

Laingholm Primary School – Covid-19 Alert Level 3.2
Safety Action Plan & Return to School Procedures (November 2021)
“Alphabet School”

Thank you for responding to our survey regarding your students returning to school at Alert Level 3.2. From the information collated from the survey, we are expecting around 90% of our students to return to ‘Alphabet School’.

This means that we will start at our maximum (reduced) capacity. This is different to our previous ‘lockdown returns’ when we started with a smaller number of students. The number then grew as parents became more confident that school was a safe place for their child(ren).

Given that we will be ‘at capacity’ from the first day it is important that you ensure that your child(ren) attend only on the correct day.

If your child(ren) is/are already in ‘Bubble School’ because there is no suitable carer at home during the school day, they will attend school every day.

If you have made alternative arrangements and have received from the school a written confirmation agreeing to this alternative arrangement, your child(ren) will attend on the days agreed.

Otherwise, your child(ren) should attend on the following days.

Dates:

Students with surnames starting with the letter **A to L** would be able to attend school on

- Wednesday 17th November
- Friday 19th November
- Tuesday 23rd November
- Thursday 25th November
- Monday 29th November
- Wednesday 1st December
- Friday 3rd December
- Tuesday 7th December
- Thursday 9th December
- Tuesday 14th December – This will be the last day of school for 2021 for surnames **A to L**

Students with surnames starting with the letter **M to Z** would be able to attend school on

- Thursday 18th November
- Monday 22nd November
- Wednesday 24th November
- Friday 26th November
- Tuesday 30th November
- Thursday 2nd December
- Monday 6th December
- Wednesday 8th December
- Monday 13th December
- Wednesday 15th December – This will be the last day of school for 2021 for surnames **M to Z**

Year 6 Graduation Day – Year 6 Students Only

- Friday 10th December – More details to follow.

What to Expect:

As parents and caregivers, it is essential that you talk to your child(ren) about what to expect when they return to school.

This is not 'a return to school as normal', to be honest, it is not even close. For the next four weeks our primary focus will be on keeping everyone safe, staff, students, parents, and caregivers. Our teachers will work to minimise any anxiety and to promote wellbeing. For many students simply being back at school with their friends will be a huge step towards achieving these goals. Once we have our students feeling 'comfortable in their own skin' we will continue to build our teaching and learning programme on the identified needs.

Below is a general outline of how school will look as students return to '**Alphabet School**'. More specific details on aspects of the plan can be found in later sections.

- Students will, in the most part, be returning to their regular classrooms. There are some exceptions detailed below.
- To try to maintain a degree of separation within the school, we will be operating each syndicate as a large 'Bubble'. Each of the Yellow, Purple, Blue and Orange Syndicates will have designated play spaces, break times and toilet blocks. Some of this is detailed below, some aspects – such as which toilet blocks each syndicate will use – will be shared with students on their first day back.

