

'Play it Safe'

Planning for Alert Level 2 Information for Parents and Caregivers

What Sacred Heart Cathedral School looks like at Alert Level 2 from Monday 18 May

We will ensure that school is the safest possible place for your children and our staff while they are away from their family homes. I appreciate this will be an anxious time for many.

Under Alert Level 2, we will continue to:

- follow the most up to date advice from the Ministry of Education and the Ministry of Health
- follow the guidelines set out in the Sacred Heart Cathedral School Pandemic Plan (which can be found at <https://www.sacred-heart.school.nz/our-school/our-reports/>)
- manage the procedures on the following page which have been developed with the safety of staff and students in mind

We have chosen to control the controllable rather than return all aspects of school, back to normal. For this reason, we have chosen to continue to limit all non-essential curriculum activity. **Our priority will be helping all students to settle back into school. Once they are settled in, we will focus on re-engaging them in learning.**

Our teachers will:

- *be welcoming, responsive, and inclusive*
- *reconfirm behaviours and expectations specific to their class and our school*
- *provide a structured and predictable environment with clear rules and routines*
- *ask how each student is feeling about returning to school*
- *keep instructions simple, break tasks into small chunks, allow extra processing time, and provide simplified versions of the curriculum*

Signage and posters have been placed in all classrooms and entrances. These talk about:

- Staying home if you are sick
- Washing and drying hands
- Sanitising hands
- Contact tracing and signing into school

For those students who have health issues, we will take extra precautions. Parents of students who have underlying medical conditions and are at a higher risk of severe illness from COVID-19, can contact the school and together we can co-construct a health and safety transition plan for your child.

Upon advice from the local medical officer or Ministry of Health, any educational facilities 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 then potentially for a further 14 days.

Emergency Management

Fire alarms and other emergencies may require us to either evacuate our buildings or move everyone inside. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc. Encouraging good cough/sneeze etiquette and no touching of hands to faces will be reinforced once safely evacuated or safely inside.

After School Care

if you are a regular user of After School Care and your child will be using After School Care from Monday 18 May, please indicate to Cathy and Robyn (office@sacred-heart.school.nz and robynjones1952@gmail.com) to confirm attendance and your future plans.

Winter School Uniform

From Monday 18 May, students are expected to be in school uniform. A reminder that winter uniform is available at [NZ Uniforms](#) and there will be leniency until after Queen's Birthday weekend to source uniform. We have a healthy stock of ties that you can purchase from school for \$20.00.

Our challenge is to keep healthy as we enter winter. We know how important it is to role model all key public health messages. We all need to be extra vigilant at Alert Level 2.

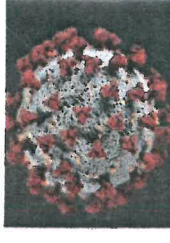
I wish to take this opportunity to thank you all for all your support, photos, videos and phone calls. Your words of encouragement kept the staff going and your feedback helped us to improve the Distance Learning programme.

Please contact me if you have any worries whatsoever about Alert Level 2.

