

Preparing our tamariki
with the skills to shape their world



Micro- level Plans under RED setting

Key Points	Description
<p>Priorities</p>	<p><u>Priority 1 - Safety and Wellbeing</u></p> <ul style="list-style-type: none"> ● Relationships and routines are paramount at this time ● Keep calm - remember that children feed off the emotions that we display. ● Focus on good hygiene routines to ensure we all stay well <ul style="list-style-type: none"> ○ Regular hand washing/hand sanitising. Be mindful that some students are allergic to the hand-sanitiser. Some students may therefore bring their own sanitiser or can be encouraged to use soap instead. ○ Hand drying is also necessary for good hygiene. All classes will have paper towels available and roller towel systems will be maintained and changed regularly ○ Coughing into arm ○ Using tissues when sneezing (Used tissues go into the general waste bin not paper recycling bins) ○ Stay home if you're feeling unwell (Staff and students) ○ Teachers will explain/show students how to wear masks effectively <p>Masks</p> <ul style="list-style-type: none"> ● Masks are for indoor situations only. ● Bandannas, scarves etc are not acceptable as masks. ● All visitors to the school site are required to wear a mask (unless they have an exemption). <p>Student Masks</p> <ul style="list-style-type: none"> ● Ideally students will have at least two masks (named) at school each day. Students do not have to have medical grade masks. ● Students in Years 5-8 at PBS must wear a face mask indoors at school (The MoE confirmed that in Year 3-4 composite classes that Year 4 students can follow the Year 3 rule). ● Some students will have a mask exemption. If a child is not wearing a mask in Years 5-8 let leadership know and they will follow it up with the parent. This will take the onus off teachers. Teachers can simply tell their class that that student's doctor has said they cannot wear a mask. No further discussion needs to be entered into. Teachers should not ask for evidence of a mask exemption. ● All students aged Year 4 -8 and over must wear face covering on public & school

	<p>transport e.g. Bus service to the Tech centre.</p> <p>Staff Masks</p> <ul style="list-style-type: none"> • The Ministry will provide medical grade masks for staff but not students. • Medical Grade masks will be worn by staff indoors, however teachers in Years 0-4 can choose to remove the mask when teaching. • In the staffroom masks can be removed for eating/drinking, but moving around any part of the office area will require a mask • All PBS staff will be required to wear a mask when in contact with other staff, meetings with parents, attending to visitors/parents/students in the office area, and working in the medical room. <p>Priority 2 - Learning and Teaching</p> <ul style="list-style-type: none"> • Learning engagement and progress will not be successful without addressing wellbeing needs first. • Keep learning and daily routines as familiar as possible • Teachers primary responsibility is those students physically attending school. If students are at home because they are self-isolating or have pre-existing medical conditions which make them more vulnerable, then some work will be provided for them (though this is unlikely to happen in the first 24-48 hours of their communicated absence). Teachers who are teaching face to face cannot also offer zoom teaching at the same time.
<p>VACCINATION STATUS</p>	<p><u>WHO NEEDS TO BE FULLY VACCINATED:</u> At education sites, some people must be fully vaccinated to have contact with students. The school will maintain an on site register. This includes:</p> <ul style="list-style-type: none"> • Teachers and Teacher Aides • Admin and Maintenance/Cleaning staff • RTLs, RTLs and other Education service staff working with on site • Volunteers (this includes parent helpers working with students, volunteer librarians, parents on day trips and camps, sports team coaches etc) • Contractors <p><u>VACCINATION STATUS:</u></p> <ul style="list-style-type: none"> • Students cannot be prevented from attending school based on their vaccination status. • Parents and caregivers cannot be restricted from coming onto the school site to support <u>their</u> child's learning based on their vaccination status. However parents will be required to wear masks, socially distance, follow the Principal's instructions and use designated areas.
<p>Timetable</p>	<ul style="list-style-type: none"> • During the RED setting PBS will begin and end at the same time but break times will be different. • Break times are: <ul style="list-style-type: none"> ○ Years 0-4: Morning tea 10.50 - 11.10am and lunch 12.50pm - 1.35pm ○ Years 5-8: Morning tea 10.30 - 10.50am and lunch 12pm - 12.45pm
<p>Attendance</p>	<ul style="list-style-type: none"> • Every student is expected to attend unless we are informed otherwise. • Normal attendance and punctuality procedures apply. Parents need to contact the office via email or text if their child/children will not be attending and give reason for this absence. • If your child is going to be late to school, parents must ring and let the office staff know. Late students will report to the office as usual (Office staff will write in the book instead of each child).