- As parents and caregivers please talk to your child(ren) about not seeking out their friends from other Syndicates during break times.
- It is expected that students will maintain the necessary social distancing while at school. Please speak to your child/ren about the importance of not touching the staff or other students while at school, we know students will be excited to see the staff and their friends but, they will need to refrain from hugging, high fiving or making any contact with them.
- **No** parents will be allowed on to the school grounds without making a prior arrangement or appointment.
- **Before school and after school care is not available.** If the lack of before school and after school care changes your plans regarding your child(ren) returning to school, can you please let us know.
- Our Safety Action Plan requires that no students are on the school grounds before 8:30am and that all students have left the school grounds by 3:15pm each day.
- The school bus will be operating under strict Alert Level 3 guidelines, details below.
- If you intend to let your children walk to school, please talk to them about walking directly to school and maintaining the necessary social distance as they walk.
- Students will need to enter and exit the school through the designated gates, at the designated times. The intention here is to avoid large groups of parents at the gates. Please consider arranging a drop off / pick up point at a reasonable distance from the school gates.
- Students will be met at the appropriate gate by a staff member and directed to their classroom. At this transition point, where other adults are present, staff will be wearing face masks.
- As a parent or caregiver, if you choose to approach the school gates it is expected that you will wear a suitable face covering (mask) to help protect our staff and students.
- The rules regarding face coverings (masks) in primary schools has recently changed. As we understand the new directives and how they apply at this school, the requirement is now that all students in our Orange Syndicate – teachers and students in Year 5 and Year 6 classes – will need to wear face coverings (masks) when inside. They will not need to wear them while working on the outside decks associated with these classrooms.
- Public health recommends a strong focus for children under six on getting children to cough and sneeze into their elbow, and wash and dry hands/hand hygiene. It would be extremely helpful if you as parents and caregivers could reinforce this with your child(ren).
- Students will be asked to sanitise their hands as they enter and exit a teaching space. If your child(ren) reacts to the brand of sanitiser that we use, they are welcome to bring their own.
- As part of the preparation process to increase the number of students able to physically attend school, we are required to carry out a detailed property assessment. The more prescriptive health and safety requirements will mean that a number of spaces that are not usually ‘out of bounds’ will now be marked as ‘out of bounds’. It is essential that the students respect this and stay out of the designated areas.

Will my child(ren) be in their regular class ?

Given the significant number of students returning, most will return to their regular classrooms.

The exceptions will be:

Room 9: Mrs Drake is recuperating from surgery. Her class will be split between Mrs Flynn in Room 10 and Mrs Shipman in Room 8.

Room 7: To accommodate Miss Richards knee surgery, her class will join the students in Room 6 with Mrs Harkins. Miss Richards will be at school on Wednesday as her surgery is scheduled for Thursday.

How will the school operate ?

As noted earlier, to try to maintain a degree of separation within the school, we will be operating each syndicate as a large 'Bubble' when the students are outside the classrooms. Inside the classrooms they will be operating in their smaller 'classroom' groups.

Each of the Yellow, Purple, Blue and Orange Syndicates will have designated play spaces, break times and toilet blocks. Some of this is detailed below, some aspects – such as which toilet blocks each syndicate will use – will be shared with students on their first day back.

The school will operate a different timetable, detailed below, with three shorter breaks spread throughout the day to provide additional opportunities to open windows and 'air out' the classrooms. Good ventilation has been identified as one of the keyways of stopping the spread of the Covid-19 Delta variant.

Playground & Break Roster

	Monday	Tuesday	Wednesday	Thursday	Friday
ORANGE	Field	Middle Court & Playground	Secret Garden & Top Court	Middle Court & Playground	Field
Break Time	9.45 - 10.15 a.m.				
Lunch Time	11.45 - 12.30 p.m.				
Afternoon Break	1.40 - 2.00 p.m.				
	Monday	Tuesday	Wednesday	Thursday	Friday
YELLOW	Secret Garden & Top Court	Field	Middle Court & Playground	Secret Garden & Top Court	Middle Court & Playground
Break Time	9.45 - 10.15 a.m.				
Lunch Time	11.45 - 12.30 p.m.				
Afternoon Break	1.40 - 2.00p.m.				

	Monday	Tuesday	Wednesday	Thursday	Friday
BLUE	Field	Middle Court & Playground	Secret Garden & Top Court	Middle Court & Playground	Field
Break Time	10.30 -11.00 a.m.				
Lunch Time	12.45- 1.30 p.m.				
Afternoon Break	2.10-2.30-p.m.				
	Monday	Tuesday	Wednesday	Thursday	Friday
PURPLE	Secret Garden & Top Court	Field	Middle Court & Playground	Secret Garden & Top Court	Middle Court & Playground
Break Time	10.30- 11.00 a.m.				
Lunch Time	12.45 – 1.30 p.m.				
Afternoon Break	2.10-2.30 p.m.				

How will the School Bus operate ?

