Health Department advice regarding the COVID-19 virus or other health crisis.
- Support the Principal and School Administration in the implementation of the Steps for temporary school closure.
- Liaise with the Parent Community keeping them informed.

## 2.3 Responsibilities of the School Administration

- Ensure that the school community are kept up to date with current Health Department advice regarding the COVID-19 virus or other health crisis.
- Ensure that all parent/guardian contact details are up to date.
- Ensure visitor logs are maintained and include visitor contact details i.e. full name and surname and phone numbers.
- Identify staff and students who have pre-existing medical conditions in the school community which make them more susceptible to infection for immediate alert purposes.

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### 3.1 Steps for Implementing a Temporary School Closure where there is a confirmed case of COVID-19 or other Health crisis.

#### Introduction

If the Department of Health is made aware of a positive COVID-19 test result in your school, they may need to temporarily close the school site while assessment and tracing of exposure is conducted. In this situation the Principal will be provided with one on one or phone support and a package for communicating the temporary school closure to the school community.

1. The Department of Health Incident Controller alerts the Principal that the school needs to be temporarily closed.
2. The Principal informs AISWA Executive Director – [vgould@ais.wa.edu.a](mailto:vgould@ais.wa.edu.a) / [npreston@ais.wa.edu.au](mailto:npreston@ais.wa.edu.au) and receives COVID-19 or other Health crisis Six-Step Temporary School Closure package.
3. The Principal reviews/follows guidelines provide in this Closure package.
4. The school, on advice from the Department of Health, manages the cleaning of the site.
5. The Department of Health Incident Controller notifies the school of the date and any conditions for reopening the school, and if any staff or students are required to remain in isolation.
6. The Principal notifies the School Council and school community of re-opening details ensuring that staff and students required to remain in isolation are so informed.
7. The Principal re-opens the school.