



Strathmore School Tokoroa

Stage 4: Recovery. Procedure Planning for Alert Level 3

- [New Zealand COVID-19 Alert Levels - Click here](#)
- [Schooling detail for Alert Levels 2, 3 and 4. Developed by the Ministry of Education - Click here](#)
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Schooling detail for Alert Levels 2, 3 and 4 Developed by the Ministry of Education (with ECE removed) - <i>This may be updated so will need to be checked</i>			
	Alert Level 2	Alert Level 3	Alert Level 4
General Principle	<p>Schools and early learning centres can open.</p> <p>Early learning centres and schools are open for all children. Distance learning is available for those unable to attend school (eg self-isolating).</p> <p>Any educational facilities connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and cleaning, and then potentially for a further 14 days.</p>	<p>Early learning centres and schools are open for children up to year 10, with appropriate public health measures in place.</p> <p>If there is a parent or caregiver available to look after children at home, stay at home.</p> <p>Children at higher risk of severe illness from COVID-19 must stay home wherever possible.</p> <p>Early learning centres will be open. If there is a parent or caregiver available to look after children at home, stay at home. Children will not be able to attend play centres and play groups. Home based care, education and supervision of young children for more than one family in a home if public health control measures can be implemented.</p> <p>Primary and intermediate schools are open. If there is a parent or caregiver available to look after children at home and school children have access to distance learning, continue education at home. Distance learning is available for those not attending school (eg self isolating or parent at home).</p> <p>Secondary schools are open for young people in years 9 and 10 who may not be able to stay at home by themselves. If there is a parent or caregiver available to look after children at home, stay at home. All young people in years 11-13 continue to learn from home.</p> <p>Initially the number of children or young people must be limited to 10 in a group, but this can be increased to 20 once all processes are running smoothly.</p> <p>Any educational facilities connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and cleaning, and then potentially for a further 14 days.</p>	<p>All educational facilities closed.</p> <p>All educational facilities closed. All schools engaged in some form of distance learning.</p> <p>School hostels (where international students cannot return home and/or it is not safe for domestic students to return home) accommodation can remain open in only these circumstances.</p>
Schools	<p>All schools are open on site for all year levels but may not be able to fully accommodate all students on site and may still require some distance learning. Schools will be able to accommodate more students than in Level 3 but face some physical limitations with public health measures.</p> <p>Residential Specialist Schools and Day Specialist Schools can fully resume for children to attend.</p>	<p>Schools are physically open to cater on site for years 1- 10 students and distance learning is available for all. Schools will teach students year 11-13 through distance learning. If there is a parent or caregiver available to look after children at home and school children have access to distance learning, children are encouraged to stay at home.</p> <p>Schools may need to build their onsite rolls up over time as they become confident in managing the public health requirements and depending on the availability of the teaching workforce. Schools will open at least a week after the alert level changes. In practice some may take longer to be open for students.</p> <p>Staff who have a higher risk of severe illness from COVID-19 are able to come to school but may also choose not to do so and to continue to work from home.</p>	<p>Extensive support for distance learning in place from 15 April 2020, combination of online, hard pack curriculum material and Education TV offerings to support schools and early learning centres.</p> <p>No access to school sites unless approved under exceptional circumstances.</p> <p>Ministry staff together with resource teachers supporting children with learning support</p>

