

Procedure Pan for Alert Level 2. What will School look like at Alert Level 2?

These procedures have been developed with the safety of staff and students in mind.

We will continue to:

- Follow the guidelines set out in the School Pandemic Plan and
- **Manage all of the areas identified below**

We have chosen to control the controllable rather than return to all areas of normal school

- For this reason we have chosen to continue to limit all non-essential curriculum activity both in and outside of school.
- While I know many of you will be anxious at this time, we will ensure that school is the safest possible place for your children to be outside of your family bubbles. At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health

Classrooms	At Pick up and Drop Off	Staffing Class Bubbles
<p>Under Alert Level 2 hand sanitiser will be provided in every classroom. Hand sanitiser stations will be set up at the designated entry and exit points of each classroom and Students and Staff will use this hand sanitiser as they enter the buildings each time. Students will wash their hands before leaving the classroom and exiting a room, supervised by staff.</p> <p>Additional disinfectant/cloth will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.</p> <p>Many students have their own stationery, supplies and devices and will be encouraged not to share this.</p>	<p>Under Alert Level 2 parents and caregivers will be discouraged from coming into the buildings unless absolutely necessary. Parents are asked to “drop off and pick up” at the front of the school. Where possible there should be one person designated for pick up and drop off.</p> <p>Please be respectful of this as it is the ‘most likely’ chance of Covid-19 entering the school grounds.</p> <p>Students will not be allowed to enter before 8:30am.</p> <p>If you do wish or need to come on site please sign in at the office . This is asked for by the Health Ministry for possible contact tracing.</p>	<p>There is no bubble concept at Alert Level 2 so there are no restrictions on groups of students mixing with others on site.</p> <p>Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease.</p> <p>Children, young people and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.</p>
Staffroom Bubble	In the playground	Managing Attendance
<p>Staff are expected to maintain a minimum of 1m physical distance at all times including in the staffroom.</p> <p>Cups, spoons etc. to be personally handled into the dishwasher.</p> <p>Soap and sanitiser will be provided in the staffroom. Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm).</p>	<p>Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment. Each class will have their own equipment.</p> <p>Drinking fountains will not be in use. Students will need a named drink bottle at school.</p> <p>Students can bring their own scooters and bikes.</p>	<p>Any children and staff will stay home if they are sick, or will be sent home immediately if they show any symptoms.</p> <p>In schools our contact tracing is a combination of attendance register and visitor register. These provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate.</p> <p>This includes recording who the adults on-site are in close contact with as well as recording any visitors to the site, including parents and caregivers.</p>
Cleaning and Hygiene	Movement In and Out of School	Reporting to Parents in Term 2
<p>The toilet blocks will be sanitised three times a day. Students and Staff will use hand sanitiser when opening and closing all doors.</p> <p>Our cleaner will complete daily cleans in line with the Ministry of Health guidelines.</p> <p>In an Alert Level 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.</p>	<p>We have chosen to continue to limit all non-essential curriculum activity both in and outside of school.</p> <ul style="list-style-type: none"> ● No whole school Assemblies for the remainder of Term 2. ● Junior and senior classes will conduct separate assemblies instead. 	<p>When students return to school in Alert Level 2 their wellbeing will be our number one priority before any academic learning and assessment takes place.</p> <p>The Board of Trustees have agreed to delay our written reports, which are based on progress and achievement, originally due at the end of Term 2 to the third week of Term 3. They will be sent home prior to the Learning Conversations which are scheduled for week 4 of term 3. Teachers will use the remaining weeks of Term 2 to gather up to date information and evidence to help them make informed decisions of their classes' next steps and identify individual learning goals.</p>