



FVHS Planning for Alert Level 2

Edited 14th May 2020 in response to COVID-19

Our Response - daily timeline	
Thursday 7th May	<ul style="list-style-type: none"> ● PM Announcement at 1pm ● Schools can reopen at Level 2 ● Leaders Bulletin received from Iona Halsted with further detail and a booklet called Managing Health and Safety in School at Alert Level 2 provides detailed advice
Friday, 8th May	<ul style="list-style-type: none"> ● ELT meeting inviting Mark Bannister as Health and Safety rep and PPTA rep to look through concerns from documentation and how we will reopen the school safely via Zoom ● Joss met with Tania (from Tainui) to discuss some concerns around the safety aspects of reopening the school ● Joss had a meeting with Beginning Principals and Leadership Advisor around reopening schools.
Saturday, 9th May	<ul style="list-style-type: none"> ● SLT meeting to discuss plan ● Survey and information sent to all staff about Level 2 readiness for work - completion requested by 9am Monday 11th of May ● Information about student Learning and Alert Level 2 along with a survey sent to all families via email requesting this be completed by Monday 11th at 12:00pm
Monday, 11th May	<ul style="list-style-type: none"> ● Joss to work from school ● All families we have not heard from to be contacted by Arataki teachers ● Announcement made by Primeminister about when the country will move to Alert Level 2 ● SLT and SL's to meet to discuss the feedback from surveys
Tuesday, 12th May	<ul style="list-style-type: none"> ● Staff meeting at 9am to go through what we know so far about returning ● Arataki teachers to contact students we have not yet heard from to find out parent intentions for students to return. Lists and summaries provided by Aaron ● Ngaire to plan staff Professional Learning ● Jason to create the script for Interviews for Year 12 and 13 students upon returning ● Kathy to phone all parents who had requested a call back from the survey ● Joss to make contact with staff who had expressed reservation about returning ● Joss to create a parent update to let them know we are still planning
Wednesday, 13th May	<ul style="list-style-type: none"> ● Kathy and Joss to meet Lee and Charissa at 10am regarding opening the canteen ● Worksafe documentation to be updated for Alert Level 2 ● Safety video to be created for students to indicate safety requirements for returning to ensure safety ● Painting contractors check in with Joss on progress ● Library booth and furniture installation

	<ul style="list-style-type: none">● School heating system checked, particularly Auditorium● Likely student returning numbers survey completed.
Thursday, 14th May	<ul style="list-style-type: none">● Safety plan completed and issued to families and staff● Staff and student returning plan completed and issued to staff and families
Friday, 15th May	<ul style="list-style-type: none">● Teachers come into school and collect all supplies for their classrooms to ensure they are happy with the cleaning of their rooms, the rooms are set up appropriately and ready for students to be at distance.
Monday, 18th May and Tuesday 19th May	<ul style="list-style-type: none">● Staff and students to return to school to follow the plan in place for Monday and Tuesday

MOVING TO ALERT LEVEL TWO: PLAN

TOPIC	GUIDELINES AND ADVICE FROM MOE	Plan
Regular meetings	<p>Keep our staff safe and well including their mental health and wellbeing.</p> <p>Published easy to follow schedules created for student learning and catch up sessions.</p>	<ul style="list-style-type: none"> - Morning staff meetings will be held in the library as it is a larger space on Monday, Tuesday, Wednesday and Friday mornings. - Schedule for the first week will be flexible to enable students to catch up and settle back in - Arataki and Lake groups will form a large part of the connections for students as they reintegrate to school.
	<p><u>Underlying Medical Conditions</u></p> <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 	<ul style="list-style-type: none"> - All staff have been surveyed to gauge their readiness to return to work. - Staff who have indicated they have any concerns have been spoken to by Joss directly to understand their concerns. - Staff who have underlying medical conditions who want extra precautions in place will have need alterations made to their daily work e.g. no meetings in small offices, change of duties to enable staff to work in a larger space with less children - Plans to be reviewed on a day by day and week by week basis.
Who comes back to school?	<ul style="list-style-type: none"> ● All students are now encouraged to return to school. Health advice states schools are safe for students and staff to return to ● Distance learning will remain in place for students through google classroom. Students will cannot attend school for health reasons or family choice 	<ul style="list-style-type: none"> ● Survey sent to whānau to gauge numbers of students returning ● Arataki teachers contacted those families we had not heard from. ● During the coming weeks students will be encouraged to return to school through targeted messaging.
Staff members' children	<ul style="list-style-type: none"> ● Staff members will need to resume their usual childcare arrangements or schooling where possible. ● Staff who have issues with their children's care may need individual programmes 	<ul style="list-style-type: none"> ● Staff are asked not to bring their children in as casual visitors to the school if possible. ● All visitors to the school (including staff members children) need to sign in for contact tracing.
Providing both Distance and	<ul style="list-style-type: none"> ● Reverting to a normal timetable 	<ul style="list-style-type: none"> ● Students will ideally return to school to attend classes where we will

