



Alert Level 3 Health and Safety Procedures

LEARNING

Families will continue to use the [Silverdale School's Home Learning](#). SLT and Team Leaders will upload additional tasks throughout Alert Level 3. These tasks will be exactly the same whether students are learning from home or at school. This will ensure coherence and consistency in learning between home and school regardless of attendance, and will assist with teacher workload, relationships and connections. Students at home can complete tasks at their own pace, while the teacher and teacher aide will support students at school.

Bubble 1 - Rooms 5 and 7, Cerys Holleron and Hannah Schoffemeef.

1. Jemma Vannan Room 7 Year 1
2. Ava Wewege Room 38 Year 1
3. Piper Carn-Bennett Room 4 Year 2
4. Liam Schneider Room 6 Year 2
5. Ella Samson Room 5 Year 0
6. Zayn Flewellen Room 5 Year 0
7. Flavia Neiva Room 6 Year 2
8. Elsah Buchanan Room 24 Year 5 (Thursday only)
9. Cyress Buchanan Room 23 Year 4 (Thursday only)

Contact details:

hannahschoffemeer@silverdaleprimary.school.nz

cerysholleron@silverdaleprimary.school.nz

Bubble 2 - Room 11 and awhina space, Laura Webster and Lynn Scott.

1. Marcus Leslie Room 20 Year 5
2. Kyle Potgieter Room 22 Year 5
3. Luca Dumitrascu Room 19 Year 3
4. Jonty Thompson Room 18 Year 6
5. Sam Godfrey Room 22 Year 5
6. Jack Godfrey Room 19 Year 3
7. Ocean Morales Room 8 Year 2 (Monday, Wednesday, Thursday)
8. Wolfe Morales Room 7 Year 1 (Monday, Wednesday, Thursday)
9. William Gray Room 2 Year 2 (Monday, Wednesday, Thursday)
10. Luke Cave Room 22 Year 5

Contact details:

laurawebster@silverdaleprimary.school.nz

lynnscott@silverdaleprimary.school.nz

Bubble 3 - Room 15 and awhina space, Diane Pretty and Jackie Boyd.

1. Nathan Baker Room 10 Year 2
2. Alex Baker Room 28 Year 5
3. Max Skinner Room 35 Year 1
4. Brooke Skinner Room 30 Year 5
5. Chloe Cameron Room 6 Year 2
6. Emma Cameron (Reception Room) Year 0
7. Mianka Claassens Room 8 Year 2
8. Zanté Claassens Room 5 Year 0

Contact details:

dianepretty@silverdaleprimary.school.nz

jackieboyd@silverdaleprimary.school.nz

TOILETS

Bubble 1 - Toilets in the hall

Bubble 2 - Toilets by Room 7

Bubble 3 - Toilets by Room 23

Start Time

Bubble 1 - 9.00am

Bubble 2 - 9.15am

Bubble 3 - 9.30am

Break Times

Playtime

Bubble 1 - 10.00am - 10.15am

Bubble 2 - 10.15am - 10.30am

Bubble 3 - 10.30am - 10.45am

Break

Bubble 1 - 11.15am - 11.30am

Bubble 2 - 11.30am - 11.45am

Bubble 3 - 11.45am - 12.00pm

Lunchtime

Bubble 1 - 12.30pm - 1.00pm

Bubble 2 - 1.00pm - 1.30pm

Bubble 3 - 1.30pm - 2.00pm

Finish Time

Bubble 1 - 2.00pm

Bubble 2 - 2.15pm

Bubble 3 - 2.30pm

Classrooms	At Pick up and Drop Off	Staffing Class Bubbles
<ul style="list-style-type: none">● Seating arrangement set and maintained at all times, children to be at least 1m apart.● Students and Staff will use hand sanitiser when needed.● School bags will be stored in the child's bubble by their desk.● Students will work on their relevant distance learning programme provided by our Silverdale School's Distance Learning website from their usual classroom teacher.● Each student will have the same work space and chair to use for the duration of Alert Level 3.● Workspaces will be organised to allow for minimum of 1m physical distancing.● There are no sitting 'mat times' or 'mat areas' (keep hands off floor).● Sanitiser will be provided in every classroom.	<ul style="list-style-type: none">● All students will be picked up and dropped off at school by car.● All students will be dropped off at school using stop, drop and go, parents/caregivers will not get out of their car.● All staff will help with stop, drop, go duties before and after school.● At stop, drop, go we will maintain social distancing.● At pick up, as cars approach students will walk up to get in the car as per normal.● Parents/Whanau will let the bubble classroom teacher know if the pick up arrangements change.● Children will not be allowed to enter the school before their start time.● Students will go straight to their allocated bubble classroom with a staff member once they arrive at school.	<ul style="list-style-type: none">● Initial class bubbles of 10 will have 2 staff members (bubble buddies) allocated to the group of 10 students.● Distance learning will continue as normal.● Staff will not enter another class bubble.

