



Te Awamutu Primary School

Onsite Protocols During Red



As of Wednesday 26th January 2022

Procedure Plan for Red

- These procedures have been developed with the safety of staff and students in mind.
- These protocols may change/evolve as we move through Red, as we find the ideal and what is practical.
- Any questions can be directed to the management team or team leaders.

We will continue to:

- Follow the guidelines set out in the School Pandemic Plan
- 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.

Managing the different components of TAPS looks like:

Classrooms / Physical Spaces	At Pick up and Drop Off	School Wide Practises
<ul style="list-style-type: none"> • All Year 4 -6 students are required to wear a mask indoors. However, in composite Year 3 & 4 classrooms (which applies to all of Team 3), we are able to choose. Therefore, it is highly encouraged but not compulsory for Year 3 & 4 children to wear a <u>mask in their own class</u>. If a Year 4 child attends a different space to work indoors with another staff member, they will need to wear a mask unless they have a medical exemption to do so. Any child who choses to wear a mask in class, from Year 1 - 3 will be supported to do so. • All Year 5 and 6 children are required to wear a mask for their own safety and the safety of others. If your child has a medical reason for not being able to wear one, you must apply for an exemption from the doctor and provide that to the teacher. • We will be doing as much learning as possible <u>outdoors</u>, in fresh air to mitigate the necessity of wearing a mask. It is the parents responsibility to ensure their child has sunblock on before school and has access to the school uniform hat. • Swimming will continue. Each class has been assigned a buddy class with whom they can mix during the day. Buddy classes will swim together although children will be carefully managed to maintain a physical distance wherever possible. • Hand sanitiser will be provided in every classroom. • Hand sanitiser stations will be set up at the designated entry and exit points to the school • Students and Staff will use this hand sanitiser as they enter the buildings/classrooms each time. • Students will be encouraged to wash their hands frequently throughout the day • Many students have their own stationery and will be encouraged not to share this. • School devices will be accessible in the classrooms but are not to be transported between classrooms. Devices will be wiped down between each user. 	<ul style="list-style-type: none"> • Under Red parents and caregivers will be asked NOT to come on the school site unless absolutely necessary. • Parents are asked to drop off and pick up their children utilising the main and middle gates on Teasdale Street, or from Bank Street. We insist parents practice physical distancing or to remain in their cars when dropping off or collecting students at the gate. • Each afternoon teachers of Team 1 will walk their new entrant classes out to the front gate at 2.45pm. Each class will be kept separate from the others and children will be released as they recognise their parents or are collected by older siblings who will be allowed to leave class at the same time. Please email your eldest child's teacher to give permission for this. Team 2 students will be released one class at a time at approximately 2.50pm, Team 3 at 2.55pm and Team 4 at 3pm. All students will need to be collected at the end of the day by 3.10pm at the latest or they will be sent to After School Care and you will incur the costs. • If parents are collecting their children earlier than usual please contact the school office: 07 871 5378 and the office staff will organise the students to meet their parents/caregivers at the designated gate. • Students are asked to arrive at 8.30am or later and go straight to their classroom, as we are unable to supervise their social distancing in the newly appointed Team 3 area (as per the end of 2021). Unfortunately students are unable to mingle or play with children from other classes before, during or after school. • All students are required to sanitise as they enter the grounds. This will be monitored. In the case of sensitivity, parents should provide their own sanitiser for hands. • The COVID tracking QR code is displayed on all gates. Please download the Covid QR app on your phone and scan as you enter. This information goes straight to the Ministry of Health. All visitors will still need to sign in at the office and if it is necessary for the visitor (parent/caregiver) to visit the classroom they will need to sign in there too. • Parents of students with high needs are able to come onsite to support their child by prior arrangement with the class teacher and LSC. They must wear 	<ul style="list-style-type: none"> • No team or whole school face-to-face assemblies will be held during Red. • Classrooms will still operate in their own space for learning. Each classroom is assigned a buddy class that will come together for supervised break times and swimming. • Physical Distancing - <u>Classroom Group</u> <ul style="list-style-type: none"> ○ There is no physical distancing requirement between group (class) members. ○ Wherever possible class groups should not intermingle with other groups. However, if this is not possible a one-metre distance between class groups, including adults must be adhered to. • Classroom seating will be arranged in the best way possible to maintain personal space. • Ventilation using fresh air is highly recommended by the Ministry of Health/Education. During the warmer weather doors and windows will be open throughout the day and as much learning as possible will occur outdoors, in shaded areas. Please ensure your child has applied sunblock and has a school hat to protect them while outside. Sunblock is available from school for self application.