Onsite Learning	<p>will be staged as we return to school. By week 2 we will be running a full timetable</p> <ul style="list-style-type: none"> Distance learning will continue through the use of google classrooms Staff and students will both need to continue to use google classroom incase we have to close the school if we have a COVID-19 case. 	<p>return to a normal timetable in week 2 after returning.</p> <ul style="list-style-type: none"> Staff will ensure they continue to use google classroom for all classes. Students will then be able to self direct their learning whether at school or learning from home.
Classroom Equipment / Gym / Auditorium	<ul style="list-style-type: none"> Gym is open for our students but closed for outside groups. Desks to be 1 metre apart and all surfaces to be sanitised each day Auditorium closed until we can guarantee the temperature of the space is at least 18 degrees. 	<ul style="list-style-type: none"> Staff who work in the PE area will aim to alter their learning programmes so less equipment is required Equipment will be cleaned at the end of the day Students will sanitise their hands at the beginning of each lesson Music room and music instruments have specific cleaning routines and equipment that is required daily. Classrooms should be moved around to ensure students have space between each other. Teachers will monitor this and students will be reminded they should not feel the breath of students on them.
Hygiene	<ul style="list-style-type: none"> Sanitiser at all classroom doors Sanitiser/Soap and hand towels/hand dryer in all staff and student toilets Furniture/desks to be disinfected each day by cleaners Handwashing upon arrival at school recommended and then often throughout the day Remind students about hygiene practices and insist these are followed Any student displaying any symptoms of illness to be sent home 	<ul style="list-style-type: none"> Gloves, masks and hand sanitizer purchased Gloves will also be available for handling students' stationery etc. Masks will also be available for staff should they wish to wear these. Students to bring own drink bottle - drinking fountains will be working <ul style="list-style-type: none"> All classrooms to have a bottle of spray to disinfect high touch surfaces. All teachers are to have door wedges to ensure classroom doors are open as students arrive. Teachers will pump hand sanitiser onto students' hands as they arrive. Door to be closed to the classroom once all students are in.
Attendance	<ul style="list-style-type: none"> Students who do not attend will be marked as F if they are continuing to learn offsite. 	<ul style="list-style-type: none"> Rachel Bennion will be responsible for ensuring student attendance is marked accurately and teachers complete their rolls in a timely manner.

	<ul style="list-style-type: none"> ● Student rolls of those onsite need to be marked within the first 15 minutes of the lesson. These rolls will be used as a method of contact tracing. 	<ul style="list-style-type: none"> ● Rolls will be used for contact tracing.
Pick Up and Drop Off	<ul style="list-style-type: none"> ● Students to be dropped in main car park and head directly to their allocated room ● Parents remain in cars at all times. ● School buses will be running 	<ul style="list-style-type: none"> ● All students to be at school by 9am ● Parents are encouraged to call the school office rather than to come into the school office. ● Students are asked to use sanitiser as they enter the bus and to sit away from the driver.
Visitors to the school	<ul style="list-style-type: none"> ● A register must be maintained of visitors to the school in case of contact tracing 	<ul style="list-style-type: none"> ● All visitors to the school will be asked to wait outside the front doors and to call us for assistance. ● Each visitor will be asked to sign in on the tablet at the front desk - this keeps a record and will be cleaned after each person uses it. ● Sanitiser is available at the front reception and must be used for all who enter the building. ● Parents will be discouraged from entering the school for the first two weeks
Sickness/Presenting Symptoms	<ul style="list-style-type: none"> ● Sick children are asked to be kept home ● Sick staff are not to attend work ● Students or Staff who become unwell during the day will be sent home 	<ul style="list-style-type: none"> ● Teachers unable to work from school or home are to use the usual process of emailing in staffabsences@fvhs.school.nz ● Students who are attending will be asked to make contact with their teacher if they are sick ● Records will be kept by our student service of any illnesses that occur in case this information is required for contact tracing. All students who report to the sick bay will be recorded in the register. ● A forehead thermometer which takes temperature without touching the forehead has been ordered to use on anyone we suspect of being unwell.
Staffroom	<ul style="list-style-type: none"> ● Teachers must maintain 1m distance from each other inside 	<ul style="list-style-type: none"> ● Each teacher uses disposable paper cups and coffee, tea. Milk sachets are also available. ● If plates and cutlery are used these are to be washed in the sink and then put into the dishwasher by the staff member who used them. ● Breaks will be at the usual time and staff will be reminded to keep their distance in the staffroom from each other.
Canteen	<ul style="list-style-type: none"> ● Social distancing required ● Cash and EFTPOS lines 	<ul style="list-style-type: none"> ● Marks on the ground will indicate to students the distances they need to keep between each other ● Students need to choose the EFTPOS line or the Cash line.

