

7th September: School will recommence on Thursday 9th September

Procedure Plan for Alert Level 2. What will School look like at Alert Level 2? There are two pages to this document

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.

The Lunches in Schools programme will continue from Level 2

Classrooms	At Pick up and Drop Off	General
<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 these.</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. 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. Students will wait at the gate, 2 metre apart. The teachers 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 as a visitor.</p> <p>Rimu R11-14 - turf gate Totara -R8-10 - the back gate Rata -R1-4 - the front entrance Puriri-R5-7 - the small entrance by the car park Bikes will all come through the main gate by the hall</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. 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. Mask wearing is not compulsory at school currently, but if you wish your child to wear a mask that is not a problem for us at school. It is a recommendation from the Ministry of Health that students wear masks.</p> <p>Continue onto the next page</p>

Staffroom Bubble	In the playground	Managing Attendance
<p>Staff are expected to maintain a minimum of 2m 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 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 (The sports gear will be collected and sanitised daily).</p> <p>Drinking fountains will remain turned off. Students will need a named drink bottle at school.</p> <p>The playground will be closed.</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.</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>
Cleaning and Hygiene	Movement In and Out of School	Reporting to Parents in Term 3
<p>Each house will be assigned a toilet block for their use 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 further notice.</p> <p>We will look at the Itinerant music programme again after the school holidays. 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 3. This will shift to House Assemblies.</p> <p>Extension Maths will continue remotely.</p> <p>MST will not continue at this time.</p> <p>We will continue the specialist Thursday programme for online Technology.</p> <p>No Breakfast or Lunch Club until after the holidays.</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>All parents should have received the 3 Way Conference reports via email. If you haven't received these please contact the classroom teacher.</p>