<ul style="list-style-type: none"> Physical education will continue but each child will have an individual piece of equipment that will be wiped down afterwards. All visitors (including visiting staff and students) will complete a tracking slip and place it in the class tracking box. These boxes will be collected each afternoon and tracking information will be stored in the office and will be used if needed. 	<p>masks and need to remain physically distanced from others, especially when indoors. Again all visitors will still need to sign in at the office and if it is necessary for the visitor (parent/caregiver) to visit the classroom they will need to sign in there too.</p> <ul style="list-style-type: none"> Road Patrol will continue as usual. Please do not stop on the broken lines immediately before/after the crossing, even for a moment. It impedes our ability to see down the road, creating danger for pedestrians and patrollers. 	
Staffroom	Break Times	Managing Attendance
<ul style="list-style-type: none"> Staff are expected to maintain a minimum of 1m physical distance at all times including in the staffroom. All staff are required to wear a mask, except if they are eating or drinking. Dishes are to be washed by hand by the user or use the dishwasher. Disinfectant wipes are provided to wipe down tables, chairs, urn, draw handles etc. Soap and sanitiser will be provided in the staffroom. Staff meetings will be organised online to avoid mass gatherings in the staffroom. Until mid-February, our usual office is being refurbished and the staffroom has been converted to a temporary office. The staff use the school hall as a staffroom during morning tea and lunch. 	<ul style="list-style-type: none"> Eating and play breaks will be kept separate. Eating will occur within the classroom or, if outside, will be supervised by their teacher ensuring that the 1 metre social distancing requirement between groups is maintained. Play breaks will be fluid and set by the teams throughout the day. The bells will remain off and teachers will arrange breaks to suit themselves. Please ensure your child has lunch prior to the school day beginning rather than dropping it off during the day. Classes will be assigned a general area to play and will only be able to mix with their buddy class. Fortunately we have lots of wide open spaces but students will require a school hat. Children should bring equipment from home to play with during break times. This may include bikes or scooters among other things that can be played with individually (not shared). Disinfecting of playground equipment and drinking fountains will be regularly undertaken. Drinking fountains will remain on however we highly encourage all students who attend school to bring their own named water bottle. These can be refilled at school, if required. It is important that hygiene practice should be observed before and after playing with equipment such as handwashing, sanitisation and cleaning of equipment if necessary. 	<ul style="list-style-type: none"> Students and Staff will not attend if they are unwell. Students and Staff who become unwell during the school day will be sent home. All schools are obligated to provide detailed contact tracing records to the Ministry of Health, if requested. Our data will be recorded through the school roll, the vistab sign in tablet in the office and/or visitor registers in each classroom. The ability to successfully contact trace is imperative to the health of our community. Even children visiting other classrooms will be logged on the classroom's visitor log. The office needs to be notified of all daily absences as per normal procedure. Text absentees only: 021 276 0505 or leave a message on the school phone 07 871 53 78.
Cleaning and Hygiene	Community Events	Reporting to Parents
<ul style="list-style-type: none"> The toilet blocks and classrooms will be thoroughly cleaned by the cleaners each day. All toilets have soap and hand towels provided for hand washing purposes. Students will sanitise their hands regularly as they leave the classroom to go to the bathroom, and before reentering their classroom. In Red Level we will continue to model and re-teach good hygiene practises (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces. Teachers will teach and re-teach good hygiene practises. Each classroom will have available to them, a bottle of disinfectant cleaner and a cloth for incidental cleaning. Adults will be responsible for using the disinfectant. If our regular Cleaners fall ill, staff and/or the caretaker will be called upon to disinfect surfaces and clean bathrooms (higher priority will be given to jobs to limit the spread of viruses). 	<ul style="list-style-type: none"> Wednesday Wonderland is cancelled until further notice. Teachers will directly contact families of children soon to start, to arrange individual visits. Inter school Swimming has been cancelled. No whole school or team assemblies until further notice. Kura Kotahi Rā will not resume in person during Red Level. Matua Pou will continue to attend school on his regular days to support teachers and students in te ao Māori via classrooms or online videos. Before/After School Care will operate under Red Level. Please see below for further details. We have chosen to continue to limit all non-essential curriculum activity both in and outside of school. For example, trips into the community, community breakfasts, Inter-school Sports competitions, Meet the Teacher BBQ etc <u>will be on hold until further notice.</u> We are in the process of creating a video of our new teachers and the classroom spaces so that parents/caregivers can at least have an understanding of who their child's teacher is, and what their classroom looks like. 	<ul style="list-style-type: none"> Teachers will continue to use Hero to report on student achievement and learning. Please ensure you have the Hero app downloaded for easy access. Parent Information on How to Get on Hero Link The school will use the 'community feed' capability on Hero and Facebook, to keep our community updated with notices and newsletters. Despite the above, parents are welcome to contact their child's teacher to discuss their learning or wellbeing at any time via phone, email or an online meeting. A list of staff emails can be obtained from our school website.

