



# **KingsWay School Procedures**

## **@ Alert Level 2**

### **Introduction**

KingsWay welcomes and anticipates all staff and students to return under Alert Level 2. The staff and leadership are committed to maintaining the health and safety of the KingsWay community and have produced new specific COVID-19 procedures to minimise the risk of the transmission of Covid-19 while at school. These COVID-19 procedures are underpinned by KingsWay School's Five Principles which include the Ministry of Education three tenets of safe practices. KingsWay's staff and leadership are committed to promoting and practising KingsWay School's Five Overarching Principles to undergird health and safety procedures moving into Alert Level 2. The Ministry of Education three tenets are:

- reduce the risk of someone getting infected in the first place
- ensure we can identify and contact anyone who becomes infected
- understand that Level 2 is not business as usual.

### **KingsWay School's Five Overarching Principles**

1. Maintaining effective and safe hygiene practices.
  2. Ensuring that people with COVID-19 symptoms stay away from school.
  3. Maintaining physical distancing.
  4. Contact tracing and minimising contact with adults outside the KingsWay School bubble.
  5. Common Sense
- Procedures can only go so far in protecting the community. Staff and parents must engage in common-sense decision making, while at all times attempting to maintain the integrity of the overarching principles.
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## 1. Maintain Effective and Safe Hygiene Procedures

- Regular washing and drying of hands and good cough and sneeze etiquette remain fundamental to preventing spread of illness such as colds, flu and COVID-19
- Hand sanitiser and disposable towels are available in all areas of the school. The expectation is that staff lead by example by sanitising at the start and end of every lesson or activity. Teachers of Year 1-4 students will supervise the cleaning surfaces and sanitising their hands before and after meals.
- Clean and sanitise any area used for lunch preparation, and place rinsed dishes immediately into the dishwasher. Use disposable, environmentally friendly dishes or containers from home where possible.
- Toilets will be thoroughly cleaned by the cleaning staff at the end of each day. Staff and students are encouraged to disinfect the toilet area and taps before and after use.
- Students are discouraged from bringing along toys, games or sharing sports equipment.
- The wearing of masks is allowed but not a requirement.
- Only one student is allowed into the Health Centre at a time. Students must wait outside for appointments with the nurse.

## 2. Ensure people with COVID-19 symptoms stay away from school

Any children, young people and staff should stay at home if they are sick, or should be sent home immediately if they show any symptoms.

## 3. Maintain Physical Distancing

- Young people, and staff maintain a physical distance so that they are not breathing on or touching each other
- No sharing of food or drinks is permitted. Drink bottles are encouraged to avoid drinking from water fountains.
- School trips need prior ELT approval and should maintain physical distancing where practicable.
- Minimise gatherings and minimise close proximity of large numbers of people where possible. There will be no assemblies or large group meetings. Face-to-face community gatherings are postponed or cancelled under Alert Level 2.

### Lunch and Morning Tea Arrangements

Students should be encouraged to use the following areas during lunch and morning tea:

- **Junior Campus Lower Studio-** the area outside of the lower studio, the asphalt next to the hall, the lower playground, and the closest half of the grass field.
- **Junior Campus Upper Studio-** the upper hardcourt, the upper playground, the areas outside of the upper studio, and the furthest half of the grass field.
- **Middle School-** Middle School playground, Youngman arena, all corridors in lower Sanford and field space closest to Sanford.
- **Senior School-** Allen hardcourt, field space furthest from Sanford Block, asphalt hardcourt outside Bolam and Upper Sanford.

Please note that the fields on both campuses are closed for annual maintenance in the first week back to school.

#### **4. Contact tracing and minimising contact with adults outside of the KingsWay school bubble.**

The school will keep track of people who enter the school sites– through the attendance and visitor registers. In the event of a confirmed transmission within the KingsWay community, it is essential to be able to track the extent of transmission.

- All visitors are required to sign in at reception.
- Parents should communicate through phone or email and avoid coming onto the site unless essential.
- At the Junior Campus, students should be supervised by an adult until it is safe to allow them to enter the building unaccompanied. All adults must always maintain physical distancing guidelines.
- Staff are required to maintain a log of their interactions with outside agencies and contractors to assist with contact tracing.
- Staff and students are requested to leave school by 5.30 pm daily to allow for the site to be cleaned and secured.

##### **Contractor Procedures**

- All contractors need to sign in and sign out daily at reception before undertaking any work on site. There they will be briefed by a receptionist regarding the school's Alert Level 2 procedures.
- All contractors are required to maintain physical distancing procedures while on-site and record areas accessed for tracking purposes

#### **5. Reported Cases of COVID-19 in the KingsWay Community**

In the event of a reported case of a parent or student, KingsWay's leadership will liaise with the Ministry of Education and Health and enforce a mandatory 72-hour shutdown of the school. The Executive Principal will contact parents via the KingsWay School app and other communication tools.

#### **6. Students Unable to Attend School During Alert Level 2**

The teachers first responsibility is to teach the students in front of them. Support for students unable to attend school will be as follows:

- Senior School teaching will include video recordings of lessons and resources on Teams.
- Middle School students will receive work in the form of a template of a timetable and resources using Google Apps.
- Primary School will email work to students.

Mandatory online catchups cease at Alert Level 2. Students who cannot attend school are encouraged to liaise daily with a 'buddy' to keep them up to speed with classroom expectations.

## 7. Tuckshop

The tuckshop resumes service on 18 May. Orders can be made online. Sorry but no cash transactions until further notice. Queues must maintain physical distancing requirements. The teacher on duty and a prefect will monitor this area during recess times.

## 8. Uniform Shop

**Please note that management has granted a uniform grace period to allow parents to purchase uniform and shoes safely.**

**Click and Collect** - The uniform shop is still accepting online orders. This is the easiest and fastest way to make uniform purchases.

All online orders made can be collected from Senior School Reception on Thursday 14<sup>th</sup> / Friday 15<sup>th</sup> from 8:30am – 3:30pm.

Orders must be made at least 24 hours before pickup to enable orders to be processed. From 18<sup>th</sup> May online orders will be distributed through your child's homeroom / form teacher.

If you need to visit our uniform shop to try on items this will be open from Thursday 14<sup>th</sup> May for **pre-booked customers only**. If you would like to book a 10 min slot to be served at the uniform shop in person then please email [MSADMIN@kingsway.school.nz](mailto:MSADMIN@kingsway.school.nz) for access to our online booking system. Bookings are essential due to social distancing requirements in our shop. Please avoid the disappointment of being turned away by ensuring that you book in advance.

**Uniform Shop Hours are as follows:**

- Thursday 14<sup>th</sup> May      8am - 4pm
- Friday 15<sup>th</sup> May      8am - 4pm
- Monday 18<sup>th</sup> May      8am - 4pm
- Tuesday 19<sup>th</sup> May      12:30pm - 4pm
- Wednesday 20<sup>th</sup> May      8am - 4pm

Normal uniform shop hours will resume on Monday 25<sup>th</sup> May.

All Uniform Shop information can be found on our school website [CLICK HERE](#)

## 9. Sport Practices

- All afterschool sport's practices can resume under Alert Level 2. Further communication from the Sports Department will follow.
- Sports equipment must be sanitised before and after practice.
- PE programmes resume under Alert Level 2.

## **10. SKIDs Afterschool Programme**

SKIDs resumes on Monday 18 May and bookings can be made as usual.

## **11. Afterschool Programmes**

All afterschool programmes resume from Monday 18 May

## **12. Itinerant Music Lessons**

All itinerant music lessons resume from Monday 18 May