



GUIDELINES AT LEVEL 2 FOR PARENTS

PURPOSE

- *Newton Central School aims to be a Covid-19 free school environment for all students, staff and whānau. The following measures will be in place throughout Level 2 and will be continuously reviewed to protect our community.*

The overriding principles for Alert Level 2 are:

- to **minimise the risk** that someone gets infected in the first place
- to ensure we can **identify and contact** anyone who has been in close contact with a person, if someone in a school is infected
- understand that Level 2 is **not business as usual**

It is safe for all students and staff to return to school in Alert level 2. **Schools are safe because hygiene habits will be strong, and schools will put into place safe and sensible practice.**

The expectation of the government, community, staff and regulators is that schools will meet the highest possible standards and that **Boards of Trustees, management and individual staff actively manage adherence to the safety measures and expectations.**

The guidelines have been based on the Managing Health & Safety Guidelines Published by the MOE & MOH

KEY AREAS	Minimising Risk - Safe & Sensible Practice	WHO
People on-site, Monitoring Health	<p>Who can be on-site when school starts for children?</p> <p>Staff & Students:</p> <ul style="list-style-type: none"> ▪ Staff and students at higher-risk of severe illness from COVID-19 can return to school. A plan will need to be agreed together, to manage this safely ▪ The expectation is that with the exception of some students who are sick, all students will be attending at Alert Level 2 ▪ Parents and caregivers will be asked to notify us, to advise if their child <u>won't</u> be attending school in person when Alert Level 2 commences. Link to survey is HERE. ▪ School will notify all Term 2 New Entrant children about when/how to start school at Level 2 via separate email. New families to refer to that email for guidance ▪ Staff such as RTLB, itinerant music teachers and relievers will be able to return to support the school <p>Who should stay home?</p> <ul style="list-style-type: none"> ▪ Anyone who is sick must stay home ▪ Staying home if sick: <ul style="list-style-type: none"> ○ Symptoms to monitor for are any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with those symptoms must stay home and contact Healthline for advice, which may include getting tested 	<p>Senior Leadership Team Health & Safety committee</p> <p>Admin team</p> <p>Everyone onsite</p>

	<p>for COVID-19 as a precaution. Anyone with these respiratory symptoms must not enter school grounds</p> <ul style="list-style-type: none"> ▪ Expectation of returning to school will depend on Healthline advice and any test results ▪ Should any test results come back positive the Ministry of Health will assume responsibility and we will promptly follow their directives ▪ Normal absence procedures apply for children: <ul style="list-style-type: none"> ○ If you have notified us through the survey of a return date, we will mark your child as absent up until that date ○ Parents must inform school by phone or text by 8.30am if a child will be absent ○ School phone numbers are 09 378 6883 and 027 311 5610 ▪ We will create a physical home pack for children learning at home with <i>major underlying health issues (ORRS)</i>, or <i>for children who are having to isolate</i> due to C-19 ▪ If a child feels distraught (rather than physically unwell) and unable to manage at school we encourage them to stay at home until a transition plan can be arranged to ease them back into school safely. Please contact your child’s teacher for advice. <p>When a child falls ill at school:</p> <ul style="list-style-type: none"> ▪ School staff are to observe students on arrival into the classroom – checking for symptoms and arranging for those presenting as unwell to go home ▪ If a child is taken ill, to mitigate the risk to the community, immediate pick-up is expected by whānau ▪ It is essential that we have an emergency contact should we not be able to make connection with the child’s immediate caregivers. The longer the child remains at school, the greater risk they become to others. <p>1st Aid at school and Sick Bay</p> <ul style="list-style-type: none"> ▪ <i>Mini first aid kits</i> will be distributed for every class to minimise visits to the sick bay ▪ <i>The sick bay</i> is only for children who have significant illnesses &/or symptoms that may be attributed to Covid19. If we have more than one child needing access to the sick bay, we will use Te Whare Tapere as a backup space. ▪ Medication will be held in a safe, secure place by classroom teachers. 	<p>Staff, whānau</p> <p>Teachers, kaiāwhina, admin team</p>
<p>Arrival / departure protocols</p>	<p>General arrival/departure protocols:</p> <ul style="list-style-type: none"> ▪ Pedestrian gates are open between 8.30am and 8.55am and will be supervised by staff ▪ Only staff and students may enter the school grounds via the four pedestrian gates in the morning ▪ Children to be dropped off and collected by parents/caregivers from the street. Parents to remain in car or park at a distance and walk to gate. ▪ Hand sanitiser at gates at entry/exit points, all children to use upon entry and exit ▪ Only known adults to collect children from their regular entry/exit gate (the same gate should be used every day) ▪ Staff only on kea crossing duty until further notice ▪ Pedestrian gates will be closed except when children are scheduled to arrive/leave ▪ Carparks will only be available to staff 	<p>Everyone</p>

