



Health and Safety Procedures for School in Orange Level Ko ngā Tikanga Hauora me te Haumarū mō te Kura i te Taumata karaka

All students are able to attend on site.

Anyone who has tested positive to covid or is a household contact must stay home and isolate for 7 days.

Isolation Information

- tested positive to covid, can come back to school on Day 8 of isolation as long as they are asymptomatic. There is no need to test before coming back to school.
- Household contact can come back to school on Day 8 of isolation as long as they have had two negative tests on Day 3 and Day 7 and they are asymptomatic.

Face masks at Orange

- They must be worn by ākonga aged 12 and above on school and public transport. The mask must be attached to the head by loops around the ears or head and cover the nose and mouth properly. This can be a well-fitting reusable fabric mask (three layers are recommended) or a medical-grade disposable mask (the blue surgical mask).
- Staff and children are encouraged to wear masks but not required to.

Information for Parents/Caregivers/Whānau Who Are Coming Into School

Before School

- We are encouraging parents/caregivers/whānau to drop off their children/tamariki at the gate so they can walk into school on their own.
- If parents/caregivers/whānau want to drop their children/tamariki off at their classroom they can.
- At orange level parents/caregivers/whānau with their children/tamariki are able to come on-site after the 8.30am bell.
- No one will be allowed on site before 8.30am. Please do not send your child to school before 8.30am.
- At the 8.30am bell parents/caregivers/whānau with their children/tamariki will be allowed on site and they must go straight to their classroom.
- Parents/caregivers/whānau will only go to their child's classroom.

- This time between 8.30am and 8.55am is a great time for your child to show you around the classroom and show you their learning. Teachers use this time to connect and check in with children/tamariki. This is not a time for an in-depth conversation with your child's teacher. If you want to discuss your child's learning more in-depth please book a time with the teacher after school.
- Once the 8.55am bell goes we ask that all parents/caregivers/whānau leave the school so that our children/tamariki can begin their learning without distractions.

After School

- We are encouraging parents/caregivers/whānau to pick up their children/tamariki at the gate so they can walk out of school on their own.
- If parents/caregivers/whānau want to pick up their children/tamariki in the school grounds they can.
- Parents/caregivers/whānau can come on site from 2.45pm and wait for their children/tamariki on the court or the field.
- We ask parents/caregivers/whānau not to come to school before 2.45pm as this causes distractions to the children/tamariki's learning.
- Parents/caregivers/whānau please do not wait outside the classroom as this causes distractions to the children/tamariki's learning.

Pick Up and Drop of Students - this will continue as in Term 1.

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 stop, drop, go area.**
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 stop, drop, go area.**
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.

Distance Learning

Distance learning will only be provided to children who are required to self isolate as a household contact. Children who have tested positive to covid are not required to do any learning as they will need to focus on recovery.

Term 2 2022 Timetable

Team Te Ōhanga and Team Tūi			Team Kiwi and Team Pūkeko		
Bell	8.30am		Bell	8.30am	
Start	8.55am		Start	8.55am	
Learning Block 1	8.55am - 10.55am	120	Learning Block 1	8.55am - 10.15am	80
Morning Play	10.55am - 11.15am	20	Morning Play	10.15am - 10.35am	20
Learning Block 2	11.15am - 12.30pm	75	Learning Block 2	10.35am - 11.45pm	70
Lunch Play	12.30pm - 1.10pm	40	Lunch Play	11.45am - 12.25pm	40
Learning Block 3	1.10pm - 2.15pm	65	Learning Block 3	12.25pm - 1.55pm	90
Afternoon Play	2.15pm - 2.30pm	15	Afternoon Play	1.55pm - 2.10pm	15
Learning Block 4	2.30pm - 3.00pm	30	Learning Block 4	2.10pm - 3.00pm	50
Home	3.00pm		Home	3.00pm	

