

## Term 4 Return to School Site - Alert Level 3

*Last Reviewed: 15 November, 2021*



The following information will support our school to bring all students back onsite for face-to-face learning. This plan will continue to be reviewed and adjusted as needed in response to setting specific issues.



### Actions Taken

We have connected with our staff to determine staffing levels for onsite delivery and for all other administrative and facilities-related work.

- Weekly leadership meetings
- Fortnightly staff newsletters
- Regular emails and communication

We have communicated to our community that we will be fully open for all our learners Monday-Friday. The decision to open fully for all learners was based on:

- Large, spacious school site that can accommodate all students and staff within required guidelines
- Spare classrooms which enable us to distribute/space classes
- All staff double vaccinated
- We currently have 5 onsite learning bubbles of 10 students with increasing demand
- We have enough on-site teaching staff to be able to provide relief or cover for teachers who may be away

We have capacity for all students to be in their normal learning spaces with no more than 30 students in any one group (as required by MoE) so that children and staff can physically distance, wherever practicable, by 1 metre when inside.

Open modern learning environments (middle block) can have up to 60 students with two teachers (as per MoE guidelines). All double class environments will be separated into two homeroom classes – one at each end of the space – with a 2m gap between. Large furniture items (e.g. bag bays, bookshelves) will be used to safely separate the two classes.

Flexible modern learning environments will be converted to single cell spaces by closing glass doors in between (senior block).

## Actions Taken

### **Other considerations include:**

- Homeroom groups remain stable and do not intermingle (as much as practicable) \
- Rostering/safe sharing of outside facilities allows all groups to access them
- Only rooms that are able to be kept well ventilated will be used

### **Wide arrival to school window:**

- Front gate opens at 8.15am
- Front gate closes at 9.00am

### **Staggered finish times:**

- Years 0-2: finish at 2.45pm (prompt pick up requested)
- Years 3-8: finish at 3.00pm

### **Multiple departure options for students to leave school:**

- Years 0-2: Exit via the junior carpark gate
- Years 3-5: Exit via the main front gate
- Years 6-8: Exit via the Kohimarama Road gate

### **Separation of students during morning tea and lunch breaks**

Students will play in allocated areas based on their year level and classroom location. Play spaces will be coned off for extra visibility:

- Years 0-2: junior playground and outside junior classrooms, 'Learning Through Play' garden
- Years 3-5: concrete courts outside middle block and field in line with this area
- Years 6-8: astro turf, senior playground and field in line with this area

### **Lunch eating:**

Students will eat, seated, in their homeroom group either inside or directly outside their classroom (weather dependant). Homerooms will not mix for lunch eating.

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Arrangements and expectations for drop-off and pick-up have we confirmed with our families and whānau via our Hero communication app.

Parents/caregivers have been asked not to congregate outside the school and to leave the immediate area outside the school as soon as they have collected their child/children.

Parents/caregivers are asked to wear facemasks for drop-offs and pick-ups. Where possible, parents/caregivers should arrange a meeting point away from the school gates to minimise the number of people immediately outside the school site.

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We have worked with all teaching staff to develop this safety plan. Opportunities for feedback and additions to the plan have been given and will continue to be given on a regular basis.

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Copy of safety plan shared with staff and community.

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## Health and safety planning

We have determined how many groups we can safely manage onsite and have put in place a range of public health measures (as recommended by MoE) that will mitigate the risk for staff, students, and their whānau.

All staff are vaccinated as per government requirements.

All staff who have returned to site have returned a negative Covid-19 test within 5 days of their first return to the site as per government requirements.

### Mitigations

#### Reduce risk of congregating

- no non-essential visitors onsite
- no parents on site unless pre-arranged with school
- no volunteers in classrooms
- staggered pick-ups and drop offs (as listed above)
- 45-minute window for arrival to school to reduce congregation around gate
- outdoor areas assigned to different groups at different times
- timetabled access to playground or other outdoor spaces
- good hand hygiene encouraged before and after play
- entrances to school (gates) locked unless monitored by staff to limit visitors onsite
- multiple gates used for departure from school
- after school care does not operate as it would involve groups of students mixing

#### Keeping staff safe

- staff working across groups/classes of students minimised as much as possible
- staff not to congregate in staffroom during break times - facilities can be used briefly but refreshments are to be consumed in classrooms or outdoors
- indoor spaces kept well ventilated with all doors and windows open
- staff who are fully vaccinated, wearing face coverings and 1 metre physically distanced are able to participate in indoor meetings – spaces for this must be well ventilated
- sufficient and appropriate staff are on site to support first aid and emergency responses
- staff such as itinerant music teachers and extra-curricular tutors will not be working on site during Term 4
- meetings continue to be held virtually where possible

