



IMPORTANT UPDATE

5th August 2020

Dear Parents / Carers,

The Victorian Premier has declared a State of Disaster. The upmost importance has been placed on the need for students to stay at home and complete their learning. The requirements for students to attend school have changed and the process is outlined below.

ELIGIBILITY

We understand that parents may face challenges with keeping their children home during this time and having to work from home. We understand the issues surrounding student mental health and low achievement, engagement and connection levels. The staff at Cranbourne Park deeply care for the overall wellbeing and safety of our community. Safety of us all must come first during this unprecedented and challenging time.

Only the following students will be eligible to attend school on-site:

- **Vulnerable children;** the definition is very specific, we will contact you personally if this applies.
- **Permitted workers;** Families where **all** parents/carers in the same household are Permitted Workers and are working away from home (i.e. on-site). If you are a Permitted Worker you should be receiving a letter from your Employer, *we will require a copy of this letter* to allow you to attend school from tomorrow.

This means that if you are working from home, even if you are a Permitted Worker, you cannot send your child to school.

Parents must submit their completed form from their employer even if they have previously spoken with the school about attendance.

Please note the school may contact your place of employment to confirm the arrangements and it is against the law for your employer to falsely complete the declaration.

We appreciate these changes may cause many of you a great deal of inconvenience and frustration however please understand that these measures are set by the State Government. We ask that you do not take any frustrations out on our team.

DEVICES

The school has a limited number of devices available for families. These are ready to be collected and I encourage you to call the school to make a request. It is the expectation that **ALL STUDENTS** will connect online using Seesaw and Webex. Families will be contacted if your child is not participating online.

RESOURCE PACKS

Thank you to the families who have already attended the school to collect a resource pack. We encourage all families (even those attending on site) to collect a pack to support your child with written activities and work from home. All students will need to complete written work during Stage 4 restrictions.

Regards,

Ross Carlson
Acting Principal

Permitted Worker Permit

Important: This form can only be issued in accordance with Permitted Worker Permit Scheme Directions. If it is not issued in accordance with the Permitted Worker Permit Scheme Directions, it is invalid.

Individuals are not required to carry permits before 11.59pm Wednesday 5 August.

Employer details ["Employer"]	
Company name	
ABN	
Company address	
Trading name [If different to company name]	
Permitted industry/activity	

Employee details ["Employee"]	
Full name	
Date of birth	
Residential address	
Permitted Role for on-site work	

Employee work location [If different to company address]
As Above [If more than one, must be accompanied by a log recording each work location, and date and time of attendance]

Signed

Employer	Employee
<p>..... [Employer representative signature]</p> <p>[Date]</p> <p>By signing this permit, the Employer confirms compliance with the Permitted Worker Permit Scheme Directions, including:</p> <ul style="list-style-type: none"> attests that the workplace is compliant with the directions of the Chief Health Officer and the <i>Occupational Health and Safety Act 2004</i>, all reasonable steps have been, and will continue to be taken, to maintain a safe working environment for the employee, and has a COVIDSafe plan in place; attests that the employer is a Permitted Employer engaged in providing a Permitted Service; attests that the information provided on this permit is a true representation relating to a current employee and their employment details; acknowledges that the nominated representatives may be contacted if deemed necessary to confirm these details; and acknowledges the information provided by the employer in the Permitted Worker Permit is true and correct, and that presenting false, misleading or fraudulent information may incur penalties. 	<p>..... [Employee signature]</p> <p>[Date]</p> <p>By signing this permit, the Employee:</p> <ul style="list-style-type: none"> attests that their name, address, work hours, place of work, and employer, as contained in this Permitted Work Permit are true and correct that presenting false, misleading or fraudulent information may incur penalties; acknowledges that the nominated representatives may be contacted if deemed necessary to confirm these details and provides consent to the disclosure and collection of this information; understands the wording in this Permitted Work Permit relating to Diagnosed Persons and Close Contacts and agrees to not attend the Work Premises if either of these terms apply to the Employee's circumstances and will notify the Employer immediately if this occurs; and understands that if they develop symptoms or potential symptoms of COVID-19 they are not to attend or remain at the Work Premises and will immediately notify their employer.

Penalties

Completing this document with false or misleading information may cause you to be in breach of the Permitted Worker Permit Scheme Directions and liable to penalties up to \$19,826.40 (individuals) and \$99,132 (bodies corporate).

Hours of work

- Fill in **either Table 1 or Table 2**, as appropriate for the Employee's working situation.
- Enter the Employee's start and finish **times** for each day of the stage 4 restriction period.
- You do not need to include meal breaks or the total number of hours worked each day.
- Leave days **blank** or mark with an **X** when the Employee is not scheduled to work.

Table 1: Full-time employee (or working the same hours each week)

Rostered / scheduled work times							
All weeks	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>[Example only]</i>	8.30–5.00	8.30–5.00	8.30–5.00	X	8.30–5.00	X	X
3 Aug 2020 – 13 Sep 2020							

Table 2: Part-time or casual employee (or working irregular hours each week)

Rostered / scheduled work times								
Week	Commencing	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<i>[Example only]</i>	11.00–5.00	X	8.30–6.00	9.00–5.00	9.00–5.00	10.00–6.00	X
1	3 Aug 2020							
2	10 Aug 2020							
3	17 Aug 2020							
4	24 Aug 2020							
5	31 Aug 2020							
6	7 Sep 2020							

Statement from the Employer

I declare that the Employer has taken all reasonable steps to avoid the necessity for the Employee to attend the Work Premises, but the Employer has determined that it is not reasonably practicable for the Employee to work from the premises at which the Employee ordinarily resides and the attendance of the Employee at the Work Premises is required for the provision of a Permitted Service of:

[Nominate industry or nature of work undertaken]

Issued by nominated representative of the Employer

Nominated representative		Secondary contact	
Full name		Full name	
Title / Role		Title / Role	
Phone number		Phone number	

Diagnosed Persons and Close Contacts

If a person is a Diagnosed Person or Close Contact for the purposes of the Diagnosed Persons and Close Contacts Directions (No 8) that person cannot be provided with a Permitted Worker Permit or permitted to enter or remain upon work premises.

An employer who completes a Permitted Work Permit for a person who is a Diagnosed Person or Close Contact may be in breach of the Permitted Worker Permit Scheme Directions and liable to penalties.

If an Employee is displaying symptoms or potential symptoms of COVID-19, the Employee must not attend the Work Premises and must immediately notify the Employer of these symptoms.