	<p>Departure protocols for children:</p> <ul style="list-style-type: none"> ▪ There will be varied times for children to exit the school between 2.45pm - 3pm ▪ All children will need to be off campus by 3.05pm ▪ Parents are to inform their children about which gate they are dropping them off and collecting them from ▪ Parents picking up children in cars must stay in them and collect them from the two allocated bay areas: <ul style="list-style-type: none"> ▪ BAY 1 – in front of Admin Block ▪ BAY 2 – at the normal pick up point opposite our school Pedestrian Crossing <p>AT 2.45pm these students will be released from class to leave:</p> <ul style="list-style-type: none"> ▪ Older siblings will collect their younger siblings and leave school ▪ Room 13 & 15 children <p>AT 3.00pm these students will be released from class to leave:</p> <ul style="list-style-type: none"> ▪ All other students <p>Parents/Caregivers and Visitors:</p> <ul style="list-style-type: none"> ▪ Whānau/visitors must enter via the Monmouth gate and report straight to the school office to be included in the contact tracing register ▪ Visitors, by appointment, can be on site between 9.15am - 2.30pm <ul style="list-style-type: none"> ○ All visitors sign in (and out) at the office, and are issued with a Visitor sticker to be worn while on-site ○ Visitors are escorted if they need to move around the school, if they're collecting a child, the child will be brought to the office ○ Gates will reopen for students to leave at 2.45 ▪ Whānau/visitors will observe all (prominently displayed at entry points) school hygiene practices ▪ Expectations and practices for entry/exit will be publicly displayed and made known to whānau, visitors and service providers 	<p>BASC staff, Kaiako Kaiāwhina Tamariki Whānau</p>
<p>Hygiene & Cleaning, Maintaining Safety</p>	<p>N.B.</p> <ul style="list-style-type: none"> • There is no bubble concept at Level 2 so there are no restrictions on groups of children and students mixing with others on site • Classrooms can be used by different student groups/classes and different groups of students in each class • Teachers/staff are not restricted to one group and can move freely between groups of students <p>HOWEVER good hygiene practices will continue to be a priority at Alert Level 2 as the best way to minimise potential spread of COVID-19. We ask parents to educate their children on these expectations before they return to the school.</p> <ul style="list-style-type: none"> • The COVID-19.govt.nz and Ministry of Health websites are a good source of information including: <ul style="list-style-type: none"> ○ Hand washing ○ Cough and sneeze etiquette ○ Cleaning surfaces • 4H protocol – no handshakes, hongis, hugs, high fives <p>Personal Hygiene</p>	<p>Everyone onsite</p> <p>All staff</p>

	<ul style="list-style-type: none"> Teachers will spend time on Day 1 of return establishing hygiene protocols with students as part of their revised class treaty (coughing into your elbow, regular handwashing and drying) Children and staff to wash their hands with soap or hand sanitiser whenever they enter and leave the classroom space and before/after eating. Any wounds to be covered Hand sanitiser will be readily available in each space and children will be encouraged and reminded to use it. Staff will monitor supply levels and communicate with Julie when more is needed <p>Physical Distancing</p> <ul style="list-style-type: none"> In an Alert Level 2 school environment, this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other, coupled with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces. There does not need to be a specific physical distancing measurement but where practicable 1 metre should be used as a guide, particularly between adults. There are situations where physical distancing is not possible, such as some sporting activities. In these situations, extra emphasis on handwashing and drying (or cleansing with hand sanitiser) before and after activities and regular cleaning of equipment will be required. <p>Equipment</p> <ul style="list-style-type: none"> Playgrounds and sports equipment – will be used but hand washing hygiene to be maintained Children to bring only essential equipment to school each day - <i>no toys to be brought from home as they bring an unacceptable level of risk to our school community (in line with our existing policy)</i> The library can be accessed by staff but will be closed for students until further notice <p>Food and Drink</p> <ul style="list-style-type: none"> All eating to be actively supervised by the staff. Students will be taught how to clean and tidy the space when eating is over, and to wash their hands carefully before and after. Children are not to share food or drinks. Children to bring own drink bottles where possible EZLunch orders will begin on Wednesday 20th May 	<p>Everyone onsite</p> <p>Everyone onsite</p> <p>Teachers, kaiāwhina, students</p>
<p>First two weeks of school</p>	<p>First two weeks of school</p> <ul style="list-style-type: none"> Focus on reintegration, re-connection, stability, creating routines, learning environments etc. to meet the needs of children Create health and safety routines Begin to re-establish solid classroom learning programmes 	<p>Teachers, kaiāwhina</p>
<p>Activities & Events</p>	<p>Activities and Events</p> <ul style="list-style-type: none"> Assemblies – there will be no assemblies in the first week. Inter-school events – there will be no inter-school events in Term 2 There will be no fieldtrips or cross-country in Term 2 	<p>Staff Whānau</p>