### Good hygiene and public health practices

- good hand hygiene and cough sneeze etiquette will be re-explained to students
- only indoor spaces that can be kept well ventilated will be used
- as per MoE guidelines, for those in a group (e.g. homeroom) there is no specific physical distancing requirement inside or outside, but a one-metre distance is recommended wherever practicable, particularly between adults
- furniture will be used as much as is practicable, to support physical distancing and space between individuals
- a minimum distance of two metres will be kept between groups (e.g. homerooms) inside and outside wherever practicable
- all rooms will be kept well ventilated – windows and doors will be open where possible
- face coverings are required to be worn when inside by students and staff in years 4 to 8 (unless medically exempt)
- face coverings are not required outside, although use of face coverings outdoors will be supported for those who wish to wear them
- parents and caregivers are to wear face coverings if they do come on site, and when doing pick-ups and drop-offs
- parents and caregivers should maintain a two-metre physical distance from those not in their household group when in the immediate vicinity of the school
- students aged 12 and over are required to wear face coverings on school and public transport
- wearing of face coverings is recommended for all students travelling to or from school on school or public transport
- outdoor spaces will be made use of as much as possible
- posters promoting good hygiene practices will be displayed on site
- sufficient cleaning supplies have been gathered and stored including hand sanitiser and sanitising spray
- sunscreen is to be applied at home before coming to school
- to minimise communal use, sunscreen will not be supplied by the school - if sunscreen needs to be re-applied during the day, students must do this themselves from their own supply
- limited sunscreen supply available from sick bay

### Managing illness

- those who are unwell are requested to stay home - they should phone Healthline or their GP to seek advice about getting tested
- students will be observed on arrival at school, checking for symptoms - those presenting as unwell will be sent to the sick bay and parents/caregivers will be requested to pick up immediately
- facilities are in place to support isolation if students become unwell when onsite

### Managing cases

- we will contact the Ministry of Education Director of Education if notified of a confirmed case in our community
- we have good contact tracing systems in place to support any public health response including an up to date attendance register, visitor register, QR code scanning, efficient means of communicating with community
- we have a complete and up-to-date vaccination register for staff
- we will communicate with our community in a timely fashion to advise on actions that will need to be taken such as self-isolation and testing (in accordance with information provided by the local public authority and/or the Ministry of Education)
- we have distance learning plans in place should any group, or groups, of students and/or staff be required to self-isolate for a period of time due to being in close contact with a confirmed case

## Mitigations

### Supporting those with complex medical needs

- staff who have a higher risk of severe illness from COVID-19 should stay at home
- staff with a higher risk of severe illness from COVID-19 may come to school only if it can be assured by a medical professional that it is safe for them to do so
- staff are requested to work with their GP or specialist if they need help understanding their own level of risk and how best to stay healthy
- parents of children with complex medical needs should seek advice from their health professional about whether it is appropriate to come to school
- distance learning will continue to be available only to those students who are advised to remain at home due to medical issues
- plans we have in place to support health, safety and wellbeing will be regularly reviewed with the individuals concerned

### Managing emergencies

- the priority in an emergency will be to keep students and staff safe from the threat arising through the emergency event (e.g. fire, earthquake etc), rather than expect all COVID-19 public health requirements to continue to be met
- there are sufficient staff on site to support first aid and emergency response requirements

### Limit events onsite

- onsite events will not go ahead during Term 4
- public health advice is that large groups of students meeting indoors should be avoided including assemblies, prizegiving and performances
- if bringing others onsite, including parents and caregivers, any rules for gatherings applicable at the time, will apply
- all visitors, including parents and caregivers, should wear face coverings when on school grounds

### Outside activities encouraged

- exercising and singing must be held outdoors
- physical distancing of two metres when singing outside
- 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
- groups are rostered to use playground and other outside facilities

### Review administration practices

- we have reviewed and modified our processes to ensure health and safety requirements can be met (e.g. new entrant enrolment and visits, parent/teacher meetings, behaviour management)

### Communication

- our communication practices have been reviewed to ensure that staff, students and whānau get the information they need in a timely way
- staff and whānau are regularly reminded to update their contact information

### Review systems and practices regularly

- staff are requested to participate in any reviews
- plans are shared with parents and caregivers
- students will be engaged with to determine if they understand what is being asked of them, and why, and what could be done to improve systems and practices
- those with complex medical needs are checked in with regularly to ensure the plan that is in place is meeting their needs