Before and After School Care	Supporting Students with Additional Needs	Office Area and Office Staff
<ul style="list-style-type: none"> Parents please drop off your children at the gate. A member of Before School Care (BSC) will be nearby but it is preferred if you sign your child in yourself using the ENROLMY QR code (not the COVID QR code). Children will need to sanitise as they enter the school grounds. Play equipment will be restricted to easily cleaned materials and will be disinfected at the end of each day. In the afternoons, students will wash their hands upon arrival at After School Care (ASC). Parents should wait at the gate and a staff member will organise your child to come out each afternoon/evening. Please use the Enrolmy QR code to sign your child out, while you wait. The students who attend after school care will be divided into two - three groups and will rotate around indoor and outdoor areas so that we can keep a record of contact between students. Unfortunately children will not be able to interact freely with everyone in the group. The afternoon roll will be done in groups and outdoors (weather dependent) while maintaining social distancing requirements. 	<ul style="list-style-type: none"> Teacher Aides will continue to work onsite. As paid employees, teacher aide funding will continue regardless of if your child attends school or not and cannot be "banked". Our Learning Support Coordinator, Mrs Heidi Osborn-Dunn will work onsite at Red Level. She is the person to contact if you have queries about your child and their additional needs. heidid@taps.school.nz RTLBs will also continue to work on site and will follow all school protocols around social distancing and hygiene practises. They will attend school by appointment only. 	<ul style="list-style-type: none"> Parents/caregiver visits to the office <u>must be made by prior arrangement.</u> Purchasing of uniforms can be arranged over the phone with Mrs Kim Fabish or via email kimf@taps.school.nz. If a child is hurt in the classroom, teachers will attend to any minor injuries there. If a child requires more extensive first aid, the teacher will call a member of senior management who will escort the child to the sick bay. A reminder that students who become unwell during the day will be isolated in the sick bay, parents will be called and the child will be sent home. Please respond quickly so we do not have too many students congregating in a small area. Students who are tired or have a sore tummy, will not be able to have 'time out' in the sick bay due to distancing and contact tracing protocols. As of January 2022, the majority of TAPS Staff are First Aid trained.
School Buses	Distance Learning	New Enrolments at TAPS
<ul style="list-style-type: none"> We have been advised that school bus runs will continue under Red Level The immediate seats around the bus drivers are not to be used. The bus drivers are often elderly or are immunocompromised and their safety is important too. Students will need to sanitise as they embark the bus. Buses will be cleaned by the bus company. For the purpose of contact tracing, morning and afternoon bus rolls will be taken. All morning bus students will need to report to the office to be registered as having used the bus. Parents must advise the office if their child is not riding on the bus on any given day. A text will suffice - 021 276 0505 As per the code of conduct, any bad behaviour or disrespecting of health practises on the bus will result in students not being allowed to travel on the bus. We have been informed that all bus drivers comply with the Public Health Order. Bus students will be released at 2.50pm. Any Team 1 bus students will be wait with their teacher until then. All Year 4-6 students must wear a face mask while travelling on the bus. 	<ul style="list-style-type: none"> Schools are open during Red Level and therefore we will not be providing weekly or personalised online learning. Schools will support off site learning for those required to self-isolate or wait for test results. This could be via hard packs or via online learning. Support will also be given for off site learning for students with complex medical needs, and who are learning from home following advice from a health professional. Online resources will continue to be available through the Team's Learning Caves on www.taps.school.nz or click on this link here. 	<ul style="list-style-type: none"> We warmly welcome all of our new students to our TAPS learning community. Enrolment paperwork can be downloaded from our school website www.taps.school.nz or a hard copy can be collected from the school gate by arrangement. Please call the office 07 871 53 78 to arrange. If a student is starting their first day of school, you may accompany them onsite if necessary. All visitors must wear a mask and will need to sign in at the office and when they visit the classroom they will need to sign in there too. This must be pre arranged with the classroom teacher and parents must sign the contact tracing visitor register in the office. If parents are coming onsite to support new enrolments, you will need to arrange a specific time with the office or classroom teacher so that visitors onsite are staggered. All visitors must wear a mask and will need to sign in at the office and when they visit the classroom they will need to sign in there too. If your child is due to have visits at TAPS because they are soon to start, visits will be arranged by their classroom teacher. Please contact the school if you have not heard from her within a few weeks of your child's expected start date.