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

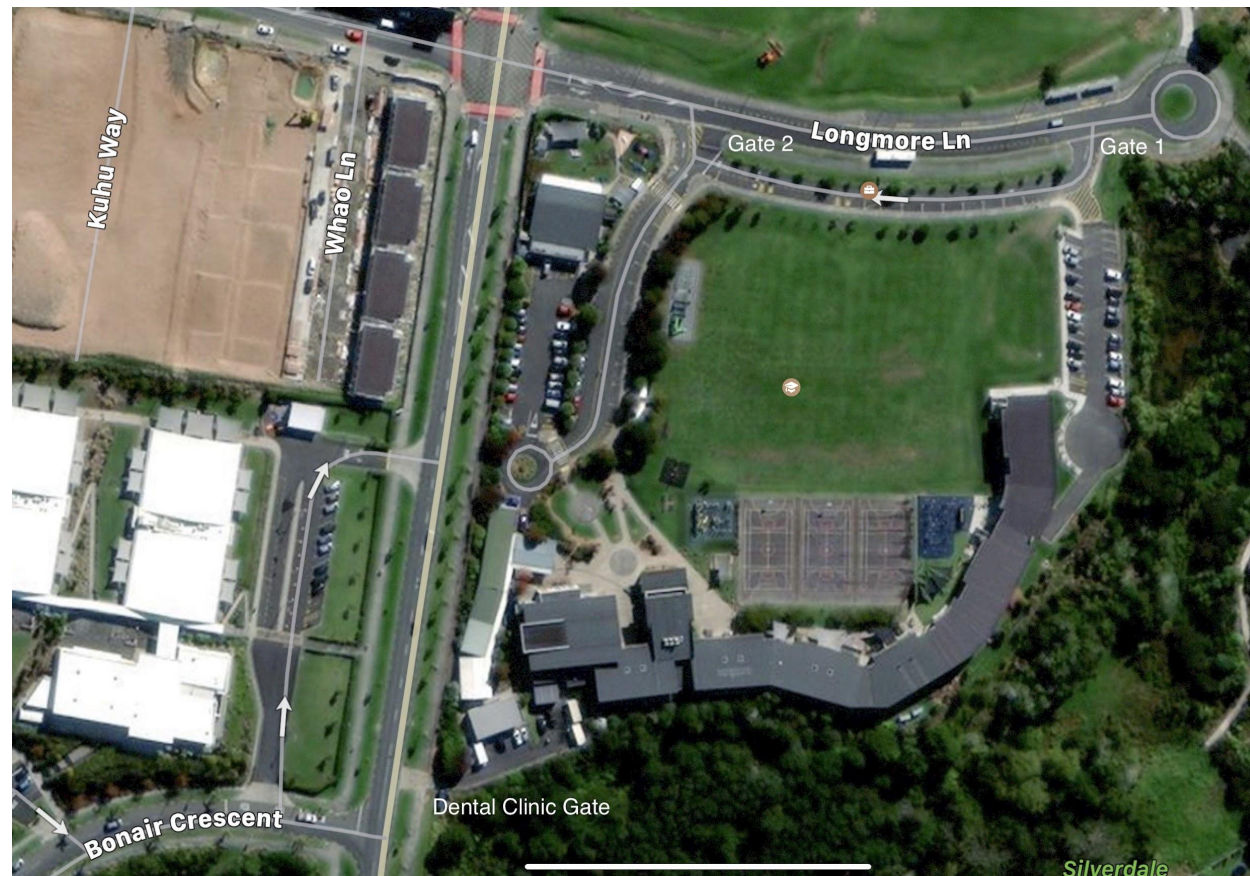
Children/tamariki are able to be picked up from Metro Park Carpark by the cricket nets, they will walk to Metro Park Car park by the cricket nets and they will leave school at the normal finishing time of 3.00pm. **A staff member will not be walking the children/tamariki to Metro Park car park.** Pickups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

Pick Up and Drop Off of Students

Drop off in the morning.

- Parents/caregivers/whānau are able to come on-site after the 8.30am bell.

- No one will be allowed on site before 8.30am. Please do not send your child to school to wait at the gate before 8.30am.
- At the 8.30am bell students will be allowed on site and they must go straight to their classroom.
- 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.
- Parents/caregivers/whānau who have walked, biked, scootered with their children/tamariki can drop them off at the gate. 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).
- 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 will be dropped off at school as per normal.



Pick up in the afternoon.

- Parents/caregivers/whānau can come on site from 2.45pm and wait for their children/tamariki on the court or the field.
- Parents/caregivers/whānau can wait at the gate where they dropped their children/tamariki off in the morning.

- 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.
- 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.