	<ul style="list-style-type: none"> • All students or staff members will be required to stay home if they are sick, self-isolating or waiting on test results. Students who are home because they are sick will not be provided with school work as they are sick. • Students who are vulnerable due to pre-existing medical conditions may wish to learn from home (please contact the school). Please be aware that work may not be available in the first 24-48 hours. • If your family needs to self-isolate please inform the school immediately. We can arrange work for your child. Please be aware that work may not be available in the first 24-48 hours. • Students will be sent home immediately if they show any cold/flu-like symptoms.
<p>Visitors and school parents on the school site</p>	<ul style="list-style-type: none"> • <u>At the RED setting access onto the school site will be restricted to staff, students and essential visitors only.</u> • Schools are required to display QR code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register. • <u>Visitors</u> such as RTLBs (Resource Teachers of Learning and Behaviour), Speech Language therapists and other education workers must sign the visitors register at the school office. These workers are required to wear a mask. • <u>Any school parent/caregiver</u> who feels they have an essential need to come onto the school site (<i>e.g. enrolling a new child, picking a child up from the medical room, meeting with the Principal, settling in their new 5 year old</i>) can do so. However you will be required to wear a mask and QR code at the school gate. • Classrooms and cloakbays at PBS will be deemed CLOSED ENVIRONMENTS, which means parents will not be allowed inside buildings at the RED setting. We will make allowances for parents of 5 year olds who have <u>recently</u> started or those who are undertaking pre-school visits. These parents will need to socially distance themselves from the other students. <p><i>NB: In schools, contact tracing is a combination of timetable, attendance register, visitor register and QR code contract tracing 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.</i></p>
<p>Physical Distancing</p>	<ul style="list-style-type: none"> • Physical distancing is <u>not</u> required inside classrooms as we are deeming them to be CLOSED ENVIRONMENTS. • MoE guidance states “Beyond classroom groupings physical distancing of 1 metre <u>when indoors</u> should be observed wherever practicable”. We take this to mean that other than normal class groups (already in the same bubble), mixed class groups or more than one class group in a space at a time would be required to maintain physical distancing of 1 metre. At RED, PBS students would be highly likely to stay in their own class bubbles, for ease of systems and to reduce stress and anxiety. • Splitting the break times will result in fewer students in the playground at any one time.
<p>School Events</p>	<ul style="list-style-type: none"> • Curriculum related activities: Activities involving large numbers of students, should <u>not</u> go ahead <u>unless</u> held outdoors. All singing must be held outdoors. • Physical Education must be held outdoors - whilst physical distancing is not possible in some sporting activities, extra emphasis on handwashing and drying before and after activities will take place. • Non curriculum related events <u>should be limited</u> and may go ahead if a <u>vaccination</u>

	<p><u>certificate</u> is required. If bringing others on site, including parents and caregivers, any general rules for events applicable at the time will apply.</p> <ul style="list-style-type: none"> • At PBS school leadership will work with teaching staff to decide which events will go ahead, which will be postponed, and which will be cancelled. Alternative arrangements will be made where practical and possible <i>e.g live streaming of events, alternate groupings/time schedules, zoom participation.</i> • No external students on site for non-curriculum related inter-school activities. • Singing can only occur outside. • PE sessions can only be held outside. • Parent-Teacher interviews will take place over the phone or via zoom during the first part of Term 1. Parents will receive an email about this.
<p>School buildings and environment</p>	<p>VENTILATION Indoor spaces should be well ventilated. At PBS teachers can open doors and windows to access good ventilation. Mechanical ventilation is also used by way of air con. Under the “Covid-19 Protection Framework (CPF) Guidance for schools and kura” mechanical ventilation is approved if it is regularly maintained (all PBS heat pumps/air con units are serviced regularly and have a current WoF).</p> <p>CLASSROOMS</p> <ul style="list-style-type: none"> • Our classrooms are closed environments. • Where classrooms already work together as a hub with an adjoining class, these students will be classed as one group and one classroom. • Hand sanitiser will be available inside classrooms <p>ADMIN AREA/OFFICE</p> <ul style="list-style-type: none"> • Preferred parent contact with the school office will be via phone and email. If parents need to enter the office area (e.g. to collect an injured child) they will be asked to wear a mask and socially distance by 1 metre. • There will be hand sanitiser at the front desk, in the staffroom and in staff bathrooms for staff to use. • Office staff will wear a mask when serving the needs of parents, students and visitors. <p>STAFFROOM</p> <ul style="list-style-type: none"> • All staff are required to practice good hygiene in shared spaces. • Once seated staff may remove their masks to eat and drink. • Dry your hand on paper towels not tea towels. <p>FIRST AID ROOM</p> <ul style="list-style-type: none"> • Refer to pandemic procedures <p>LIBRARY/HALL</p> <ul style="list-style-type: none"> • These areas will remain open and in operation, however the hall will not be used for singing or indoor sports <p>PLAYGROUNDS & SCOOTER COURT</p> <ul style="list-style-type: none"> • All adventure playgrounds will be open for student use. • The use of different break times for Years 0-4 and 5-8 will result in less children using the playgrounds at any one time. Duty rosters will be changed to ensure supervision coverage. • PE and break time activities can include access to sports equipment including playgrounds but good hygiene practice should be observed. <p>SANDPIT</p>