Arohanui

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Classrooms	At Pick up and Drop Off / Entering and Exiting the Classroom	Staffing
<p>Under Alert Level 2,</p> <ul style="list-style-type: none"> Students to bring in their own stationary supplies (i.e pen and pencil pack sent by the Ministry of Education) and will be encouraged not to share. Hand sanitiser will be provided in every classroom with hand sanitiser stations set up at the designated entry and exit points of each classroom. Students and staff will use this as they enter or exit a room. Staff will ensure students adhere to good hygiene practices when using classroom equipment and bathrooms. Additional disinfectant/cloth/wipes will be available in classrooms for <ul style="list-style-type: none"> students and teachers to sanitise spaces and equipment throughout the school day as required. students to wipe down devices and shared keyboards/screens after each use. students to wipe down their working space at the end of each day. Classroom temperatures will be maintained between 18 - 20 degrees. As there is no bubble concept, there are no restrictions on groups of students mixing onsite. Physical distancing is a good precaution to prevent the spread of disease. School assemblies and Kapa Haka will continue to be outside as long as the good weather lasts. Volunteers who work in classrooms are still welcome, normal practice signing in at the office is required as well as health and safety measures. Staff will reinforce Public Health messages throughout the day and will ensure those students who have underlying health issues employ all public health measures. Students who are showing any flu-like symptoms will be sent home. For Pre School visits to Sacred Heart Cathedral School, there will be one adult with the child(ren) only. No sharing of food. 	<p>Under Alert Level 2,</p> <p>PICK UP AND DROP OFF</p> <ul style="list-style-type: none"> We wish to encourage a drop-off and pick up only approach to restrict the number of 'adults on-site'. Where possible there should be one person designated for pick up and drop off from each family group. When students arrive at school after 8.10 am, they will hang up their bags, toilet themselves and set themselves up for a day of learning. If the weather is fine, they will all go outside until the bell rings at 8.40 am. Parents do not need to sign their children into school when they drop them off unless they enter the school grounds. For most parents (Room 5 and up) please drop off and pick up at the gate or on Hill St. If an adult does need to come into school, please come via the office and sign the contact tracing register. Parents from Room 1, 2 and 3 may wish to settle their children in the morning. There will be a separate contact tracing register for you to sign outside Rooms 1, 2 and 3. We specifically ask that parents do not congregate in cloak bays at pick up or drop off. <ul style="list-style-type: none"> Room 1 parents: Mrs Stewart will share all messages and information with Miss Cranney. Room 1 students: Hang up bag in cloak bay and enter Room 1 through the After-School Care room side door. Exit using the Room 1 classroom door. Room 2 students: Enter the school through the cloak bay and exit using the door facing the stairwell. Room 3 students: Enter the school through the cloak bay and exit using the door on to the veranda. In Alert Level 2, Room 3 students will be allocated new spots for bags to ease congestion in the cloak bay. All other students i.e. Room 5, 6, 7, 8, 9 and 10: Enter the school through the automatic office doors. <p>DURING SCHOOL</p> <ul style="list-style-type: none"> The internal staircase by the office is only to be used to go upstairs and the internal staircase closest to Molesworth Street, is only to be used to go downstairs - ALWAYS in single file. Teaching staff will facilitate students leaving class for morning tea, lunch and at the end of the day. This will be staggered to avoid congestion. Duty teacher/s will coordinate students returning to class after breaks. Students will line up in class groups (following physical distancing rules) outside. The duty teacher will send them into school, a class at a time. If you wish to contact your child's classroom teacher, please email or leave a message with Cathy. 	<p>Under Alert Level 2,</p> <ul style="list-style-type: none"> There is no bubble concept so there are no restrictions on groups of students mixing with others on site. Physical Distancing – is a good precaution to prevent the spread of disease. Where practicable, 1-metre distancing should be used as a guide, particularly between adults. Children, young people 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 practices and regular cleaning of commonly touched surfaces. Staff will ensure students adhere to good hygiene practices and will remind students when necessary. Staff will use common sense.

Staffroom	In the playground	Managing Attendance / Contact Tracing
<p>Under Alert Level 2,</p> <ul style="list-style-type: none"> Staff are expected to maintain a minimum of 1-metre physical distance at all times including in the staffroom. Cups, spoons etc. to be personally handled into the dishwasher. Soap and sanitiser will be provided in the staffroom. Disinfectant/wipes will be available to be used on shared keypads (e.g. photocopier and alarm). 	<p>Under Alert Level 2,</p> <ul style="list-style-type: none"> Students will need a named drink bottle at school as the water fountains will not be available. All students to wash/sanitise hands before entering the playground and after leaving the playground. 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. Our adventure playground will be open. There will also be regular daily cleaning of shared equipment such as balls, bats etc. 	<p>Under Alert Level 2,</p> <ul style="list-style-type: none"> Students and Staff will not attend if they are unwell. Students and Staff who become unwell during the school day will be sent home. Please ring Healthline 0800 611 116 and seek further medical advice. In schools, our contact tracing is a combination of timetable, attendance register and our visitor register. These provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed case and determine whether they will need to self-isolate. This includes recording anyone (all parents, caregivers and visitors) on-site who are in close contact with our staff and students.
Cleaning and Hygiene	Movement In and Out of School	Reporting to Parents in Term 2
<p>Under Alert Level 2,</p> <ul style="list-style-type: none"> Students and Staff will use hand sanitiser when entering and leaving Sacred Heart Cathedral School. Most doors will be partially open with a wooden wedge to minimise opening and closing doors. Cleaners will complete daily cleans in line with the Ministry of Health guidelines. All toilets and classrooms are well stocked with soap, paper towels and hand sanitiser. We will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces. Face masks - NZ Government guidance is that for most people in the community, the use of face masks is not recommended and that it should be the exception rather than routine outside of a health setting. However, we understand that some students may choose to wear face masks. It could be part of their cultural practice to do so and to support their hygiene needs. At Sacred Heart Cathedral School, we encourage respect - people are being proactive in keeping themselves and others safe. If a student chooses to wear a face mask, we ask them to please consider carefully how they use it. There are risks associated with using masks poorly. Please consider how the mask is put on, and taken off, and ensure that it is disposed of safely. More information on the safe use of face masks can be found at https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-personal-protective-equipment-workers/personal-protective-equipment-use-non-health-workers 	<p>Under Alert Level 2,</p> <ul style="list-style-type: none"> We have chosen to continue to limit all non-essential trips, both in and outside of school, for the next few weeks. Our focus is on reintegrating students into the classroom in a safe and supportive way. <p>After School Care will operate</p> <ul style="list-style-type: none"> Contact tracing documentation will be kept specifically for After School Care. Students will eat in shifts. The junior students will have afternoon tea first in the After-School Care Room. The middles and seniors will start their homework in Room 6 and will then have afternoon tea. Staff will ensure essential washing of hands on entry and disinfecting surfaces at the end of each session. Staff will ensure students adhere to good hygiene practices when using afterschool care equipment and bathrooms. Physical distancing is a good precaution to prevent the spread of disease. Parents, please avoid entering the school building. Once you are in the upper courtyard/playground, a Supervisor will be looking out for you or please ring the After-School Care phone number (04 473 6361) and we can bring your child to you. 	<p>Under Alert Level 2,</p> <ul style="list-style-type: none"> When students return to school their wellbeing and settling them back into school will be our number one priority before any academic learning and assessment. Our mid-year report will go home in Week 9 on Friday 26th June. This year we will offer Parent-Teacher interviews via Zoom or a phone call during Week 10.
<p>Frequently Asked Questions:</p> <p>What do I do with my child on Monday 18th May, the first day back at school? If possible, please drop your child off at the pedestrian gate to the carpark on Guilford Tce. Staff will there to meet and greet you. Parents of Rooms 1 and 2 are welcome to settle their child, but please sign our contact register in</p>		