		<ul style="list-style-type: none"> • All food sold will be prebagged • Students who need to use the EFTPOS machine will need to sanitise first and then the machine will be wiped in between each student using it.
Movement around the school	<ul style="list-style-type: none"> • Students and staff are able to move freely around the school 	<ul style="list-style-type: none"> • Students as always will be encouraged to remain in classes during lesson times. • Students will be asked not to leave during the school day and not to have food dropped off to them during the day
Office staffing	<ul style="list-style-type: none"> • Business Manager to work in office • Principals PA and receptionist to work from their desks with students and visitors keeping their distance • Limited numbers of staff are to enter Student Services 	<ul style="list-style-type: none"> • No parents to come in to office • Front doors to be locked • Sanitiser at front desk for those that need to come in • All office staff to social distance at all times. • No meetings to be held in any of the offices in the Admin block. Meetings to be held in the Board room which is a much larger space.
Sick Bay	<ul style="list-style-type: none"> • Operated by trained staff • Hygiene rules to be followed including the cleaning after each student has been in there including bedding and all surfaces washed. 	<ul style="list-style-type: none"> • If students are suspected of being unwell during the day they are asked to report to Student Services and will be assessed in the sickbay. • If students are found to be sick they parents/whanau will be contacted to collect their students. • A doctors visit will be recommended for all students who leave school sick • Sick children and staff are asked not to attend school.
Students with Additional Needs	<ul style="list-style-type: none"> • Counselling services to resume face to face with the option of Zoom sessions for those who are yet to return • SENCO, SL's and LSC (where appropriate) will identify supports required • School Nurse available for students 	<ul style="list-style-type: none"> • Denise is working with ESOL students to continue the work they have been doing online. • Mel to assist with the testing of students who have been identified as having low levels of achievement • Julie to have a functioning, welcoming Wellness centre up and running • Liz, our school nurse will follow detailed guidance from her governing body while working with our students.
Caretaker, Groundsman and Cleaners	<ul style="list-style-type: none"> • Hygiene practices are in place check policy • Heating checked daily 	<ul style="list-style-type: none"> • Daily clean and check of all rooms • Grounds to be cleared of all loose rubbish each day • Heating in rooms to be maintained at 18 degrees through effective boiler use and other heating solutions.

FURTHER THINGS TO CONSIDER

<p>Parent Responses from Survey</p>	<ul style="list-style-type: none"> Respecting the right of parents to choose not to send their children to school initially and to ensure they feel their children have adequate material to continue learning. 	<ul style="list-style-type: none"> Kathy phoned all families who indicated they would like to have a phone call to discuss any concerns they may have had.
<p>Welfare of Students</p>	<ul style="list-style-type: none"> Students we have not heard from 	<ul style="list-style-type: none"> Arataki teachers will call all students we have not heard from Deans will follow this up when we return to school External agencies will be asked to help us contact our students we are concerned about.
<p>Welfare of Staff</p>	<ul style="list-style-type: none"> Anxiety levels of staff raised with returning to school Mental health of staff after being in isolated bubbles 	<ul style="list-style-type: none"> Staff are able to raise concerns directly with a member of the Extended Leadership Team so these can be addressed. PLD will be run in small groups as a debrief about learning during lockdown and how this will impact on students and staff as we move forward EAP assistance will continue to be offered to all staff who require access to counsellors. Principal to check on staff daily as we head back to school to ensure any safety concerns have been addressed.

Guidelines we will be following to inform and guide our practice during this time:

- <https://www.education.govt.nz/school/ministry-bulletin-for-school-leaders-he-pitopito-korero/>
- <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public#risk>
- <http://education.govt.nz/assets/Documents/School/Property-checklist-for-Schools-final.pdf>
- <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/alert-level-2-whats-worksafe-approach/>
- <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>
- <https://campaigns.nzei.org.nz/covid-19/>