



Health and Safety Procedures for School in Red Level

Ko ngā Tikanga Hauora me te Haumaru mō te Kura i te Taumata Whero

All students are able to attend on site.

Anyone who is unwell, self-isolating, or who has been advised by health authorities to remain at home while they wait for their COVID-19 test results, must stay home.

Face mask guidance

From **Friday 4 February 2022**, masks (not face coverings) must be worn.

This means:

- The mask must be attached to the head by loops around the ears or head to cover your nose and mouth properly.
- No more scarves, bandanas or t-shirts pulled up over the face.

For younger children, it's important that they know how to wear a face mask properly and understand why they need to wear them. When explaining, you can try using the analogy of wearing sun hats and sunscreens. And that just like them, we wear face masks for protection.

[How to wear a face mask properly - Unite against COVID-19](#)

Health experts such as Dr Jin Russell have provided tips on masks and how to properly fit them on your child. Read the article below, courtesy of Stuff Limited.

[Covid-19: How kids wear their masks at school is more important than mask itself, say doctors - Stuff.co.nz](#)

Year 4, 5, and 6 **staff and children/tamariki are required** to wear a mask (unless they have a disability or health condition that makes this unsuitable).

Year 0, 1, 2 and 3 **children/tamariki are encouraged** to wear a mask.

Year 0, 1, 2 and 3 **staff will** wear a mask inside (unless they have a disability or health condition that makes this unsuitable).

Under the new health order that came in-force, Year 4 to 8 students and staff will now be required to wear face masks when indoors while at school. Students who aren't wearing a mask will need to be sent home. Exemptions can only come from a medical practitioner.

Face Masks at Red Level

Year 4 to 8 students and staff will now be required to wear face mask when indoors as an added layer of protection. This requirement is included in an updated Public Health Response Order.

The [Unite Against COVID-19](#) website gives a complete list of the situations where a face covering does not need to be worn and who does not need to wear one.

Exemption cards are available only for those who have a disability or health condition that makes wearing a face covering unsuitable. While the cards are not a requirement for the individual, guidance on the Ministry of Health website notes it will make it easier to explain why wearing a face covering is unsuitable for them.

Organisations which can provide this card are:

Disabled Persons Assembly NZ – 04 801 9100 or info@dpa.org.nz

Blind Citizens NZ – 0800 222 694 or admin@abcnz.org.nz

Deaf Aotearoa – covid@deaf.org.nz

Our school will be enforcing the face mask requirement. For those who genuinely meet the exemption criteria, while you wait for an exemption card to come through please provide a letter or medical certificate from a health practitioner or GP to support this.

This is a decision that has been made for us and not by us. Please be kind and if you have any concerns for your child/ren please contact Cameron cameronlockie@silverdaleprimary.school.nz

All our staff will be wearing a face mask while inside.

We encourage our Year 0, 1, 2, and 3 children/tamariki to wear a mask inside as well but this is not a requirement.

Pick Up and Drop of Students

Scheduled Appointments

If you have a scheduled appointment for your child during school hours please follow these instructions:

1. Email the teacher (all teachers emails are on the School Website) before 8.30am with the time you will be collecting your child.
2. You will pick your child up from the carpark by Gate 1.
3. Please stay in the car and the teacher will release your child at the specified time that you have requested.
4. Please call or text this number 0273369199 telling us that you have your child.

Early Pick Up

If you need to pick your child up from school before 3.00pm please follow these instructions:

1. Email the office what time you need to pick up your child. office@silverdaleprimary.school.nz
2. You will pick up your child from the carpark by Gate 1.
3. Please stay in your car and call or text this number 0273369199 telling us you are at school.
4. We will send your child to you, please stay in your car.
5. Please call or text this number 0273369199 telling us that you have your child.

Late Drop Off

If you are dropping your child to school late, please do not get out of your car just send your child to their classroom, they do not need to go to the office.

No non-essential visitors on-site.

