

Woodlands School – Te Akatarere

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 by the Ministry of Health for schools
- **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 use the hand sanitiser before leaving the classroom each time, supervised by staff. <i>If people do not wish to use Hand Sanitiser, they may use soap and water as an alternative, followed by drying their hands with disposable paper towels.</i></p> <p>Additional disinfectant/clothes will be available in classrooms for children and teachers to sanitise spaces throughout the school day if required.</p> <p>Students to be taught/reminded of good hygiene practices, such as coughing/sneezing into your elbow.</p> <p>Split desks apart.</p> | <p>Under Alert Level 2 parents and caregivers are discouraged from coming on site unless absolutely necessary. Parents are asked to drop off and pick up students in our car park. Where possible there should be one person designated for pick up and drop off. Parents are to stay in their cars.</p> <p>Please be respectful of this as it is the 'most likely' chance of Covid-19 entering the school grounds.</p> <p>When the end of day bell rings, teachers are to accompany their class to the court so students are sitting behind their class cones (set out by school leaders). The duty teacher will release students to walk to their cars.</p> <p>If you do wish or need to come on site please complete the parent register in the main office and use the hand sanitiser provided. This is asked for by the Ministry of Health for possible contact tracing.</p> <p>Hand sanitiser will be at our 2 front gates for students to use when entering and exiting the school.</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>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 between adults.</p> |
| Staffroom Bubble | In the Playground | Managing Attendance |
| <p>Staff are expected to maintain a minimum of 1m physical distance from adults.</p> <p>Cups, spoons etc. to be personally handled into the dishwasher.</p> <p>Hand 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, students will use hand sanitiser when they leave the room and when they return.</p> <p>Drinking fountains will remain closed off. Students will need a named drink bottle at school.</p> <p>Playground will be disinfected at the end of each day.</p> <p>Woodlands School grounds will remain closed out of school hours e.g. nobody on school grounds after 3pm during the week and nobody on school grounds over the weekend, except for staff.</p> | <p>Students and staff are expected to return to school under Level 2. Students and Staff will not attend if they are unwell, even if it is a sore throat or running nose (staff would be required to take sick leave). Students and Staff who become unwell with symptoms of Covid 19 virus during the school day will be sent home and a Covid-19 swab and result will be required before they return to school (this is in line with National Guidelines).</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 |
| <p>Cleaners will complete daily cleans in line with the Ministry of Health guidelines, such as spraying high touch areas with disinfectant and leaving for 30 seconds before wiping off.</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>Playground will be disinfected at the end of each day.</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. ● No out of school trips - including sports events (unless we are confident with hygiene and contact tracing procedures provided). <p>Buses All bus students will sit while the bus teacher takes an accurate roll prior to students entering the bus. Students are to use hand sanitiser when entering and exiting the bus.</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>Whanau Goal Setting conferences will be scheduled for later in Term 2.</p> <p>Written reports to be provided in Term3 as this will be the halfway point of physical time at school for the year. Teachers will use this time to gather up to date information and evidence to help them make informed decisions of students' progress and next steps.</p> |

Uzabus will disinfect buses each night.