The school bus service will be under Alert Level 3 guidelines. In essence this will mean a zero tolerance of students standing, moving seats, or generally misbehaving. If a student is identified as breaking the Alert Level 3 guidelines, they will not be allowed on the bus again until 2022.

Important Note: Students from different classes and syndicates mixing on the school bus is one of the most difficult risks for us to manage. The company operating the school bus has informed us that they require all students from Year 4 to Year 6 to wear a suitable face covering (mask) while riding the bus.

As a school, to help us manage the risk, we request that all students using the school bus service wear a suitable face covering (mask) if possible.

Students will be required to social distance while on the bus. As they have been doing recently, they will need to remain seated on the bus when it arrives until a teacher calls a roll.

At the end of the day the bus students will assemble at the hall stairs. Once a roll has been called, and face coverings are in place, the students will be escorted to the bus.

Drop Off & Pick Up Instructions:

Please Note:

1. The following instructions regarding drop off and pick up points are designed to keep parents as well as students at least 2m apart.
2. We are informed by the Ministry of Health that one of the biggest risks with schools reopening is potentially increased contact between adults congregating at the school gates.
3. If you do approach the school gates, it is expected that you will wear a suitable face covering (mask) to protect our teachers and students.

As with the balance of our plan, the entry and exit to the school will be dictated by the first letter of your child(ren) surname. As noted earlier, the purpose of this part of the plan is to try and mitigate the risk of parents congregating at the school gates. If possible, arrange a drop off and collection point with your children well away from the school gates.

Students with surnames starting with the letters A-D

- Are asked to arrive at school between **8:30am and 8:45am** and to enter the school via the **main pedestrian gate** next to the swimming pool.
- They will be met by a member of staff with a bottle of hand sanitiser and asked to go directly to their regular classroom. Initially outside play spaces will not be open before school. Once we have the 'kinks' worked out of the entry system we will review making designated play spaces available.
- At the end of the day the students will exit the school via the **same gate**, starting at **2:40pm**. The goal is to have the school site clear of all students by 3:15pm

Students with surnames starting with the letters E-H

- Are asked to arrive at school between **8:30am and 8:45am** and to enter the school via the **gate at the end of the service driveway**, adjacent to Room 16.
- They will be met by a member of staff with a bottle of hand sanitiser and asked to go directly to their regular classroom. Initially outside play spaces will not be open before school. Once we have the 'kinks' worked out of the entry system we will review making designated play spaces available.
- At the end of the day the students will exit the school via the **same gate**, starting at **2:45pm**. The goal is to have the school site clear of all students by 3:15pm

Students with surnames starting with the letters I-L

- Are asked to arrive at school between **8:45am and 9:00am** and to enter the school via the **'Top Court' vehicle gate** next to the basketball court.
- They will be met by a member of staff with a bottle of hand sanitiser and asked to go directly to their regular classroom. Initially outside play spaces will not be open before school. Once we have the 'kinks' worked out of the entry system we will review making designated play spaces available.
- At the end of the day the students will exit the school via the **same gate**, starting at **2:50pm**. The goal is to have the school site clear of all students by 3:15pm

Students with surnames starting with the letters M-Q

- Are asked to arrive at school between **8:30am and 8:45am** and to enter the school via the **main pedestrian gate** next to the swimming pool.
- They will be met by a member of staff with a bottle of hand sanitiser and asked to go directly to their regular classroom. Initially outside play spaces will not be open before school. Once we have the 'kinks' worked out of the entry system we will review making designated play spaces available.