- Children will eat morning tea and lunch at their own designated workspace.
 - Children will have their own stationary, supplies and devices - no sharing. The Senior Leadership Team will make stationery packs for each child prior to school starting at Alert Level 3. These are to be named and not to be shared.
 - Shared items such as scissors and paintbrushes must be issued for the entire time period of use and then collected by the teacher/teacher aide wearing gloves and cleaned at the end of Alert Level 3.
 - Lego and classroom resources are not to be used.
 - Students will not be required to wear our school uniform.
 - Library and Hall will be closed.
 - Upstairs will be out of bounds for all students.
 - Students will keep devices in their own workspace. The device will be wiped at the end of each learning block. Only the students will collect and return their own device. There should not be more than one person at the charging cabinet at any one time.
 - Students in Years 3, 4, 5 and 6 will use their own school chromebook. If you have collected your child's school chromebook please bring it to school.
 - Students in Years 0, 1 and 2 will be supplied with a school chromebook to use during
- Where possible there should one person designated for pick up and drop off.

Alert Level 3. The chromebook will be returned to the school at the end of Alert Level 3.

- When the bubble class goes out for a break all doors and windows will be open while the children are outside, once the children come back in the classroom some doors and windows can be closed.

Staffroom Bubble

- The staffroom will only be used by staff who are in the same bubble at any time.
- Staff are expected to maintain a minimum of 1m physical distance indoors and 2m outdoors at all times.
- Staff who use cups, spoons etc. are put directly into the dishwasher.
- The dishwasher will be put on at the end of the day.
- Soap and sanitiser will be provided in the staffroom.
- Hand sanitiser will be available to be used on shared items (e.g. photocopier, alarm pads)
- Offsite staff during Alert Level 3 will continue with home learning programme as per Alert Level 4 on the school's distance learning website.
- No office staff will be onsite. The Office will be manned by Cameron.
- Team meetings will still take place via Zoom.

In the playground

- The playgrounds will be closed.
- Sports equipment is not used.
- Children must keep 2m apart from each other while outside.
- Water fountains will be turned off - children will need to bring water bottles.

Managing Attendance

- Children and staff must not attend if they are unwell.
- Children and staff who become unwell during the school day will be sent home.
- eTap continues to automatically populate every child with "F" in the electronic register.
- Cameron will change students who are at school to P on eTap.
- Roll will be done via a google spreadsheet alongside contact tracing register as per MOE guidelines.
- If any child is going to be away parents/caregivers will email Cameron (cameronlockie@silverdaleprimary.school.nz) and the child's bubble teacher.

- Staff will be fully vaccinated and have had a negative Covid-19 within the last week.

Cleaning and Hygiene

- Staff and students can wear a mask if they wish to.
- Sanitiser will be available in every bubble classroom.
- Soap and hot water will be available in all toilets.
- Cleaners will complete daily cleans in line with MOH guidelines.
- Additional disinfectant/cloth will be available in classrooms for children and teachers to sanitise spaces during the school day as required. E.g. tables after eating, doors after breaks etc.
- Each bubble of 10 will have its own designated toilet space.
- TOILETS
 - Bubble 1 - Toilets in the hall
 - Bubble 2 - Toilets by Room 7
 - Bubble 3 - Toilets by Room 23
- Caretaker will not be onsite.
- Cameron will wipe down the sign in pad, computer keyboards and photocopier buttons each day. Hand sanitiser will be placed beside the photocopier and will be used before and after copying. Students will not use the copier or collect printing.

Movement Around the School

- Students will stay within their own classroom bubble, and not visit other bubbles or staff shared spaces (ie photocopier or staffroom) unless in an emergency.
- Staff will not visit with other class bubbles, the only space for staff gathering will be the staffroom where appropriate physical distancing will be observed.
- Shared spaces such as the hall and library will not be available for use.
- No Before and After school care.
- No visitors onsite.
- Couriers and deliveries will only be accepted as contactless. We will not be signing for items or allowing couriers to use our bathrooms at this time.

Additional Considerations

- Moisturiser for hands for students that require it.
- First aid kits will be available in the health room.
- Cameron to share medical considerations with bubble staff.

PLAYGROUNDS

The playgrounds will be closed.

Sports equipment is not used.

Children must keep 2m apart from each other while outside.

Water fountains will be turned off - children will need to bring water bottles.