No one is allowed on site until 8.30am, after 8.30am only students on site.

There will be no external providers coming into the school eg music teachers, after school clubs.

We have modified our times and our start and finish times stay the same.



Term 1 2022 Timetable

Version 1 Thursday 27 January

	Junior School Year 0, 1, 2	Middle School Year 3 and 4	Senior School Year 5 and 6
Start - 9.00am			
Block 1	9.00am - 10.50am 110	9.00am - 10.25am 85	9.00am - 10.00am 60
Morning Play 20 mins	10.50am - 11.10am 20	10.25am - 10.45am 20	10.00am - 10.20am 20
Block 2	11.10am - 12.15pm 65	10.45am - 12.55pm 130	10.20am - 11.20am 60
Lunch Play 40 mins	12.15pm - 12.55pm 40	12.55pm - 1.35pm 40	11.20am - 12.00pm 40
Block 3	12.55pm - 2.00pm 65	1.35pm - 2.15pm 40	12.00pm - 1.40pm 100
Afternoon Play 15 mins	2.00pm - 2.15pm 15	2.15pm - 2.30pm 15	1.40pm - 1.55pm 15
Block 4	2.15pm - 3.00pm 45	2.30pm - 3.00pm 30	1.55pm - 3.00pm 65
Home - 3.00pm	360	360	360

What Online Learning will Look Like

We will not continue to support learning from home for those children/tamariki whose parents have chosen not to send their child/ren to school.

Online learning will only be provided to children who are required to self isolate and are learning from home on the advice of a doctor

Visitors to School

All visitors to school will have to wear a mask, report to the office to sign in using the Covid Tracer App. If visitors can't use the Covid Tracer App then visitors will complete the "Record Keeping Slip" and place it in the box.

Pick Ups at Metro Park Carpark by the cricket nets for Children/tamariki

Children/tamariki are able to be picked up from Metro Park Carpark by the cricket nets, they will walk to Metro Park Car park by the cricket nets and they will leave school at the normal finishing time of 3.00pm. **A staff member will not be walking the children/tamariki to Metro Park car park.**

Pickups can be made via the car or on foot. Parents/caregivers/whānau picking their children/tamariki up in the car will wait in the car and the children/tamariki will go to the car. Parents/caregivers/whānau waiting at Metro Park Carpark by the cricket nets will maintain social distancing of 2m.

Pick Up and Drop Off of Students

Drop off in the morning.

- Parents/caregivers/whānau are not to come on-site unless it's an emergency.
- The school gates will be closed until 8.30am. Please do not send your child to school to wait at the gate before 8.30am.
- Parents/caregivers/whānau who are dropping off children/tamariki in their cars will use the stop, drop and go area and must not get out of their car.
- No one will be allowed on site before 8.30am.
- At the 8.30am bell students will be allowed on site and they must go straight to their classroom.
- Parents who have walked, biked, scootered with their children/tamariki will drop them off at the gate and not come on into school. There will be three entry points for children/tamariki on foot or wheels to enter the school from, Gate 1, Gate 2 and the gate by the dental clinic. (Please see map). Parents waiting at the gates will maintain social distancing of 2m.
- There will be staff members at each gate to support any child/tamaiti who needs support to get to their classroom.
- Children/tamariki who catch the bus, the bus will drop off the children/tamariki at school as per normal before the lock down.



Pick up in the afternoon.

- Parents/caregivers/whānau are not to come on-site unless it's an emergency.
- Parents/caregivers/whānau will wait at the gate they dropped their children/tamariki off in the morning. Parents waiting at the gate will maintain social distancing of 2m.
- Children/tamariki who have walked, biked or scootered to school will be released from their classroom at 3.00pm as per normal and walk straight to the same gate as they were dropped off in the morning.
- Children/tamariki are able to be picked up from Metro Park Carpark by the cricket nets, they will walk to Metro Park Car park by the cricket nets and they will leave school at the normal finishing time of 3.00pm. A staff member will not be walking the children/tamariki to Metro Park car park.
- Pickups can be made via the car or on foot. Parents/caregivers/whānau picking their children/tamariki up in the car will wait in the car and the children/tamariki will go to the car. Parents/caregivers/whānau waiting at Metro Park Carpark by the cricket nets will maintain social distancing of 2m.