	<ul style="list-style-type: none"> ● Will be open. <p>POOL</p> <ul style="list-style-type: none"> ● Will be open for use by two classes at once max <p>BATHROOMS</p> <ul style="list-style-type: none"> ● Students will all have designated bathrooms e.g.the one closest to their classroom. However if the need arises when they are in a different area of the school other bathrooms can be used to curb accidents. ● Cleaning of bathrooms will be done with hospital grade disinfectant and as per the Ministry of Health guidelines. ● Soap and hand towels will be provided in all bathrooms. <p>RESOURCE ROOMS</p> <ul style="list-style-type: none"> ● Can still be booked for use. ● Staff from outside agencies working with students in these rooms will be required to complete the Contact Tracing Register on arrival. <p>WATER FOUNTAINS</p> <ul style="list-style-type: none"> ● Drinking fountains will be closed. Students will need to bring their own drink bottles at this time. Water bottles can be filled in classrooms. <p>LUNCH ORDERS</p> <ul style="list-style-type: none"> ● Lunches can still be ordered as usual
Behaviour Expectations	<ul style="list-style-type: none"> ● CREST values and usual behaviour expectations apply at PBS ● Due to higher than normal anxiety levels, students who purposely cough, breathe or pretend to sneeze or constantly break touching rules will have their parents contacted
Staff Interaction	<ul style="list-style-type: none"> ● Teachers/staff are not restricted to one group. This means teachers/ adults from other classes/relievers/specialists etc are able to work in rooms. ● Any external providers e.g. RTLb, RTLit, KYS visiting need to QR scan and sign the visitors register at the Office.
Learning Through Play	<ul style="list-style-type: none"> ● Learning through play can continue with a <u>high level of good hygiene</u> practices, however students will not visit other junior rooms for options at this time. Outdoor LTP activities can be used by different junior students at one time though.
Learning from home	<ul style="list-style-type: none"> ● The primary focus for our classroom teachers and Teacher Aides will be their in-school programmes ● There may be a small number of exceptional cases where students have to learn from home, however teachers <u>cannot</u> offer both a comprehensive in-school classroom programme and a home learning programme. PBS encourages parents of students staying home to access learning via the Ministry website: https://learningfromhome.govt.nz/ ● In exceptional cases, where children have medical reasons keeping them at home/ in isolation, staff will discuss how we can cater for their learning needs ● If a child is away sick then they will be marked as sick (not learning from home)

School Cleaning	<p>John Trask and his cleaning team will continue to follow the Ministry of Health guidelines.</p> <ul style="list-style-type: none"> ● Our cleaners will focus on toilets and hard surfaces such as tables/desks, door handles, lino floors, tapware, benches etc ● Teachers need to have a regular focus on students washing/drying hands and personal hygiene. Encourage kids to keep their belongings and space as tidy and clean as possible. This will enable cleaners to focus on hard surfaces. ● Do not put classroom chairs up at the end of the day to allow for the cleaning of table tops.
Kapa Haka	<ul style="list-style-type: none"> ● Kapa Haka practices can occur if held outdoors
Tech Centre	<ul style="list-style-type: none"> ● We are awaiting further instruction on the Tech centre's operation ● Students and staff travelling on the bus to Tech will be required to wear a mask
Buddy Classes	<ul style="list-style-type: none"> ● Will not take place under the RED setting