



Covid-19 Contingency Planning for Teaching and Learning at Paraparaumu Beach School (2022)

Dear Parents, Caregivers and Whānau

Throughout 2022 it is highly likely that there will be positive cases of COVID-19 in our school community. This will result in some staff and students being unable to attend school in-person for periods of time due to them being (a) a positive case, (b) a family member of a positive case, or (c) a close contact of a positive case.

The way we choose to respond will be dependent on the specifics of the situation we're facing. Various scenarios could play out within the school community, which is why flexibility is key. Some decisions will need to be immediate, while others will come into effect with some warning to our community. The movement between the stages (see below) will be in response to and dependent on community circumstances and government requirements. Preparing at home now, for various changes that may be ahead, will be helpful for your kids and household.

There is a helpful preparations list for parents on the second page of this document.

This planning provides an overview of our intentions, however we know there are aspects of this plan which will need adaptation depending on how widespread or how sudden a situation evolves and impacts us at PBS. Throughout these stages our top priorities will be the safety of students and staff, and whether the school will be able to function on limited staff, in extreme cases. **Please understand that at PBS we will try to keep the school functioning for as long as possible.**

Thank you in advance for reading this document and preparing yourselves.

Nga mihi nui,
Jess Ward
Principal~Tumuaki

STAGES

The table below shows the various stages PBS could move between depending on how hard hit our school community is by Covid-19.

STAGE 1	STAGE 2	STAGE 3	STAGE 4
PBS is open to all students for onsite learning	Some students and staff will be working onsite. Some staff and students will be working from home	Schooling continues but is <u>home-based learning only</u>	PBS is closed. <u>No learning programmes</u> are available until further notice
Onsite learning: <ul style="list-style-type: none"> PBS programmes not impacted by Covid-19 	Hybrid learning: <ul style="list-style-type: none"> PBS programmes impacted by Covid-19 	Home-Based learning: <ul style="list-style-type: none"> PBS programmes highly impacted by Covid-19 due to 	SCHOOL CLOSURE: <ul style="list-style-type: none"> PBS programmes heavily impacted by Covid-19

<ul style="list-style-type: none"> Majority of staff and students on site 	<ul style="list-style-type: none"> Growing numbers of teachers across the school are absent PBS will start offering a mixture of home-based and onsite learning Staff/Teacher responsibilities will require flexibility Relieving teachers, AP, DP, SENCO and Principal maybe required for teaching purposes Priority will be given to children of essential workers for onsite learning 	<p>large numbers of students absent</p> <ul style="list-style-type: none"> Most staff available to support models of learning The staff, in consultation with the Board, will decide to implement home-based learning programmes Students at school will follow the home-based learning programme Priority for students being supervised on the school site will be given to children of essential workers 	<ul style="list-style-type: none"> Majority of staff and students are absent Consideration of the Health and Safety risks due to not enough staff available on-site No longer possible to support home based learning and on-site supervision Ministry of Education, in consultation with the Board, will decide to shut the school because learning programmes cannot be sustained at this time
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GETTING PREPARED for Stages 2, 3 and 4

<p>What are PBS STAFF preparing right now?</p>
<ul style="list-style-type: none"> Principal - ensuring distribution of this information and creating regular comms for the PBS community Principal - liaising with Principal networks, the Ministry of Education and Public Health DP - collating database of Year 5-8 students who will need a school chromebook to use at home DP - ascertaining Year 0-4 students access to a device at home to check learning on (e.g. parent cell phone, home PC or device) APs - liaising with teachers to collate a range of teaching and learning activities (placed on Shared Drive for staff use) Syndicate leaders & Teachers - discussing, collating and creating home-based learning programmes Syndicate leaders & Teachers - preparing communications to parents re; home based learning programmes, ways to connect, expectations specific to their classroom or team Teachers - preparing their students for what home-based learning could look like should PBS move into Stages 2-4. <i>e.g. make students familiar with Zoom, Seesaw, Google Classrooms, learning grids/logs etc</i> Teachers and Teacher aides - once we have ascertained the number of students requiring hard pack these staff members will be preparing hard packs for students without internet or device access at home
<p>What do we need PBS Parents & Caregivers to prepare right now?</p>
<ul style="list-style-type: none"> Keep up to date with school's notices and communications and be fully prepared should students need to switch to home-based learning Inform the school immediately if your child tests positive for Covid-19 or needs to isolate Be ready at short notice should your child/children need to isolate. Ensure your Year 5 - 8 child brings their device home each night. If there are any faults with their device get these addressed or fixed as soon as possible

- Contact your child's teacher if you do not have internet or device access at home. This will enable teachers to prepare a hard pack of work
- Keep your employer/employees informed of how your work could be impacted if PBS moves to home-based learning
- Prepare basic learning tools for home *e.g. stationery, paper, books*
- Please notify the school office if you are an essential worker and cannot make any other arrangements for child supervision if we move to Stages 2 or 3. office@pbs.school.nz