- If parents/caregivers/whānau have a pre-arranged pick up point that is off site, these children/tamariki will be dismissed from school at 3.00pm and will go straight to the pre-arranged pick up point.
- Bus children/tamariki will be walked to the bus by a staff member.
- Any changes to pickups will need to be communicated to the Office by 2.00pm.

Early Pick Up

If you need to pick your child up from school before 3.00pm please follow these instructions:

1. Email the office what time you need to pick up your child. office@silverdaleprimary.school.nz
2. You will pick up your child from the carpark by Gate 1.
3. Please stay in your car and call or text this number 0211466732 telling us you are at school.
4. We will send your child to you, please stay in your car.
5. Please call or text this number 0211466732 telling us that you have your child.

Late Drop Off

If you are dropping your child to school late, please do not get out of your car just send your child to their classroom, they do not need to go to the office.

Classrooms/Akomanga	At Pick up and Drop Off	Staffing Classrooms
<ul style="list-style-type: none"> • School staff observe students on arrival into the classroom, checking for symptoms and ask those presenting as unwell to go to the office. The office will arrange for parents/caregivers/whānau to come and pick up their child. Please note, this does not mean that temperatures are to be taken. • The Principal has the authority to preclude a student from attending if they believe on reasonable grounds that they may have a communicable disease under section 19 of the Education Act 	<p>Drop off in the morning.</p> <ul style="list-style-type: none"> • Parents/caregivers/whānau are not to come on-site unless it's an emergency. • The school gates will be closed until 8.30am. • Parents/caregivers/whānau who are dropping off children/tamariki in their cars will use the stop, drop and go area and not get out of their car. • No one will be allowed on site before 8.30am. • At the 8.30am bell students will be allowed on site and they must go straight to their classroom. 	<ul style="list-style-type: none"> • Teachers will be teaching in their own classrooms. • Teacher aides will work as per their new timetable. • Teacher aides working with individual children/tamariki will continue to work with these children/tamariki when they are at school. • Teacher aides will continue to be on duty during play times. • All staff will wear a mask while they are indoors (unless they have a disability or health condition that makes this unsuitable).

- Physical distancing is one metre inside and two metres outside, wherever practicable.
- Contact tracing will be in place through eTap attendance register and visitor register
- Children/tamariki and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practises and regular cleaning of commonly touched surfaces.
- Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment. There will also need to be regular cleaning of shared equipment such as balls, sticks etc
- Students/ākonga and Staff will use hand sanitiser or wash hands with soap and water.
- School bags will be stored in bag cupboard, students will be told when they can get their bags
- Sanitiser, wipes, soap will be provided in every classroom
- Students/Ākongā will be required to wear school uniform.
- Students/Ākongā in Years 3, 4, 5 and 6 will use their own school chromebook.

- Parents/caregivers/whānau who have walked, biked, scootered with their children/tamariki will drop them off at the gate and not come on site. There will be three entry points for children/tamariki on foot or wheels to enter the school from, Gate 1, Gate 2 and the gate by the dental clinic. (Please see map).
Parents/caregivers/whānau waiting at the gates will maintain a social distancing of 2m and be wearing a mask (unless they have disability or health condition that makes this unsuitable).
- There will be staff members at each gate to support any child/tamaiti who needs support to get to their classroom.
- Children/tamariki who catch the bus, the bus will drop off the school at school as per normal before lock down.

Pick up in the afternoon.