<p>School hostels fully return to occupation as physical distancing allows.</p> <p>Ministry staff supplemented by resource teachers and school staff continue to support children with learning support needs by phone and Skype where their health status requires them to stay isolated.</p> <p>Children return to specialist schools and their satellite units.</p> <p>School transport is able to increase as the number of students increases.</p> <p>The Food in Schools Programmes would be able to be fully operational provided the rules are observed.</p> <p>OSCAR programmes can open.</p> <p>An increased number of school redevelopment and construction projects may be able to resume if the requirements of Alert Level 2 can be met.</p> <p>PPE not required or recommended as necessary in any educational facility by the Public Health Service.</p>	<p>Residential Specialist Schools and Day Specialist Schools will not resume in the early stages of Level 3 for children to physically attend. Teaching staff can return to the school premises and support parents and children at home and can develop plans for a return to physical onsite presence with parents if public health measures can be managed for later in the Alert Level 3 period.</p> <p>Students enrolled at a Day Special School but attending a satellite unit in a local school may be considered for onsite attendance as part of the host school's roll build up over time.</p> <p>Specific public health measures to be taken in schools:</p> <ul style="list-style-type: none"> ● Parents are asked to keep any sick children at home. If a sick child comes to school, send them home. ● Hand sanitiser at entry to classrooms and in bathrooms. ● Staggered entry times into classes with one time for school transport to minimise gatherings of children or parents. ● Breaks should be staggered as should starts and finishes to the day, and bubbles cannot mix during breaks. ● Initially the number of children must be limited to 10 in a school bubble, but this can be increased to 20 once all processes are running smoothly. There can be multiple school bubbles in a physical space but there must be distance between bubbles and strictly no mixing between school bubbles (working this through). To support contact tracing students should sit in the same place each day, with 1m physical distance between all children, young people and staff. Must maintain 2 metre physical distance outside and 1m inside during breaks and 1m on school transport. ● Physical education classes and breaktime activities cannot include sports with <2m physical distance or where the same equipment is touched by different students (balls, ropes, sticks, etc). ● Disinfect and clean all surfaces daily. ● Contact tracing registers must be set up and identify which children are in each teaching space, record when and who they have contact with during the day if that changes. This includes recording who the adults are in contact with as well as recording any visitors to the site, including parents. <p>School hostels may be able to operate noting some currently are in Alert Level 4 to support international students and some domestic students who could not return home). However each hostel will have a plan for a graduated return of students and will work with parents to ensure that public health requirements are met. This is likely to mean there may be some return of students later in the Alert 3 period.</p> <p>Ministry staff supplemented by resource teachers continue to support children with learning support needs by phone and Skype. Teacher aides return to school to provide onsite support to teachers and children</p> <p>Limited school transport able to return.</p> <p>Food in Schools Programmes will start provided public health considerations can be managed.</p> <p>OSCAR programmes are still closed (to reduce the risk of mixing between different groups of children).</p> <p>Some school redevelopment and construction projects may be able to resume if the requirements of Alert Level 3 can be met.</p> <p>PPE not required or recommended as necessary in any educational facility by the Public Health Service</p>	<p>needs via Skype and phone.</p>
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Strathmore School

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Pandemic Plan - Stage 4: Recovery. Procedure Planning for Alert Level 3

Trigger:

- Establish reopening timelines - communicate with all families
- Confirm cleaner and caretaker availability/vulnerability status
- Population affected by vaccination/or pandemic abated in New Zealand

Goal:

- Strathmore School ensures the continuing well-being of learners, parents, caregivers, whānau and staff, and education services are fully restored

Senior Leadership Team will:

1. Advise that Strathmore School is re-opened through telephone message, email, website and entry point notices
2. Arrange for trauma/grief counselling as necessary
3. Undertake debrief of procedures used with all staff
4. Review the importance of keeping safe guidelines with children

Following the announcement of a move to Alert Level 3:

- Survey Parent Community for those who will be working out of home and need to send their children to school.
- Survey Staff for those who are immune compromised or need to be home with their own children (immune compromised)
 - Priority 1 Staff - those who are able to be onsite
 - Priority 2 Staff - those who are not able to be onsite who may be immune compromised or have immune compromised people in their bubble
- Confirm needs with families and establish an Alert Level 3 Roll
- Establish 'Family Bubble' lists and classroom plan, communicate with families
 - *Siblings will be allocated the same classroom bubble.*
 - *Map of school created with clear established areas and school entry points*
 - *Bathroom facilities will be allocated based on proximity to bubbles*
- Staff will continue planning home learning for families under Alert Level 3 for the week
- Children at school will be guided through the home learning provided by their teachers in their 'Family Bubbles'
- Confirm with staff those who are required to be onsite.
- 'Onsite Teacher Only Day' Tuesday 28th April to set up physical spaces, gather student stationery/supplies/resources and work through expectations around learning tasks & protocols
- Contact tracing register established

