

## Alert Level 2 - Info for Parents

### School will look like this:

#### PUPIL ARRIVAL AND DEPARTURE

*Underlying principles - minimise adult contact with others; hand sanitise first thing; keep a distance where possible. Parents of years 1 - 3 need to deliver their child to the teacher and collect children from the teacher. Year 4 and 5 and 6 children can take responsibility for their own entrance and exit.*

- Unwell children and adults are not to enter the school. Children who show signs of sickness will be sent home.
- Before and after school care staff will develop a safe arrival and departure process which reflects the practices reflected in this document.
- Parents are encouraged to drop their children at the two main gates - Longworth and the Memorial Archway - and we will have someone at each entrance with hand sanitiser from 8.30 - 9.00. Late-comers head straight to the office.
- Some children may be anxious or reluctant to leave parents at the gate. If this is the case, parents may bring their child to the classroom door, do the hand-over, and then leave the school promptly.
- To avoid congestion and to minimise close contact, parents who are able to could consider bringing and collecting children at the following times:

Junior School H4, 5, 6 - 8.55 and 2.45 via Longworth St entrance.

Middle School H1,2,3 - 8.45 and 2.55 via Longworth St entrance.

Te Roopu Manaaki - 8.40 and 2.50 via the Memorial Archway.

C3, S1, S2 - 8.30 - 3.00 via the Memorial Archway.

- The road patrol will not operate until things settle down but a teacher or another adult will be present from 8.30 to assist those crossing.
- Parents who need to speak to the office staff or senior staff should do so via a phone call or email. If an adult needs to drop something off, such as medication, they should walk directly from the Longworth gate to the school office, sanitise hands, sign in and depart after business is completed.

#### CLASSROOM PRACTICE

*It is unreasonable to expect children to maintain a safe distance from each other and from the teachers 24/7. We will do our best to educate the children that for the time being, closeness could spread sickness but we will not police this unreasonably. The classroom should operate as normal with the following exceptions:*

- Hand sanitising or washing at the beginning and end of each session is essential. Such practices should also happen when the children use the school hall, the playground and the library. Syndicate leaders may wish to consider refining re-entry to classroom after breaks - lining up in classes prior to entering the area to avoid congestion for example.
- Teachers must get to their rooms after the breaks before the children, to ensure orderly return to the classrooms.
- Teachers will ensure there is a supply of tissues available in their classroom.
- We will stagger lunchtime to allow the cleaner/s to wipe down surfaces and clean the bathrooms at that time. The junior and middle school will start lunch at 12.15 and come back in at 1.15. The seniors can break at 12.40 and come back at 1.30. The duty roster will need to reflect this change.
- Teachers will be conscious of optimal temperatures for good health - 18-22 degrees is the suggested range - and ensure the classrooms do not become stuffy.
- Teachers should be aware that some children may have allergies to some sanitisers and soaps and be ready to discuss alternatives with parents.

## DISTANCE LEARNING

*Distance learning is for Level 3 and 4.*

- There may be some families who do not yet wish their children to return to school or who may need to be self-isolating. We will do our best to ensure the children of such families are given some support to continue a learning programme at home. This will be the responsibility of the learning assistance team with input from the classroom teachers.
- Once school restarts, all general-use devices lent out must be returned and put back to use in the classrooms. They should be cleaned upon return.

## VISITORS

*We need to keep a record of all we come in contact with.*

- Visitors will be discouraged to visit school until we settle down - they will be asked if possible to use the phone or Zoom to communicate with school staff.
- Itinerant support people like therapists and contractors will need to not turn up unannounced. When they arrive, they must sign in and be made aware of the strict hygiene and distance rules in place at school.

## STAFF MEETINGS, ASSEMBLY AND OTHER MATTERS

*The less we gather in close proximity the better.*

- In the first week or so we will continue to minimise close physical contact. All meetings will be held in a large space or via the technologies.
- We will make a decision about assembly after we are settled.
- The staffroom can become busy. We will roster use of the staffroom if staff feel their personal safety is compromised in this space. All staff members are to ensure very high standards of hygiene are maintained in this common area.

## WELLBEING

*We need to work together to assuage anxiety.*

- Some of the children will be anxious to return to school. It is important for the school staff to acknowledge this and provide opportunities in the first few days for children to share their fears and concerns. There are lots of articles and tools around to guide teachers in this area.
- Staff members may also be anxious to return. This is understandable and so we must ensure all the hygiene and distance practices are observed so no-one feels compromised at work.
- Whilst PPE is not required or recommended as necessary in an educational facility by the Public Health Service we have a supply of masks and gloves if required.

## OTHER CONSIDERATIONS

- The existing bubbles will be combined on Thursday 14<sup>th</sup> and Friday 15<sup>th</sup> and will be managed by two relief teachers, names tbc. They will work out of C1 and have access to the playgrounds.
- Teachers and some teacher-aides will be expected to be at school from Thursday to set up classrooms for Monday morning.
- Syndicate meetings can happen on one of these days. If necessary we can hold a staff meeting and a senior staff meeting during these two days.
- The duty roster will need some adjustment to reflect the staggered lunchtime. This might be left to syndicates to arrange in conjunction with Andrea.
- There will be no hot lunches on Fridays for the time being.
- Assemblies will be organised by syndicates for the time being. Other classes and parents could maybe zoom in to these.

2020 Revised term dates:

### **Term 2**

starts Wednesday 15 April

ends Friday 3 July

**Term 3**

starts Monday 20 July

ends Friday 25 September

**Term 4**

starts Monday 12 October

ends Wednesday 16<sup>th</sup> December

**CONCLUSION**

Covid-19 has been a major event in all of our lives. We do not know what the short term or long term future will be so we need to continually review and refine our approach. Please voice your concerns as we move along this path together so we can keep ourselves and our children safe. I am happy to receive your views and guidance.

John McKenzie

12<sup>th</sup> May 2020