- Parents/caregivers/whānau are not to come on-site unless it's an emergency.
- Parents/caregivers/whānau will wait at the gate where they dropped their children/tamariki off in the morning. Parents waiting at the gate will maintain social distancing of 2m and be wearing a mask (unless they have a disability or

- Shared supplies and equipment are able to be used if students and staff are undertaking regular hand washing and staying away if sick.
- Year 4, 5, and 6 staff and children/tamariki are required to wear a mask. Children/tamariki not wearing a mask will be sent home.
- Year 0, 1, 2 and 3 children/tamariki are encouraged to wear a mask but this is not a requirement.
- Year 0, 1, 2 and 3 staff will wear a mask inside (unless they have a disability or health condition that makes this unsuitable).
- All staff will wear a mask inside (unless they have a disability or health condition that makes this unsuitable).
- Children/tamariki who wear a mask, must keep it on while they are inside and not share their mask with anyone.

Early Pick Up

If you need to pick your child up from school before 3.00pm please follow these instructions:

1. Email the office what time you need to pick up your child.
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2. You will pick up your child from the carpark by Gate 1.
3. Please stay in your car and call or text this number 0211466732 telling us you are at school.

health condition that makes this unsuitable).

- Children/tamariki who have walked, biked or scootered to school will be released from their classroom at 3.00pm as per normal and walk straight to the same gate as they were dropped off in the morning.
- Children/tamariki are able to be picked up from Metro Park Carpark by the cricket nets, they will walk to Metro Park Car park by the cricket nets and they will leave school at the normal finishing time of 3.00pm. A staff member will not be walking the children/tamariki to Metro Park car park.
- Pickups can be made via the car or on foot. Parents/caregivers/whānau picking their children/tamariki up in the car will wait in the car and the children/tamariki will go to the car.
Parents/caregivers/whānau waiting at Metro Park Carpark by the cricket nets will maintain social distancing of 2m.
- If parents/caregivers/whānau have a pre-arranged pick up point that is off site, these children/tamariki will be dismissed from school at 3.00pm and will go straight to the pre-arranged pick up point.
- Bus children/tamariki will be walked to the bus by a staff member. Bus children/tamariki are encouraged to

4. We will send your child to you, please stay in your car.
5. Please call or text this number 0211466732 telling us that you have your child.

Late Drop Off

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wear a mask (unless they have a disability or health condition that makes this unsuitable).

Pick Up and Drop of Students

Scheduled Appointments

If you have a scheduled appointment for your child during school hours please follow these instructions:

1. Email the teacher (all teachers emails are on the School Website) before 8.30am with the time you will be collecting your child.
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Late Drop Off

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Staff/Kaimahi	Break Times	Managing Attendance
<ul style="list-style-type: none"> ● Staff will avoid congregating in the staff room. ● Staff are expected to maintain social distancing. ● Staff will be in team bubbles. ● Cups, spoons etc. will need to be put in the dishwasher as per normal. ● Soap and sanitiser will be provided in the staffroom and bathrooms. ● Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm). ● Office staff will be rostered on. ● Caretaker will be on site at all times. ● Team hui's can take place with staff who are fully vaccinated, wearing face coverings and 1 metre physically distanced (assuming the space is well ventilated), otherwise look to hold hui's outside, or continue with online hui's. 	<ul style="list-style-type: none"> ● The playgrounds will be open. ● Sports equipment may be used. ● Water fountains will be on but it is encouraged that children/tamariki bring their own water bottles. ● Play and lunch eating will be eaten outside of the class and supervised by the classroom teacher. 	<ul style="list-style-type: none"> ● Children/tamariki and staff must not attend if they are unwell. ● Children/tamariki and staff who become unwell during the school day will be sent home. ● Teachers/kaiako will take the roll as per our policy. ● All visitors to school will have to wear a mask, report to the office to sign in using the Covid Tracer App. ● If visitors can't use the Covid Tracer App then visitors will complete the "Record Keeping Slip" and place it in the box.

- All staff are to wear a mask when they are indoors (unless they have a disability or health condition that makes this unsuitable).
- Staff are encouraged to stay out of the office area.
- Staff will use an electronic sign in doc and not use the in/out board in the office.

