



PAPAKOWHAI SCHOOL NEWSLETTER
Return to School Under Level 3 April 2020

Tēnā koutou

**SCHOOL IS OPEN FOR STUDENTS UNDER ALERT LEVEL 3
FROM WEDNESDAY 29 APRIL.**

On Monday 20th April the Government decided that we will move into Alert Level 3 on 28 April. That means we will be open to receive students from Wednesday 29 April.

Thank you to all the parents that filled in the Google Form or responded to our phone contact about returning to school. We believe we have heard from everyone.

We are currently expecting about 30 children to attend school under Alert Level 3.

If your circumstances have changed and you now need to send your children to school:

Contact me first at mark@papakowhai.school.nz . We do not want unexpected children to turn up at school.

If your circumstances have changed and you are now keeping your children at home or your work pattern means they are coming some days and not others:

Contact the school office at office@papakowhai.school or leave an absentee message on 2338321.

Every family circumstance is different. Please continue to heed the Prime Minister's message to "Be Kind" and not judge the need for some families to return their children to school.

Deciding who should return to school

The key messages to parents:

- If you can, you should keep your child at home.
- You should only physically send your child to school if you need to.
- Only students who need to attend school because they cannot participate in distance learning or do not have a caregiver at home to look after them should return.
- If a child has a health condition that means they are at a greater risk of a severe illness you must keep them at home.
- Your child must stay at home if they are sick with COVID-19, or unwell generally.
- Your child must stay at home if they need to self-isolate, as per Ministry of Health guidelines.

The key messages to staff:

- You must stay at home if you are sick with COVID-19, or unwell generally.
- You must stay at home if you need to self-isolate, as per Ministry of Health guidelines.
- You must stay at home if you are caring for dependents who need to self-isolate, as per Ministry of Health guidelines.

Children staying at home

These children will continue with their distance learning. This will continue to operate the same as under Level 4. If you are experiencing problems with distance learning, or are having computer problems please contact your child's teacher in the first instance. Your child's classroom teacher will be working at home so they can give their full attention to the distance learning programme.

Children returning to school

These children will also engage in the distance learning programme set by their classroom teacher, but receive support and guidance from teacher aides, After School Care staff and teachers.

Children will be in groups of no more than 10 students.

Children in Year 2 or above must walk unaccompanied into school. Staff will be on hand to direct them. Parents must stay outside the school grounds.

Year 1 children may be accompanied by an adult to the door of Rata block but may not come inside.

At the end of the day, children in Year 2 or above will meet their parents outside the school gate or walk home.

Year 1 children may be collected from outside Rata Block but adults must practise safe distancing.

Please remember there is no Before or After School Care. Children should arrive between 8:50am and 9am and go straight to their designated classrooms. Children must exit the school grounds at 3pm.

Designated classrooms

Go straight to your designated classroom on Wednesday morning at 9am, do not come to the office.

All Rata children will be in Rata Block.

All Matai children will be in Matai 1.

All Rimu children will be in Rimu 1.

All Totara children will be in Totara 1.

All Kauri children will be in Kauri 1.

What to bring to school

- A drink bottle, morning tea, snacks and lunch.
- If you were given a school Chromebook to take home under Level 4 or have your own BYOD computer in Years 6 -8, please bring it with you.
- A scooter or bike and your helmet. This is optional. There will be no sharing.
- A special toy or ball. This is optional. There will be no sharing.
- A wet weather bag of activities, if it is wet at break times.
- Any regular medication your child may take at school.

Kia kaha

Mark Smith

Principal

mark@papakowhai.school.nz

**Please read on for additional Health and Safety practices
Papakowhai School is putting in place for staff, adults and
children returning to school**

Ministry of Health Guidelines

- Physical distancing
- Staggered lunch breaks
- Closing common areas eg, playgrounds
- Moving desks apart
- Rotating teachers rather than students.
- Maintaining a parallel accessible distance/online/paper option for those that are isolated/quarantined/mildly unwell.
- Strict sickness policies relevant to the range of symptoms children experience from COVID-19.
- Increased hygiene measures (cough and sneeze etiquette, disinfecting of high-touch surfaces, access to alcohol hand gel and appropriate hand washing facilities).

