

132 Old Illawarra Road
Barden Ridge NSW 2234

Telephone (02) 9543 8317
Facsimile (02) 9541 0036
ABN: 18 246 198 266
Email: lucasheigh-c.school@det.nsw.edu.au

Principal: Mrs Julie Perkins



22 September 2020

HSC EXAMS – CONTINGENCY PLAN AND COVID-19 EXPECTATIONS

Dear Parent / Caregiver,

Schools are required to have a contingency plan to provide an alternate venue for HSC exams to continue in the unlikely event that our school is closed due to a positive case of COVID-19 impacting the school. Schools are also required to adhere to strict protocols and processes to minimise the chance of a COVID-19 related disruption to the school site during the HSC examination period.

Lucas Heights Community School's contingency plan and processes are outlined below for your information.

Alternate HSC Venue

- Menai High School has been identified as our alternate location in the event our school is closed during the HSC exam period.
- If necessary, our students will be housed in demountable buildings to continue their HSC exams
- Students will be met by DoE staff in the Bus Bay and will be escorted to the demountables for the exam.
- Street parking will be available at Menai High School at the front of the school.
- If attending Menai High School, students should arrive at least 35 minutes prior to the examination starting time. This will allow time to park and be escorted to the demountables.
- **Students DO NOT attend the alternate location unless instructed to by Lucas Heights Community School staff.**
- In the very unlikely event that both Menai High School and LHCS are closed at the same time, the school will be advised of another alternate site by the DoE.

Communication Channels

If Lucas Heights Community School is closed, information will be communicated to our Year 12 students and families via:

- SMS to parents
- Sentral parent portal
- Sentral student portal
- Student DoE email
- Lucas Heights Community School Facebook page

The decision to close a school can be made at any time. Therefore it is very important that all students and families check the above communication channels at least every morning and evening throughout the examination period to ensure they have up to date information.

COVID-19 Safe HSC Protocols

- Students must adhere to the requirements outlined in the “*COVID-19 safe expectations of students*” provided by the NSW DoE attached to this letter.
- This year no more than 75 students are permitted in an examination space at any one time.
- Students must be sure to check their Lucas Heights Community School rooming schedule every exam day to ensure they know the correct location of each exam.
- Students **MUST NOT** attend an exam if they have even the slightest cold or flu-like symptoms. In this situation the student **MUST** go for a COVID-19 test and stay home until they have a negative test result.
- Students in the above situation will need to fill out an illness/misadventure application for the exam/s in question and should notify the school/Year 12 DP immediately.
- Students who have pre-existing conditions such as allergies that may be confused for cold or flu-like symptoms must carry a current medical certificate from their doctor confirming that this is the case and present this to examination supervisors on request.

If you or your child have any questions regarding the information above please contact Mr Conlan. I would like to extend my best wishes and lots of luck to all our wonderful Year 12 students in their final preparations for the HSC exams.

Yours faithfully,

Julie Perkins
Relieving Principal