Signing In/Out

- We are limiting the access to the office area. Please don't come into the office area unless you absolutely need to.

Cubby Holes

- You can still check these please enter the office area via the door by the stairs.

Children's Lunch Orders

- Lunch orders will be delivered to school at 12.30pm
- The lunch orders will be on a table in the office foyer.
- The office will email all staff a list of children who have lunch orders for the day at 10.30am.
- An adult will come to the office foyer area to collect the lunch orders at 12.30pm.

Photocopiers

- Each school will have their own photocopier to use.
 - **Junior School** - Library Photocopier, please enter via the door closest to the hall.
 - **Middle School** - Office Photocopier, please enter via the door by the stairs.
 - **Senior School** - Room 14 Photocopier

Cleaning and Hygiene

- All staff and studentsākonga will wash and dry their hands, cough/sneeze into their elbows, and not touch their face.
- If people are sick, they should stay home (phone Healthline or their GP and get tested if they have flu-like symptoms).
- Sanitiser and wipes will be available in every classroom.
- Soap, hot water and paper towels will be available in all staff and students bathrooms and classrooms.
- Cleaners will disinfect and clean all surfaces daily.
- Cleaners will complete daily cleans in line with MOH guidelines.
- Additional disinfectant/cloth will be available in classrooms for staff to sanitise spaces during the school day

Movement Around the School

- No whole school assemblies.
- No team assemblies.
- No kapa haka, choir.
- Kelly Club will be operating before and after school.
- All visitors to school will have to wear a mask, report to the office to sign in using the Covid Tracer App.
- If visitors can't use the Covid Tracer App then visitors will complete the "Record Keeping Slip" and place it in the box.
- 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.
- Parents/caregivers/whānau are not to come on-site unless it's an emergency.
- Record when and who children/tamariki have contact with during the day apart from their teacher. This includes

Children/Staff At Risk

- Children/tamariki at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled) are encouraged to take additional precautions when leaving home.
- Staff at higher-risk of severe illness from COVID-19 are able to work on-site if they can do it in a safe way. Staff and employers should discuss and agree whether additional control measures can be put in place, whether these workers can work from home, or if not, what leave and pay arrangements will apply.
- Schools connected to a confirmed or probable case of COVID-19 must close on an individual or group basis for 72 hours to allow contact tracing and

as required. E.g. tables after eating, doors after breaks etc.

- Office staff will wipe down the sign in pad, office 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.
- Year 4, 5, and 6 staff and children/tamariki are required to wear a mask. Children/tamariki not wearing a mask will be sent home.
- Year 0, 1, 2 and 3 children/tamariki are encouraged to wear a mask but this is not a requirement.
- Year 0, 1, 2 and 3 staff will wear a mask inside (unless they have a disability or health condition that makes this unsuitable).
- All staff will wear a mask inside (unless they have a disability or health condition that makes this unsuitable).
- Face coverings are mandatory when using public transport but encouraged on the school bus (unless they have a disability or health condition that makes this unsuitable).
- Schools are required to display QR Code posters for the NZ COVID Tracer App.

recording who the adults are in contact with as well as recording any visitors to the site, including parents.

cleaning. They could be closed for a further 14 days (but open for distance learning) – you will work with public health units to manage this and the direction to close will come from the Medical Officer of Health.

- Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, or have been overseas in the last 14 days
- Year 4, 5, and 6 staff and children/tamariki are required to wear a mask. children/tamariki not wearing a mask will be sent home.
- Year 0, 1, 2 and 3 children/tamariki are encouraged to wear a mask but this is not a requirement.
- Year 0, 1, 2 and 3 staff will wear a mask inside (unless they have a disability or health condition that makes this unsuitable).
- All staff will wear a mask inside (unless they have a disability or health condition that makes this unsuitable).
- PPE is not required or recommended as necessary in any educational facility by the Public Health Service