the classroom or the office. The rest of the school will need to sanitise their hands on entry, hang their bags up, toilet themselves, get set up for learning and they can go outside until the bell rings. If it is wet, children are to stay in their classroom at their desk space and sit and do something quietly (like reading or activity books) until the bell rings.

What does my child need to bring on the first day back at school?

1. please have them wear winter uniform if possible
2. pen and pencils from MOE
3. a named drink bottle
4. the usual packed lunch and snacks

How will my child know the key messages around Level 2?

Teachers will share the Alert Level 2 plan with their class.

How do we still do our bit and keep to the rules?

As a nation, we all have to continue to do our bit to keep everyone safe. We will continue to encourage good hand hygiene and personal space. We need to respect how others may be feeling after being away from school for so long.

What if my child is sick and I keep them at home? What is the implication for their learning?

If your child is sick, please contact the office as normal in the morning (by phone 04 472 4047, email office@sacred-heart.school.nz or through the school app) to let us know. Keep in close contact with the classroom teacher, who will, if needed, allocate learning associated with the face to face learning back at school.

What happens at morning tea and lunchtime? And how will these work at Level 2?

Children stay in their class for 5 minutes: at morning tea and 15 minutes at lunchtime for eating lunch. Children will wash their hands before eating food and then will wash their hands again before heading out into the playground. We have two adults supervising students during morning tea and lunch breaks both outside and for wet days inside. At the end of morning tea and lunch, the children will line up in class lines, facing the Cathedral. Their teacher will collect them to re-enter the building. It is expected that all students follow the personal space guidelines, aligned with public health messages.

How often will sports equipment be cleaned?

Sports equipment will be wiped down once a day after use.

How will my child be released at the end of the school day?

Weather permitting, classes will be brought down to the upper playground and will wait in lines to be collected or dismissed on the ringing of the end of day bell. If raining, there will be a staggered, early release from 2:30 pm, starting with Seniors, then Middles and lastly, Juniors. This is to ensure that siblings are collected.

Will any sports activities, swimming lessons, afterschool extra-curricular activities occur?

We will review again after two weeks. Technology for our Year 7 and 8 students has been rescheduled to term 3

Protect yourself and others from COVID-19



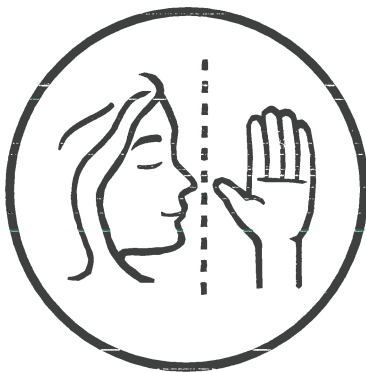
Wash your hands with soap and water often (for at least 20 seconds). Then dry.



Cough or sneeze into your elbow or by covering your mouth and nose with tissues.



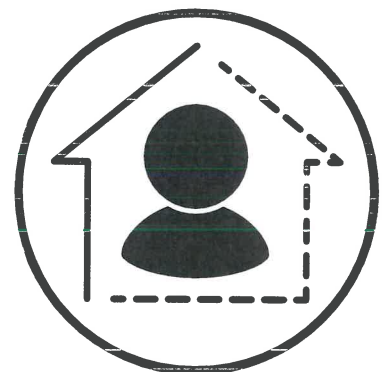
Clean and disinfect frequently touched surfaces and objects, such as doorknobs.



Don't touch your eyes, nose or mouth if your hands are not clean.



Put used tissues in the bin or a bag immediately.



Stay home if you feel unwell.

For updates and more information on keeping yourself safe, visit [Covid19.govt.nz](https://www.covid19.govt.nz)

New Zealand Government

Unite
against
COVID-19