



Aparima College – Covid19 – Alert L2 Plan

As per the Government's Alert Level 2 announcement

The overriding principles of Level 2 are:

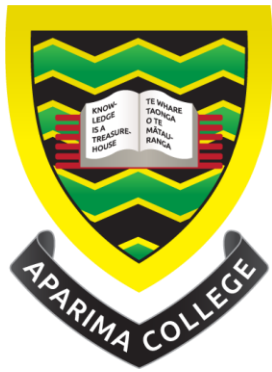
- To minimise the risk of someone being infected in the first place.
- To ensure we can accurately identify and contact anyone who has been in contact with a person if anyone in our school was to become infected.
- To understand that while it is closer – Level 2 is NOT business as usual.

The key controls for our school to maintain a low level of risk are:

- Ensure people feeling unwell (both staff and students) stay away from school
- Students and staff maintain a physical distance to ensure we are not breathing on or touching other people – where practicable use 1m as a guide.
- Continuation of good hygiene practices.
- Regular cleaning of frequently touched surfaces.
- Keep an accurate record of people entering our school.

With this in mind amid this move back to a more normal version of school, the following actions need to be carried out and adhered to during Level 2.

- **Reopening of school (for students) will be next Monday 18th May.**
 - I have communicated this to the school community this afternoon (Tuesday 12th May)
 - Distance learning en masse to finish this week – there may be cases of students unable to return to school at level 2 and we will look for ways to support them as we always would have but there is not an expectation to create separate individualised online courses.
- **Staffing Responsibilities**
 - All staff are expected back at work on Monday 18th May.
 - Staff are expected to use Thursday and Friday of this week (14th and 15th May) to prepare their classrooms for physical distancing in the room.
 - Any staff with concerns about a return to work to discuss with Cameron before the end of this week.
 - It is really important that we look after ourselves – if you are sick, then please stay home - use KAMAR at home to set relief and provide a class list that can be printed – for those Senior classes where they have devices you can set work on Google Classroom but we should not rely on relievers to collect Chromebooks etc – please ensure any relief set is simple for relievers to carry out.



- **Physical Distancing**
 - We will adhere to approx. 1m distancing for students in classes where possible as good practice while in Level 2. We will separate desks in classes for at least the first 2 weeks to achieve this.
 - There is no requirement to adhere to distancing when outside in the school grounds – we will focus on maintaining it during class time.
 - Staff to maintain approx. 1m distance from students and other staff.
 - All necessary visitors to the school will be required to follow distancing rules – recommended 2m for any visitors – courier deliveries will be contactless as at under Level 3.

- **Canteen**
 - The canteen will not be open until we have met with Lee's Catering and reviewed all the MPI requirements for food handling on school premises.
 - Students will not be allowed to go down the street at lunchtimes.
 - Any students who have to leave the school for appointments may not return until the following day.

- **Library**
 - The library will be closed during interval and lunchtime – at least for the first 2 weeks.
 - Chromebooks will be issued for the whole day rather than period by period – to limit the number of people using them during the day.

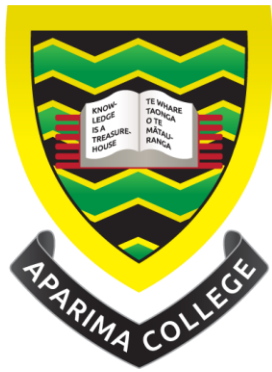
- **Staff Meetings / Use of Staffroom**
 - Morning briefings and any other required meetings should take place online for the next 2 weeks.
 - Staffroom set out to allow for distancing at interval and lunchtime – where possible staff are encouraged to use non-contact time either before or after breaks to get a cup of tea etc in order to minimise impact on the kitchen space.
 - Sliding door into kitchen closed – please use other door so we can avoid congestion in the kitchen.
 - Staff are asked to personally put their own cups etc into the dishwasher after use – not leave them in the sink for those on kitchen duty.
 - Please use sanitiser in office space before using any shared equipment such as photocopier or laminator etc.

- **Return to normal timetabled classes**
 - There is no requirement for 'bubbles' at Level 2 so we will return to our normal timetable and all classes will be running, including options which will need to be a shorter course over the following weeks until the end of term (July 3rd)
 - Reminder that we don't want our senior students bombarded with assessments as we get back to school – please don't arrange for NEW assessment in first 2 weeks back – it is fine to continue with any assessment work that was begun while online learning.



