



KingsWay School Procedures

For Parent Community @ Alert Level 2

June Update

Introduction

It is exciting to note that there have been no new incidences of COVID-19 cases for several days. Nevertheless, the staff and leadership continue to be committed to maintaining the health and safety of the KingsWay community and continue to adjust specific COVID-19 procedures in response to the government's announcements. These COVID-19 procedures are underpinned by KingsWay School's Five Principles which include the Ministry of Education's 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 through 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.

1. Maintain Effective and Safe Hygiene Procedures

- Regular washing and drying of hands and good cough and sneeze etiquette remain fundamental to preventing the spread of an illness such as colds, flu and COVID-19.
- Hand sanitiser and disposable towels are available in all areas of the school. Teachers of Year 1-4 students will supervise the cleaning of surfaces and sanitising their hands before and after meals.
- Toilets will be thoroughly cleaned by the cleaning staff at the end of each day.
- Students are discouraged from bringing along toys and games.
- 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 proximity of large numbers of people where possible. There will be no full school assemblies for Term 2. Face-to-face community gatherings are postponed or cancelled under Alert Level 2.
- Year level assemblies can resume from 2 June, while observing social distancing guidelines.
- Students are encouraged to maintain social distancing during playtimes.

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 visitor registers and App tracing. 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 or via the School App.
- Parents should communicate through phone or email and avoid coming onto the site unless essential.
- At the Junior Campus, younger 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.

- Everyone is requested to leave school by 5.30 pm daily to allow for the site to be cleaned and secured.
- Students who are not engaged with SKIDs or after school sport training need to leave the site by 3.30pm.

Contractor Procedures

- All contractors need to sign in and sign out daily at reception before undertaking any work on site.
- 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. Please inform the Executive Principal if you or your child are awaiting a COVID-19 test.

6. People Unable to Attend School During Alert Level 2

Staff

All staff are required to attend school under Alert Level 2.

Students

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 is fully operational. Orders can be made online. Cash and Eftpos is accepted. 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 the uniform “grace period” to allow parents to purchase uniform and shoes safely has now passed.

- Click and Collect - The uniform shop is still accepting online orders. This is the easiest and fastest way to make uniform purchases.
- Regular uniform shop hours have resumed.
- All Uniform Shop information can be found on our school website [CLICK HERE](#)

9. Sport Practices

- All afterschool sport's practices are permitted. Further communication from the Sports Department will follow.
- Sports equipment must be sanitised before and after practice.
- PE programmes have resumed.

10. SKIDs Afterschool Programme

SKIDs is operational.

11. Afterschool Programmes

All afterschool programmes are operational

12. Itinerant Music Lessons

All itinerant music lessons are operational.