

MOVING TO ALERT LEVEL THREE: TIMELINE

Monday, 20 April	<ul style="list-style-type: none"> ● Announcement at 4pm ● order hand sanitiser, gloves, disinfectant ● Mr Lennox meet with staff with update
Tuesday, 21 April	<ul style="list-style-type: none"> ● Mr Lennox to contact parents to identify students that will be attending and update. ● Mr Lennox to create Level Three Attendance Roll ● Mr Lennox to contact support staff ● Mr Lennox to contact cleaners and caretaker
Wednesday, 22 April	<ul style="list-style-type: none"> ● Follow up contacting parents and staff
Thursday, 23 April	<ul style="list-style-type: none"> ● Meet with teacher aides and plan hours of work ● Liaise with Tranzit and confirm students on busses. ● BOT meeting at 6:30pm
Friday, 24 April	<ul style="list-style-type: none"> ● Distance learning continues
Monday, 27 April	ANZAC Day, no distance learning
Tuesday, 28 April	<p>Teacher Only Day, no distance learning</p> <ul style="list-style-type: none"> ● Go through plan below, iron out any wrinkles ● Establish Learning Bubble Register (same family members in same bubble) ● Set up learning stations in classes - furniture ● Cleaners onsite ● Signage for all doors
Wednesday, 29 April	Blast off

MOVING TO ALERT LEVEL THREE: PLAN		
TOPIC	GUIDELINES AND ADVICE FROM MOE	Tinui's Plan
Who comes back to work?	<ul style="list-style-type: none"> Those who are over 70 or who have underlying conditions can come to school or can choose to stay at home Those who have immunocompromised family members in their bubble will work from home. 	Richard, Helen and Sue to be on site. Other staff work from home.
Who comes back to school?	<ul style="list-style-type: none"> Students whose parents can not be at home to look after them Students who are sick must be sent home immediately Schools should create their own Level 3 roll 	<ul style="list-style-type: none"> Mr Lennox has contacted parents to identify those who will be attending school .
Staff members' children	<ul style="list-style-type: none"> Should stay in their family bubble 	
Providing both Distance and Onsite Learning	<ul style="list-style-type: none"> Students who are kept at home must still have a distance learning programme available to them 	
Classroom Bubbles	<ul style="list-style-type: none"> Maximum of ten students per bubble (3 in ours) Families to be kept together in the same bubble Students to be kept 1m apart in the classroom Students to have own seat which they stay in for the day 	<ul style="list-style-type: none"> Students to have own device if appropriate Students will have assigned seats. Students not in same family will be at least 1m apart
Bubble Tracking Register		Not necessary
Staffing Class Bubbles		One class Bubble
Classroom Equipment	<ul style="list-style-type: none"> Nothing for schools yet but ECE Guidelines say that any equipment that can not be disinfected should be locked away, all other equipment to be wiped down between uses 	All classroom equipment not in use will be put away. Students will have their own stationary and art supplies etc for their personal use.
Hygiene	<ul style="list-style-type: none"> Sanitiser in all classrooms. Sanitiser in all staff and child toilets Furniture to be disinfected each day 	<ul style="list-style-type: none"> Mr Lennox will order PPE (if necessary) and hand sanitiser Gloves will also be available for handling

	<ul style="list-style-type: none"> ● Hand washing / hand sanitising upon arrival at school and then often throughout the day ● Remind students about hygiene practices 	<p>students' stationery etc.</p> <ul style="list-style-type: none"> ● Students to bring own drink bottle - drinking fountains will be closed ● Toilets? Only one student at a time? Toilets will have soap and hand sanitiser. Students must use blowers to dry hands thoroughly
Attendance Roll	<ul style="list-style-type: none"> ● EDGE will make all students F 	<ul style="list-style-type: none"> ● Teacher should change students who are at school to P
Pick Up and Drop Off	<ul style="list-style-type: none"> ● One point of entry ● Parents not to come onsite unless necessary 	<ul style="list-style-type: none"> ● One point of entry: Front gates of site. ● Parents not to come onsite unless necessary
Visitors to the school	<ul style="list-style-type: none"> ● Continue to use the visitors register in the school in case of contact tracing. 	<ul style="list-style-type: none"> ● Continue to use the visitors register in the school in case of contact tracing.
Relievers	<ul style="list-style-type: none"> ● We have one reliever on standby. 	<ul style="list-style-type: none"> ● Reliever available except Thursdays.
Staffroom	<ul style="list-style-type: none"> ● All staff must maintain 1m distance from each other inside 	<ul style="list-style-type: none"> ● Each Staff member to have own mug, plate and cutlery
Break times for students	<ul style="list-style-type: none"> ● Bubbles must not mix ● Students should stay 2m away from each other outdoors ● No shared sports equipment (balls, ropes etc.) 	<ul style="list-style-type: none"> ● We have one bubble. ● Playground swings etc closed. ● No shared sports equipment (balls, ropes etc.)
Break times for staff	<ul style="list-style-type: none"> ● TBA 	Timetable will be created
Movement around the school	<ul style="list-style-type: none"> ● Children must stay in their bubbles ● Movement around the school is discouraged 	
Staff Meetings / Briefings	<ul style="list-style-type: none"> ● Will be held via google meetings 	
Office Operations	<ul style="list-style-type: none"> ● Office admin to work from home 	
Sick Bay	<ul style="list-style-type: none"> ● Not operating. Sick students sent home 	



Students with Additional Needs	<ul style="list-style-type: none">• N/A at present as high needs student staying home.	
Support Staff	<ul style="list-style-type: none">• Support staff (Helen or Sue) will be on site to maintain at least 2 adults on site at all times for safe practice.	Helen working Monday and Tuesday the whole day, Wednesday till 12:30. Sue working Wednesday 12:30-3pm. Thursday and Friday the whole day.