Under Alert Level 3 we will continue to follow the guidelines set out in the Strathmore School Pandemic Plan but with an **intensified focus of managing the areas identified below.**

At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

Classrooms	At Pick up and Drop Off	Staffing Class Bubbles
<ul style="list-style-type: none"> • Seating arrangement set and maintained at all times • Students and Staff will use hand sanitiser when opening and closing doors. • School bags will be stored in classrooms (in their 'Family Bubble') • Students will work on their relevant home learning programme from their usual classroom teacher • Each student will have the same work space and chair to use for the duration of level 3 • Workspaces will be organised to allow for minimum of 1m physical distancing • There are no sitting 'mat times' or 'mat areas' (keep hands off floor) • Sanitiser will be provided in every classroom • Children will eat morning tea and lunch at their own designated workspace • Children will have their own stationery, supplies and devices - no sharing • Lego and classroom resources to unavailable 	<ul style="list-style-type: none"> • Family Bubbles will be allocated an entrance for drop off and pick up. No parents will be allowed past the school gates for drop off and pick up • Children will not be allowed to enter before 8:40 a.m. Distancing outside the gates requires that bubbles remain 2 metres apart • Entry will be via the entrance outside the Administration Block and the entrance opposite the Strathmore Drive crossing. A staff member from each bubble will be at the gate from 8:40am - 8:55am, 2:35pm - 2:50 pm • Students will go straight to their allocated room upon entry • Where possible there should one person designated for pick up and drop off 	<ul style="list-style-type: none"> • Initial class bubbles of 10 will have 2 teachers (bubble buddies) allocated to the group of 10 students • Once onsite practices are sound, class bubbles may be combined to bubbles of 20 (we will most likely be organised for this by next week) • Home learning will still be sent via Seesaw
Staffroom Bubble	In the playground	Managing Attendance
<ul style="list-style-type: none"> • Staff are expected to maintain minimum of 1m physical distance at all times • Cups, spoons etc. to be handled into dishwasher • Soap and sanitiser will be provided in the staffroom • Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm) • Offsite Staff during Alert Level 3 will continue with home learning programmes as per Alert Level 4. There may be a gradual increase in expectations about extending new learning and virtual face to face sessions with children. • Office. Office Manager or Principal to manage front of house duties / contact tracing register / phones / medical if possible • Staff meetings and continuity of staff culture to be managed 	<ul style="list-style-type: none"> • There will be two defined areas in the school • The playgrounds will be closed • Sports equipment may not be used unless it can be allocated to individual students and only used by that student for the duration. • Children must keep 2m apart from each other in the playground. • Water - children will need to bring water bottles • Students can bring their own scooter or bike to school to use in designated spaces • Cones will be used to set designated areas. 	<ul style="list-style-type: none"> • Children and staff will not attend if they are unwell and a swab will be required before they to return to school (national guidelines) • Children and staff who become unwell during the school day will be sent home and are to get swabbed for Covid-19. • Families who have a child that has a health condition will be contacted if they intend to come to school • eTAP will continue to automatically populate every child with "F" in the electronic register. On site leader will adjust rolls to indicate children present on site
Cleaning and Hygiene	Movement Around the School	Additional Considerations
<ul style="list-style-type: none"> • Sanitiser and tissues will be available in every classroom • Soap and hot water will be available in all bathrooms • Cleaners will complete daily cleans in line with MOH guidelines • Additional disinfectant/cloth will be available in classrooms for children and teachers to sanitise spaces during the school day as required. E.g. tables after eating, doors after breaks etc. • Each bubble of 10/20 will have its own designated bathroom space. The initial areas will be the Room 1 & 2 toilets, Room 3 & 4 toilets and the admin block toilets. • Caretaker onsite from 8:30am to 3.00 p.m. 	<ul style="list-style-type: none"> • Students will stay within their own classroom bubble, and not visit other bubbles or staff shared spaces (ie photocopier or staffroom) unless in an emergency. • Staff will not visit with other class bubbles, the only space for staff gathering/meeting will be the staffroom where appropriate physical distancing will be observed. • Shared spaces such as the hall and library may be available for use by timetable • No visitors onsite. 	<ul style="list-style-type: none"> • Moisturiser for hands for students that require it. •

