

**For our Parent Community. Tuesday 12 May. Updates will be made if new information comes through from the Ministries of Health and Education.**

## Rangiora Borough School Procedure Plan 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 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 Spaces
<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 wash their hands before leaving the classroom space, supervised by staff.</p> <p>Additional disinfectant/cloth will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required. Door handles in particular, although doors will be wedged open where practicable.</p> <p>Students will have their own stationery, supplies and will be encouraged not to share this.</p> <p>Student devices will not be shared, school devices wiped clean between users.</p> <p>Lunch boxes/snacks to remain in individual student bags</p> <p>Reading folders to be stored in bags / lockers rather than in communal areas</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>‘Physical Distancing’ is a good precaution to prevent the spread of disease.</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, particularly between adults.</p> <p>The layout of hubs will change to reflect the above.</p>	<p>Under Alert Level 2 parents and caregivers are asked to “drop off and pick up” at the front of the school at any of our 3 entrances - King Street Main Gate and Church Street Gates.</p> <p>Technology &amp; Before School / After School Care are to use the little gate on King Street and Tech Students to use the gate by the garage on Church Street.</p> <p><b>Students are to enter school from 8:30am onwards</b> (unless attending OSCAR before school care &amp; staff’s children).</p> <p>If parents do wish or need to come on site sign in at the office. This is asked for by the Health Ministry for possible contact tracing. <b>To be clear any parent / caregiver coming onsite needs to sign in at the office.</b> No parents in classrooms.</p> <p>Please be respectful of this as it is the most likely chance of COVID-19 entering the school.</p> <p><b><i>There will be a staggered finish to the end of the day.</i></b></p> <p><b>2:40pm - Wave 1 - Kākāriki &amp; Kōtare &amp; Te Mahuri</b></p> <ul style="list-style-type: none"> <li>• Older children leave classes and go and pick up younger siblings to leave the grounds.</li> <li>• Older children to escort family to waiting parent</li> </ul> <p><b>2:50pm - Wave 2 - Kāhu, Takahe, Te Pihinga &amp; After School Programme</b></p> <ul style="list-style-type: none"> <li>• Older children leave classes and go and pick up younger siblings to leave the grounds.</li> <li>• Children at after school programme released</li> <li>• Older children to escort family to waiting parent</li> </ul> <p><b>3pm - Wave 3 - Tahi Kahurangi, Tahi Whero &amp; Rua</b></p> <ul style="list-style-type: none"> <li>• Junior children to be met at the school gate by parents</li> <li>• Hopefully wave 1 &amp; 2 have cleared the school gates.</li> </ul>	<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>Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease.</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, particularly between adults.</p> <p>Parent helpers (2 week wait) can come into classrooms as long as they are not sick, use sanitiser/hand washing procedures and sign in at the office.</p> <p>Teams communicate with their parents / caregivers about what their class spaces will look like and behaviour expectations so parents can talk these through with their child/ren, before returning to school.</p>
New Timetable at Alert Level 2	In the playground	Managing Attendance
<p>7:00am - Before school care starts</p> <p>8:30am - School open</p> <p>8:55am - Classes start</p> <p><b>Morning Tea</b></p> <p>10:00am - 10:20 - Henry Blackett Building</p> <p>10:20 - 10:40am - Rua, Tahi Kahurangi, Tahi Whero, Ngā Rakau e Rua</p> <p>10:40 - 11:00am - Technology Department</p> <p><b>Lunch</b></p> <p>12:15pm till 1:00pm’ish - Play then eat - Henry Blackett Building</p> <p>12:45pm till 1:30pm - Eat then play - Rua, Tahi Kahurangi, Tahi Whero, Ngā Rakau e Rua</p> <p><b>Staggered finish</b></p> <p>2:40pm - Wave 1</p> <p>2:50pm -Wave 2 (After School care starts)</p> <p>3:00pm - Wave 3</p>	<p>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.</p> <p>Each class will have their own equipment but children from different hubs can play together. Hand washing/sanitiser after each break.</p> <p>Drinking fountains will remain turned off. Students will need a named drink bottle at school.</p> <p>Students can bring their own scooters and bikes - to be stored in bike racks.</p> <p>Staggered break times, opening and finishing times have been devised and new timetables / duty rosters have been written.</p>	<p>Any children and staff will stay home if they are sick, or will be sent home immediately if they show any symptoms.</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 <b>any visitors to the site, including parents and caregivers.</b></p> <p><b>Please contact the office (by email or phone) if you have decided to keep your child/ren at home at Alert Level 2.</b></p> <p><b>Please be aware that due to all staff being on site, online and home learning will be limited.</b></p>

Cleaning and Hygiene	In and Out of School Activities	Reporting to Parents and school events
<p>The toilet blocks will be sanitised once during the day and at the end of each day. Students and Staff will use hand sanitiser after visiting toilets and again upon returning to the classroom.</p> <p>Cleaners will complete daily cleans in line with the Ministry of Health guidelines.</p> <p>In Alert Level 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing for at least 20 seconds and drying) and regular cleaning of commonly touched surfaces.</p> <p><b>Device Returns</b></p> <ul style="list-style-type: none"><li>• All devices that have been given out are to be returned to J3 or the office. In a named bag with the plug. The devices will be cleaned, ticked off the list and given back to teams.</li><li>• Sandy, Kennedy and Tony - will be part of the cleaning team on Monday 18th.</li></ul>	<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"><li>• No whole school Friday assemblies for the remainder of Term 2.</li><li>• Kapa Haka practices will not begin in the first 2 weeks back onsite - reviewed for remainder of the term</li><li>• While Inter-school activities and field trips are allowable at Level 2, any such events will be carefully considered with full risk assessments including COVID-19 considerations before approval is given.</li></ul> <p><b>OSCAR - Before School and After School Care is open in Alert Level 2.</b></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>We will share a more detailed plan for how we will report in due course, but there will be no Mid-Year Report in Term 2. Teachers will use this time to gather up to date information and evidence to help them make informed decisions of their classes' next steps and identify individual learning goals.</p> <p>Learning Conferences - date TBC sometime in Term 3.</p>