

11th May- 12 August

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 as they enter or exit a room.</p> <p>Additional disinfectant/cloth will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.(Use a classroom monitor)</p> <p>Many students have their own stationery, supplies and devices and will be encouraged not to share this.</p> <p>Students will line up outside of classrooms in the same marked spot at the end of break times and also whenever they must wait to enter the class.</p> <p>More desks and chairs so everyone has their own space.</p>	<p>Under Alert Level 2 parents and caregivers will not be allowed on site. We wish to encourage a drop off and pick up only approach to restrict the number of 'adults on-site'. 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>The drop off and pick up areas will vary for each house and a teacher will be at the entrance to direct students into class at the beginning of the day.They will also escort students to the exit at the end of the day.</p> <p>Students will not be allowed to enter before 8:15am.</p> <p>If you do wish or need to come on site please email or phone your classroom teacher. If this can not be done due to unforeseen circumstances please come to the school office to register and register as a visitor.</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, however to begin with we are planning to have staggered breaks with only two houses mixing during break times.</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. There will be no shared devices. All ancillary staff will be issued with a chromebook to use at school if they do not have access to a device.</p> <p>All photocopying requests must be sent via email to the library with 24 hours notice and these will be returned to pigeon holes. No staff will be able to use the photocopier in the library except the Librarian. The Photocopier in the resource room is for the use of the office staff and Senior management only.</p>	<p>Break time activities can include access to class sports equipment but hygiene practice should be observed before and after playing with equipment(Sports Monitor to clean gear).</p> <p>Drinking fountains will remain turned off. Students will need a named drink bottle at school.</p> <p>The playground will be closed for the first week</p>	<p>Students and Staff will not attend if they are unwell. Students and Staff who become unwell during the school day will be sent home and a doctors certificate is needed for a return to school.</p> <p>In schools our contact tracing is a combination of timetable, 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>
<p>Cleaning and Hygiene</p>	<p>Movement In and Out of School</p>	<p>Reporting to Parents in Term 2</p>
<p>A roster will be set up in the toilet block and these will be cleaned regularly. Students and Staff will use hand sanitiser when opening and closing all doors.</p> <p>Cleaners 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 until after Queen's Birthday weekend when we will look at our school programme.</p> <p>Itinerant music will begin again after Queen's Birthday weekend. This will give us time to ensure we have all the necessary safety precautions in place</p> <p>No School Assemblies for the remainder of Term 2. This will shift to House Assemblies.</p> <p>Technology will not recommence until after Queen's Birthday weekend.</p> <p>Extension Maths will continue remotely.</p> <p>MST will not continue at this time.</p> <p>Future Problem solving will continue remotely.</p> <p>There will not be an options programme this year, but we are looking at those enrolled in the specialist extra programme could continue with this on a Thursday afternoon.</p> <p>There will be no purchasing of lunches at school until further Notice.</p>	<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>We plan to complete our reporting to parents (3 Way Conference format) once we are back at school and able to set goals with all the students either in person or through online meetings. This will be out to all parents by the end of term 2 and will be the only reporting in the mid year for 2020.</p>