POSSIBLE SCENARIOS AND OPTIONS

PBS Staff absent due to COVID-19	
Possible scenarios:	Possible options:
Teachers and Teacher Aides start to be impacted by Covid-19	<ul style="list-style-type: none"> ● Relieving teachers will be called in ● APs, DP, SENCO, part-time teachers may be required to step into classroom teaching ● Teacher Aides may be reallocated to students with highest needs
Increasing teacher and TA absence due to Covid-19	<ul style="list-style-type: none"> ● Use pool of relieving teachers if there is availability ● APs, DP, SENCO, part-time teachers may be required to step into classroom teaching ● Depending on the number of students also absent, there could be possible splits and re-working of classes within syndicate groups ● Teacher aides assigned to students with the highest learning and physical needs may bring small groups of these students together and work out of the SENCO rooms and library areas
Teacher Shortage	<ul style="list-style-type: none"> ● The Principal and the Board will decide at what point the school moves to Stage 2 or 3. The Ministry of Education will be consulted if we feel PBS needs to move to Stage 4.
Admin Team	<ul style="list-style-type: none"> ● The school office will continue as normal for as long as possible. ● Usual functions and face to face service will change according to the stage we are in. Contactless service may become necessary ● Onsite presence of Admin staff will be regularly reviewed by the Principal and Office Manager ● Some Admin staff may be able to work from home. A roster will be set up by the Office Manager as required
Property Manager and Cleaning Staff	<ul style="list-style-type: none"> ● The Property Manager will liaise with the Principal and/or DP regarding the availability of cleaning staff, key roles, supplies etc ● If the number of students attending on-site drops then some bathrooms/resource spaces will be closed to reduce the number of spaces which need cleaning. This will be helpful if we have reduced numbers of cleaning staff too. ● If the Property Manager is away sick or isolating, one of the cleaning team or a support staff member will be asked to step up into this role. Alternatively the role could be split.
Board Members	<ul style="list-style-type: none"> ● In the RED setting all Board meetings will be held on Zoom ● The Board will stay in regular contact with the Principal via phone calls and email ● The Board Chair and the Principal will liaise with the Ministry of Education and Public Health as and when necessary

PBS LEADERSHIP absent due to COVID-19

In Stages 2, 3 and 4 the running of the school could be heavily impacted if there are absences amongst school leadership. In Stages 2 - 4 all leadership work will revolve around enacting these contingency plans and ensuring the health and safety of those on the school site.

Possible scenarios:	Possible options:
Principal	<ul style="list-style-type: none">• If the Principal is on sick leave, the Deputy Principal becomes the Acting Principal taking over the operation of the school and liaising with the Board Chair• If the Principal is isolating, the Deputy Principal leads on site, whilst the Principal works from home to support the DP and others
Deputy Principal and Assistant Principals	<ul style="list-style-type: none">• If the DP is on sick leave, the Assistant Principals will support the Principal and help fulfil the DPs most pertinent responsibilities• If isolating, the DP will work from home and collaborate with staff on site to continue their most pertinent responsibilities• If either AP is on sick leave, the Principal and DP will divide up and/or delegate their most pertinent responsibilities.• If one or both of the APs are isolating, they will continue to work from home, collaborating with staff on site to continue in their most pertinent responsibilities
Syndicate Leaders	<ul style="list-style-type: none">• Syndicate leaders will designate a teacher in their team to be the acting leader in case they are away sick• If isolating, a Syndicate leader will work from home and collaborate with staff on site to continue their most pertinent leadership responsibilities
SENCO	<ul style="list-style-type: none">• If the SENCO is on sick leave, the DP will take on the SENCO role to support TAs and students• If isolating, the SENCO will work from home and collaborate with staff on site to continue their most pertinent responsibilities

PBS STUDENTS absent due to COVID-19

- It is expected that students will be absent from school due to Covid-19 (sick or isolating) at different times during 2022
- The workload of staff will need to be carefully managed as a result. It will not be possible to run full school programmes (face to face learning) and home learning programmes at the same time.
- Wherever the bulk of our student population is at any one time will likely dictate where teachers put their emphasis. For example, if the majority of our students are learning at school the teachers' attention will be on face to face learning programmes. However, if the majority of our students are learning from home then the teachers' attention will be on the home-based programmes.
- **If a student is at home sick** no learning programme will be provided as the child needs to focus on getting well.
- **If a student is at home isolating** the parent/caregiver will need to contact the teacher for home-based learning. At PBS teacher's emails are the teacher's first name initial, their surname and then @pbs.school.nz Therefore, if your child's teacher is Joe Blogs the email address would be jblogs@pbs.school.nz

Sources/References

[Government Phases for response to Omicron](#)

[Derek Wenmoth \(2020\) Resilience Planning for Schools](#)

<https://www.pbs.school.nz/covid-19/>