- At the end of the day the students will exit the school via the **same gate**, starting at **2:40pm**. The goal is to have the school site clear of all students by 3:15pm

Students with surnames starting with the letters **R-U**

- Are asked to arrive at school between **8:30am and 8:45am** and to enter the school via the **gate at the end of the service driveway**, adjacent to Room 16.
- They will be met by a member of staff with a bottle of hand sanitiser and asked to go directly to their regular classroom. Initially outside play spaces will not be open before school. Once we have the 'kinks' worked out of the entry system we will review making designated play spaces available.
- At the end of the day the students will exit the school via the **same gate**, starting at **2:45pm**. The goal is to have the school site clear of all students by 3:15pm

Students with surnames starting with the letters **V-Z**

- Are asked to arrive at school between **8:45am and 9:00am** and to enter the school via the **'Top Court' vehicle gate** next to the basketball court.
- They will be met by a member of staff with a bottle of hand sanitiser and asked to go directly to their regular classroom. Initially outside play spaces will not be open before school. Once we have the 'kinks' worked out of the entry system we will review making designated play spaces available.
- At the end of the day the students will exit the school via the **same gate**, starting at **2:50pm**. The goal is to have the school site clear of all students by 3:15pm

Notes:

1. All gates will be labelled.
2. The Victory Road pedestrian crossing will be monitored by a member of staff.

Sickness:

- If your child is sick, **do not** send them to school. Under Alert Level 3.2 protocols it is not appropriate to send a potentially sick student to school to 'see how they do'.
- You will be called to collect your child in the event of illness. **If your child is sick, they will be sent home immediately.** Under Alert Level 3.2 protocols, and this Safety Action Plan, it is not appropriate to ask that we give them 'some time out' to see if they feel better.
- If you, your child, or anyone you have been in contact with, contracts COVID-19 we would expect you would notify the school immediately so that staff and other students have the opportunity to be quarantined and tested to avoid further spread.

Frequently Asked Questions:

- Once a student is on the 'Alphabet School' – Attendance Register, they will be expected to arrive each day they are roster to attend. You will be contacted to check their whereabouts if they do not arrive.
- The School Office will not be physically open to parents or the community. Office staff are only available via phone and email.
- Entry to the school site during the day is heavily restricted and students should not be taken from school before the end of school. In the event of an emergency or medical appointment please ring the school office 817 8874 and the necessary arrangements can be made to collect your child(ren)
- Due to the increased number of students on the school site, unlike during 'Bubble School', students are no longer able to bring their own bikes, scooters, or skateboards.
- **Students must bring lunch and a drink bottle each day – the water fountains will remain closed.**
- As it is Term 4, **hats need to be brought to school and worn outside.** This Safety Action Plan prioritises the students being outside over wearing a hat. This means students will be allowed outside without a hat and asked to remain – as far as possible – in the shade.
- Every block, including breaks, will start and finish with hand washing and/or hand sanitiser. If your child reacts to the hand sanitiser we use at school, they are welcome to bring their own.
- On every entry or exit of the classroom all students to use hand sanitiser under teacher observation.
- If your child attends school over the coming weeks they will be in contact with people outside your family bubble, we would ask that you use the Covid-19 App with Bluetooth turned on to log your movements for contact tracing purposes.

Some final thoughts:

Please remember our ability to reopen the school to a larger number of students – and to remain open - is dependent on our collective ability to meet the requirements of this Safety Action Plan. This includes staff, students and parents.

If, for example, a student is unwilling to meet the requirement that they stay with their class group and don't 'mingle' with other students then they may not be able to attend. Under normal circumstances we would treat a student making 'poor choices' as a 'teaching moment'. These are not normal circumstances, and we are not operating the school as we normally would. We are operating the school under a Safety Action Plan to try and keep everyone as safe as we possibly can.

Many teachers are anxious about returning to school, working as we do with the largest unvaccinated cohort of people in New Zealand. By acting collectively, and following the plan, we can mitigate the risks and manage the expected anxiety in our staff, our students, and their extended families.

If you have any questions, either now or later, please do not hesitate to make contact. I would suggest that you e-mail Heather and I, especially if it during 'school time', as most of the teachers will be involved in running the 'Alphabet School'.

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Martyn Weatherill

Principal | Tumuaki