



**PAPAKOWHAI SCHOOL ALERT LEVEL 2
NOTICE**
12th August 2020

Kia ora koutou

ALERT LEVEL 2 ORGANISATION

Under Level 2 we want all children to attend, with the exception of students who are sick with COVID-19, or unwell generally. It is very important that you contact the office if your child is not going to be at school.

Children must stay at home if they need to self-isolate, as per Ministry of Health guidelines. Distance learning will only be provided for this group of children.

Parents are asked to keep any sick children at home. If a sick child comes to school, we will send them home. There will be a very low tolerance for any potential signs/symptoms of illness e.g. cough, sneezing.

Children and adults need to regularly wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face.

Before and After School Care is still operating.

The following rules are effective from noon today.

Entering the School Grounds

The school grounds are open for authorised staff members and children during school days only. Parents, caregivers and visitors may only come on site to accompany Year 1 children, drop off or collect children from After/Before School Care (ASC/BSC) or to visit the office.

- **Children can only be at school from 8:30am and must be gone by 3:10pm unless they are at BSC or ASC.**
- Children needing to be at school prior to 8:30 or after 3:10 must be at Before or After School Care.
- A staff member will be at both the main gate and Kindy gate before and after school.
- **Children in Year 2 or above must walk unaccompanied into school. Staff will be on hand to direct them. Parents must stay outside the school grounds.**
- **Year 1 children may be accompanied by an adult to their classroom but adults may not come inside.**
- Only staff members and children may enter classrooms.
- Parents or visitors wanting to meet with staff must come to the office first. In most cases they will need to make an appointment. If matters can be sorted out over the phone or by email they will.

At the end of the day

- **Rata classes will finish at 2:45pm** so parents can collect children and exit the school grounds before 3pm. Please do not arrive prior to 2:40pm. You must sign the contact register outside the classroom. Year 1 children may be collected from outside Rata Block but adults must practise safe distancing. If parents are waiting for other children, they should meet them outside the school gate. Teachers will wait with children who are collected by older siblings.
- **Kauri classes will finish at 2:50pm.**
- **Totara classes will finish at 2:55pm.**
- **Rimu and Matai classes will finish at 3pm.**
- Older children may go to younger siblings' classrooms and wait outside to collect them.
- Children in Year 2 or above will meet their parents outside the school gate or walk home.
- **Parents of older children should arrange meeting points away from the school gate if possible**

What children should bring to school

- A drink bottle (drinking fountains will be turned off), morning tea, snacks and lunch.

Break Times

- Children will sanitize their hands before and after they eat.
- They will eat in the classrooms. Teachers may choose to start break times earlier to allow plenty of time for eating and washing hands.
- Children are free to play in the playground as normal.
- Children will sanitize their hands before re-entering the classrooms, after breaks.

Physical Distancing

- Children and staff will maintain a physical distance so that they are not breathing on or touching each other.
- There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.
- Children do not need to sit in the same place every day at Alert Level 2.
- Guidance will be given to students about physical distancing, but we will not be policing this in the playground.
- Small group instruction will take place with good hygiene practices and safe distancing.

Hygiene

- Parents are asked to keep any sick children at home. If a sick child comes to school, they will be sent home.
- There will be hand sanitiser at the entry to classrooms and in shared spaces and beside shared equipment.
- Soap, water and the ability to dry hands will be provided in bathrooms.
- Where practicable, we will ensure that children: regularly wash and dry hands, cough and sneeze into their elbow, and try to avoid touching their face.

- Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed after playing with equipment.
- Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick. Action- Teachers to ensure hands are washed before use.
- Children need to wash their hands before using shared sports or digital equipment.

Shared Areas

- Everyone needs to wash their hands before entering shared art areas, the library and hall.

Cleaning

- We will clean all surfaces daily. We will also sanitise shared digital and classroom equipment.

Contact Tracing

- Parents collecting Year 1 students from class must sign the contact register outside the classroom.
- Students will stay in their class groups during class time. Teachers and teacher aides can move between groups. There will not be whole syndicate or buddy class work initially.
- Volunteers can be used at Alert Level 2 in class as long as they are meeting all the public health requirements and are recorded in the teacher's timetable and/or visitor register. Days when relief teachers and other staff were in class in addition to the timetabled teacher will also be recorded.
- We need to record all visitors to our site, including parents and caregivers, in our visitor book (as is usual practice but also to assist if contact tracing is necessary).

Sports and Playgrounds

- Sports and playgrounds – school playgrounds, sports equipment use and activities can resume.
- We will take advice before we participate in any inter-school events. These events will need to have a contact tracing register in place to record those playing for and against teams.

After School Care

- This will continue to operate.
- The same guidelines above apply to ASC/BSC.
- **Parents/Caregivers will need to sign in/out and collect children from the foyer. Adults are not permitted to enter the hall.**
- All children must be seated while eating.
- Food will be served to children, rather than children coming up to the servery or table to help themselves.
- If you have a question about After School Care or wish to use this service, please contact the office.

Take care

Ngā mihi

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PRINCIPAL

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