Concerns	Mitigation
Parents sending children when they don't need to	Clear communication from school about the need to keep children at home. Children must stay home if they are unwell or have underlying health issues.
Not knowing how many children will come to school	Google form to collate numbers followed up by phone calls to families.
How do teachers work online and at home	Classroom teachers will focus on teaching their entire class online. Classroom teachers will work at home. Children will be supervised by school leadership, part-time teachers and support staff
Before and after school mingling	Children can only be at school from 8:50am and must be gone by 3:10. Children go straight to their assigned class on arrival
Keeping children in small groups	Children will be kept in syndicate groups of up to 10 children. A consistent small group of staff will be responsible for each group

Managing break times	Children will stay in their syndicate groups at all times between 9 - 3pm. Children will not share sports equipment and play in a designated area. Children will be allowed to bring their own bike or scooter or ball to play with independently. We will encourage “wet weather bags” for all ages.
Contamination from shared resources	Children will only use their own stationery or be given stationery to use for the two weeks exclusively. Shared toys will be regularly cleaned and children will wash their hands before use. Balls and sports equipment are not to be shared. Children will use a dedicated digital device.
Physical distancing	Adults will talk with children and set up furniture to promote distancing. We are aiming for 2m distancing outside and 1m inside.
Minimise risk of infection	Fasten back gates at 9am and 3pm – Mark will be at the main gate. Everyone at school will use sanitiser on arrival. Cough and sneeze into elbows. (If they are sick they go home). Regular hand washing under supervision. Cleaning surfaces throughout the day. Remove shoes inside.
Staff not wanting to bring their children to school	Staff supervising children at school can keep their own children with them if they want to. We will prioritise people with children to stay at home if we are able to.
Managing adults on site	Only parents of Rata children can come on site. Adults may wait outside Rata block to collect their child, ensuring safe distancing. Older children must be collected outside the school gate. All other adults need to make an

	appointment to visit the office or to come onsite.
Toilets	A separate toilet area will be available for each syndicate bubble to use. Staff will be expected to clean toilet seats, buttons, door handles and taps after staff use.
Cross contamination in the staffroom	Adults will have staggered break times. There will be physical distancing in the staffroom. Everyone will wash their hands before using the kitchen area. People will rinse their own dishes and wipe down the surface they are eating at. We will limit time in the staff room and there will be no shared food.
Will we have enough cleaning products?	More plastic bags, sanitiser, soap and paper towels have been ordered. MOE is supplying us with hand sanitiser.
Contact tracing and visitors	All visitors need an appointment. All visitors on site will sign in and give their name, cell phone and address.
Keeping the office uncontaminated	Access to staffroom through staffroom door. Everyone coming to the office will wait in the office foyer. Only office staff will use the office photocopier. All stationery must be requested in advance. Only two people will be in the front office at a time.
Risk about numbers in medical room	We will organise a small first aid kit for each syndicate so there will be no need to come to the medical room for small cuts/plasters. Children can only come to the medical room if they are accompanied by an adult. We will only have one child in the medical room at a time. Children who need to go home because they are sick

	<p>will be placed on their own but in a place they can be monitored, not in the medical room.</p> <p>The parents of children needing regular medication will be contacted and arrangements made for the adults in each syndicate to administer.</p>
Children feel hungry after being able to eat on demand at home.	Children may be encouraged to bring some additional snacks. Take three 30 minute breaks through the day.
Contamination from shared equipment like photocopiers, laminators.	<p>Always wash your hands before use. Have wipes beside shared equipment. Wipe after use.</p> <p>Use swipe cards for the photocopier if people can.</p>
Concerns around physically meeting as a staff	Meetings by zoom only.
Contamination of shared spaces	The hall, library and playgrounds will stay closed.
Need to maintain high levels of cleaning	The school is being cleaned for 6 hours per day from Tuesday 21st April. We will only be using 5 classrooms so our cleaner can thoroughly clean the reduced number of spaces in use. Provide some additional cleaning by teacher aide.

Play areas – All children will be under supervision in their syndicate groups.

Rata Court area around Rata

Matai Netball court

Rimu Rimu court

Totara Totara courtyard area and astroturf

Kauri Field and courtyard outside Kauri

Some children could stay in their classrooms at break times under supervision.

Children can only play in areas that are being supervised.
Bikes and scooters can be used in the designated play areas.

Timetable at School

9:00 -9:30

Morning greetings/news and some physical activity. Could be going for a walk with your group. Children could bring their own bike or scooter to use.

9:30 -10:30

Children do work set by their classroom teacher following the distance learning programme.

10:30 -11:00

Break – Children eat inside and clean up after themselves. Children play designated areas.

11:00 -12:00

Children do work set by their classroom teacher following the distance learning programme.

12:00 -12:30

Viewing an online learning programme or own choice learning activity.

12:30 -1:00

Break – Children eat inside and clean up after themselves. Children play in designated areas.

1:00 -2:00

Children do work set by their classroom teacher following the distance learning programme.

2:00 -2:30

Break – Children eat inside and clean up after themselves. Children play in designated areas.

2:30 -3:00

Cleaning, packing up, story time.

Adults will need to take small staggered breaks throughout the day. These will be paid breaks for support staff.