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. ● 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 ● Physical distancing is strongly encouraged. ● Physical education classes and break time activities can include access to sports equipment including playgrounds Hygiene practice will be observed before and after playing with equipment. 	<p>Drop off in the morning.</p> <ul style="list-style-type: none"> ● We are encouraging parents/caregivers/whānau to drop off their children/tamariki at the gate so they can walk into school on their own. ● If parents/caregivers/whānau want to drop their children/tamariki off at their classroom they can. ● At orange level parents/caregivers/whānau with their children/tamariki are able to come on-site after the 8.30am bell. ● No one will be allowed on site before 8.30am. Please do not send your child to school before 8.30am. ● At the 8.30am bell parents/caregivers/whānau with their children/tamariki will be allowed on site 	<ul style="list-style-type: none"> ● Teachers will be teaching in their own classrooms. ● Teacher aides will work as per their timetable. ● Teacher aides will be on duty during play times. ● Staff can work across more than one group/class of students within the school. ● Staff such as itinerant music teachers and relief teachers will be able to work across different schools.

- Students/ākonga and staff will use hand sanitiser or wash hands with soap and water.
- Sanitiser, wipes, soap will be provided in every classroom
- Masks are encouraged to be worn by staff and students/Ākonga when indoors.

and they must go straight to their classroom.

- Parents/caregivers/whānau will only go to their child's classroom.
- This time between 8.30am and 8.55am is a great time for your child to show you around the classroom and show you their learning. Teachers use this time to connect and check in with children/tamariki. This is not a time for an in-depth conversation with your child's teacher. If you want to discuss your child's learning more in-depth please book a time with the teacher after school.
- Once the 8.55am bell goes we ask that all parents/caregivers/whānau leave the school so that our children/tamariki can begin their learning without distractions.
- 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.
- 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.

- 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 will be dropped off at school as per normal.

Pick up in the afternoon.

- We are encouraging parents/caregivers/whānau to pick up their children/tamariki at the gate so they can walk out of school on their own.
- If parents/caregivers/whānau want to pick up their children/tamariki in the school grounds they can.
- Parents/caregivers/whānau can come on site from 2.45pm and wait for their children/tamariki on the court or the field.
- We ask parents/caregivers/whānau not to come to school before 2.45pm as this causes distractions to the children/tamariki's learning.
- Parents/caregivers/whānau please do not wait outside the classroom as this causes distractions to the children/tamariki's learning.
- Parents/caregivers/whānau can wait at the gate they dropped their children/tamariki off in the morning.
- 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.
- 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.

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 stop, drop, go area.
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 stop, drop, go area.
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.

Staff/Kaimahi	Break Times	Managing Attendance
<ul style="list-style-type: none"> ● Soap and sanitiser will be provided in the staffroom and bathrooms. ● Disinfectant/wipes will be available to be used. ● Team hui's can take place. ● Staff will use the in/out board in the office. ● Anne, Rachel and Tina will be in the office full time. <p>Children's Lunch Orders</p> <ul style="list-style-type: none"> ● 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. 	<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. ● All visitors to school will have to report to the office to sign in.
Cleaning and Hygiene	Movement Around the School	Children/Staff At Risk
<ul style="list-style-type: none"> ● All staff and students/ākonga will wash and dry their hands, cough/sneeze into their elbows, and not touch their face. ● If people are sick, they should stay home. 	<ul style="list-style-type: none"> ● No whole school assemblies. ● Team assemblies can take place and will take place in well-ventilated areas or outdoors. 	<ul style="list-style-type: none"> ● 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

- 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 complete daily cleans.
- Additional disinfectant/cloth will be available in classrooms for staff to sanitise spaces during the school day as required. E.g. tables after eating, doors after breaks etc.
- 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.
- Children/Tamariki and staff are encouraged to wear a mask but this is not a requirement.
- Face coverings are mandatory when children/tamariki are using school transport.

- Kapa haka, choir and Garden to Table can re-commence.
- Kelly Club will be operating before and after school.

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.
- Anyone who has tested positive to covid or is a household contact must stay home and isolate for 7 days.

Isolation Information

- tested positive to covid, can come back to school on Day 8 of isolation as long as they are asymptomatic. There is no need to test before coming back to school.
- Household contact can come back to school on Day 8 of isolation as long as they have had two negative tests and Day 3 and Day 7 and they are asymptomatic.