APARIMA FIRST Taumata Service Resilience Integrity Focus

- We will not be running Electives at least for the first 3 weeks of school – we will review this once government reviews Level 2 in 2 weeks.
- We will run extra period from the timetable each week.
 - Week 1 – Tuesday P1
 - Week 2 – Tuesday P2
 - Week 3 – Tuesday - P3
- Seating plans in your classes would be a good idea to monitor the use of desks etc but they are not compulsory.
- Form teachers will be asked to observe any possible symptoms first thing in the morning – any students of concern will be asked to report to the office for the Leadership Team to have a conversation with them.
 - Possible respiratory symptoms to be aware of are:
 - OBVIOUS COLD / HEAD COLD
 - BLOCKED EARS
 - CHILLS and/or FEVER
 - It is important to note that we are calm and measured in how we deal with this – we are not looking to create more anxiety.
- Under no circumstances is an individual teacher to tell a student they need to leave school – this process will be taken care of by Leadership Team where necessary.
- We will not be having assemblies while in Level 2. We will run a rotating cover for Form teachers for this time.
- We will endeavour to limit the activities on the calendar for the remainder of this term to allow time for catch up in classes.
- WET DAYS – students will be allowed into Form classes for interval and lunchtimes. Duty teachers will make rounds of classrooms as per normal.
- **Behaviour Management**
 - We will be following our normal behaviour management policies but I would expect us all to show a high degree of patience with our students - we must be the Calm, Consistent and Kind presence for our students.
 - Practice Relaxed Vigilance we need to address things but we need to be calm in doing so – e.g. a kid talking out of turn in class should not be sent to the office – they should be spoken with quietly – outside the class if necessary and given an opportunity to get back on with their work.
 - Uniform issues will most likely present in first few weeks we will take a week or so to get back to normal – still address the concern but just record on KAMAR - Pastoral Care Managers to track in the first instance – we will get back to normal process in time.



- **Contact Tracing and Monitoring Attendance**
 - A spreadsheet will be used to record members of staff onsite on a daily basis.
 - We will record student attendance on KAMAR as normal.
 - You will need to let us know if for any reason you switch classrooms for a period of teaching as we will be using KAMAR record for all tracing to determine where people are during the day.
 - Staff **MUST** use VisTab to sign out if you leave the premises during the day – then sign back in when you get back.
 - If a student is not in your class, just select Absent – Unknown reason as per normal. Pastoral Care Managers will be checking these students over next few weeks.
 - Parents will be asked to ring the office rather than visit the school site where possible. If they do visit we will record their details and observe physical distancing.
 - Other visitors / contractors will be recorded in VisTab register for tracing purposes and they will be reminded about distancing requirements if they need to move around the school.

- **Cleaning**
 - Crest will attend onsite each day and clean all surfaces that are left clear to be cleaned. They will be following Ministry of Health Guidelines for cleaning.
 - We will need to stack chairs at the side of the room to allow for this to happen.
 - Teachers desks will need to be cleared of equipment to allow for the clean to happen.
 - Hand sanitiser will be made available at the entry to all classes and shared spaces – this is to be managed by the classroom teacher – please keep your bottle and return to office if it needs refilling.
 - If sanitiser is not available at any point during Level 2 then we revert to emphasising good hygiene practices at beginning of each class e.g washing hands.
 - Extra cleaning materials will be provided in the staffroom if you wish to clean classroom surfaces or equipment used in class more than once per day.
 - Students will be reminded of proper hygiene requirements during the day by all staff.
 - Sports equipment used in PE will need to be cleaned after each lesson.
 - Water fountains will not be in use during Level 2. Bottle filling is allowed.



- **Before and After School**

- In the morning, upon arrival at school, students are NOT allowed inside the classes unless invited in by the teacher. Obviously this is weather dependent.
- Bus services are expected to be running as per normal – we have a meeting scheduled with McDermotts on Thursday morning to confirm. Apart from the seats directly behind the driver there won't be any distancing on the buses.

Remember – our most important job is to provide a calm, safe environment for our students and each other. We can only do that if WE are calm – please talk to the Leadership Team if you have concerns/worries and we will work together to alleviate them as best we can to ensure you are in the best position to do your job.

We need to model that key trait of Resilience to our students as we navigate this strange time.

He toka tū moana – “As durable as a rock pounded by the surf”