

Procedure Plan for Delta Alert Level 2

Nau mai hoki mai whānau



What will Birchville look like at Alert Level 2?

Dear whānau,

Birchville will be open to all tamariki from **Rāpare 9 Mahuru (Thursday 9 September)** and we will have all the right measures in place to make it safe.

*We want to be ready for your return and so please help us by **not** sending your children to school on Rāapa (Wednesday.) The staff will all be in school setting up and getting ready to welcome back their akonga so there will be **no zoom sessions tomorrow.***

We are starting back with music, a onesie day and heaps of hauora activities in classes.

Please send in a gold coin or donate to

<https://www.onesieday.co.nz/beneficiaries/wellington-free-ambulance/donations/new>

As a kura we are so reliant on the great work they do when we have to deal with accidents in school.



Whilst I know many of you will be anxious at this time, we will ensure that school is the safest possible place for your tamariki 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.

- As schools are officially open online learning sessions and zoom meets will not resume due to the fact that teachers will be back in real classrooms, however the “Anywhere Learning” tab is still available on our school website. Birchville.school.nz
- The school will not be open to adults, unless there is a particular need to do so ie. health and safety issues, tamariki with special needs or anxiety needs. Email, messenger or Hero will be the most effective way of making contact with the school for the next few weeks.
- Parents of new starters are welcome to accompany their tamariki to their classrooms.
- All visiting adults are to wear a mask whilst on school grounds at all times, as well as sanitise, contact trace and sign in at the office if they are going to be in the school for more than 5 mins.
- School is open for all tamariki unless they are sick and if they require a Covid-19 test, they are then to isolate until they get the results back, please notify the school office immediately and also once you have the results of the test.
- It is vital that you inform the office by 8.45am in the morning if your child will not be at school. Please understand that we have a high workload at the moment and our priority is keeping the children in school safe. Having to make calls to whānau as children have not turned up at school is very time consuming.
- Please notify us if your child is not able to use hand sanitiser. This will be used for all changes in activities throughout the day.

- Please talk to your children about the importance of social distancing and regular hand washing before they return to school. (see poster below)
- All staff will wear masks when they are at the gates and when entering or leaving the school. **Please ensure that you wear a mask for drop off and collection especially if you are waiting in the car park collection area.**
- We will accommodate children that want to wear a mask at school and ask that if your child does choose to wear a mask you explain the procedures of fitting and removal of masks to prevent spread of infections.
- All children are encouraged to bring in their own devices and stationery if they are able to but we will have these supplies within the school.
- **Please can you remember to return tote trays and bags with readers, library books and devices and their chargers on Thursday.**

Below are the Birchville School Level 2 procedures: I have highlighted some important ones :)

Classrooms

- Under Alert Level 2 hand sanitiser will be provided in every block. Hand sanitiser stations will be set up at the designated entry and exit points around the school. Students and Staff will use this hand sanitiser as they enter the buildings each time.
- Students will wash their hands before eating and after going to the toilet. Additional disinfectant/cloths will be available in classrooms for children and teachers to sanitise spaces throughout the school day as required.
- **Tamariki are asked to bring their own stationery and devices and will be encouraged not to share this.**
- All children will use hand sanitiser before they use any play based learning equipment.

At Pick up and Drop Off

- Under Alert Level 2 parents and caregivers will be discouraged from coming on site unless absolutely necessary. Parents are asked to “drop off and pick up” at the front of the school in the teachers car park.
- Teachers will all park in front of the hall.
- Where possible there should be one person designated for pick up and drop off and social distancing should be practiced at all times.
- Please be respectful of this as it is the ‘**most likely**’ chance of Covid-19 entering the school grounds.
- Students will not be allowed to enter before 8:30am. Please do not leave your children at school earlier than this without supervision. Children walking to school alone should not arrive before 8.30am
- If you are needing to drop children off earlier than this - SKIDs are available in the hall and the SKIDs staff will come to the main gate to collect children.
- If you do wish or need to come on site please call the office as the gates will be locked.
- All visitors on site must contact trace using the contact tracing app or the sign in sheet at the office door.
- Each block will have their own entry and exit gates and these will be labelled. Children are to use this gate even if they have their wheels with them.
 - **Emerald - the small front gate at the postbox**
 - **Moonstone - the small side gate behind the boiler room**
 - **Sapphire - the new wheels gate**
- Children that walk to school alone will be released at 3pm as usual to walk home
- If your child walks to your car for collection in the afternoons - please can you let the school know on Thursday and we will ensure they walk out safely. Older siblings are to collect their younger siblings

Staffing Class Bubbles

- Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease.
- 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.
- **We know our tamariki need love and care especially at the moment and we will be as sensitive as possible to their emotional and physical needs**

Staffroom Bubble

- Adults are expected to try to maintain a minimum of 1m physical distance from other adults at all times including in the staffroom.
- Cups, spoons etc. to be personally handled into the dishwasher.
- Soap and sanitiser will be provided in the staffroom. Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm).

In the playground

- Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice will be observed before and after playing with equipment.
- Students will need a named water bottle at school as water fountains will be unavailable.
- **Students can bring their own scooters and bikes. Helmets are compulsory and the bike racks will now be placed at the side of the hall for access away from where the staff cars will be parked.**

Managing Attendance

- Children and staff will stay home if they are sick, or will be sent home immediately if they show any symptoms. There is a requirement that they are tested before being able to return to school.
- We have a contactless thermometer and temperatures will be monitored with this if required.
- 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.
- 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.**

Cleaning and Hygiene

- The toilet blocks will be sanitised after playtimes and fully cleaned at the end of each day.
- Our cleaner will complete daily cleans in line with the Ministry of Health guidelines.
- 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.

Movement In and Out of School

- We have chosen to continue to limit all non-essential curriculum activity both in and outside of school.
 - No whole school Assemblies for the remainder of Term 3.
 - Syndicates will conduct syndicate assemblies instead.

Student wellbeing

- The wellbeing of all our tamariki and whānau will be our number one priority. We will do all we can to ensure the tamariki feel safe.