

Alert Level 2 at Pinehurst School

The Big Picture

Auckland will move into Alert Level 2 on Monday 31st August. **This will mean that our school is able to open to all students, and will do so from Monday 31st August.**

The Government has asked all schools to follow public health rules, and we will be doing that, as well as adding some extra rules of our own. We are always very careful about the health of our staff and students, and we are taking additional care now as well.

There is one golden rule that we need to remember:

If a child or a member of staff is unwell, he or she must not come to school.

This is how Level 2 will work at Pinehurst. We will update this document and store it on our website. We will also send you any new versions that we create.

This is not intended to cover every possible question, so please just ask us any questions you have, and we will do our best to answer them fully.

We will have a full, comprehensive COVID-19 Health and Safety Management Plan in place and operational. This is on our website too, and is being updated regularly.

What does this mean in practice?

Staff

- All staff will be working at school.
- All handwashing and other hygiene measures must be applied at all times by all staff. This includes wiping down desks after every lesson, and ensuring that all students and staff sanitise their hands on entry on and on departing every room.
- Staff should arrive after 7.00 am. The School is closed to everyone before this time.
- All staff will sign in and have their temperature taken in Reception every morning. They can sign in on the 'WOL Mobile' app or at Reception, and they must do this before entering any school building and they must come to Reception to have their temperature taken. Staff will be automatically signed out at 4.30 pm. If staff leave before then, they must sign out either on the app or at Reception. This applies whenever you enter or leave the school grounds.
- There will be no large scale meetings at Level 2. There can be Syndicate and Department meetings but staff must stay a metre apart from each other. Attendees for all meetings must be recorded.
- In staffrooms, staff must stay a metre apart from each other.
- Staff should have their own cutlery and crockery, and clean it themselves.

- The dance studio below the Library will be the Primary Staff Room during Level 2. The space can, though, be used as a bookable space during lessons and before and after school.
- We will have additional staff on duty – this will include support staff, who will have a range of different roles at times.
- Student attendance can be completed as normal using Schoolbox. All people other than the staff or students timetabled in the class who come into the room should be made a note of. We will provide a log book for every room.

Parents

If your child is unwell, he or she must not come to school.

Primary School

All students are expected to attend school at Level 2. We will not be offering an online programme at this level, because all children are expected to be in school, and because they need to be learning in school.

We are making some changes to the school day, though, and it is important that we all follow these rules. We are making these changes to add an extra level of security.

At the start of the school day:

- The school day will begin at the usual time. Classrooms will be open from 8.15 am.
- Before School Care will operate in syndicate bubbles from 7.45 am. Year 0 – 2 will be in After School Care, Years 3 – 4 will be in P13, and Years 5 – 6 will be in P12.
- **Parents are not permitted anywhere in school other than the car park.** We ask that parents drop off their children quickly, stay by their cars, and let our staff supervise children as they go into the school. We will have lots of staff to help children to get to their classrooms.
- We will take students' temperatures in the first half an hour of the school day. If he or she has a high temperature, we will contact parents and ask them to pick up their child and take them home.

At the end of the school day:

- The school day will end at the usual time: 3.15 pm.
- Please pick up your children from their classrooms at 3.15 pm in the usual way. You will be allowed onto the school grounds from 3.10 pm, and you will need to leave immediately after picking up your child. All adults on the school grounds are required to wear a mask.
- All adults coming onto the school grounds are required to sign in using the QR code on the Government's COVID Tracer app.
- Please do not ask your children to wait for you in front of school. This is not permitted.

- After School Care will operate in syndicate bubbles from 3.15 pm until 5.30 pm. Year 0 – 2 will be in After School Care, Years 3 – 4 will be in P13, and Years 5 – 6 will be in P12.

During the school day:

- All students will be in a “Syndicate Bubble” (Year 0 – 2, Year 3 – 4 and Year 5 – 6) and will be in this bubble for the whole of the school day. This means that they will be in their normal classes with their normal teachers. During Morning Tea and at Lunch, they will play with other children in their Syndicate Bubble. They will not play with children in other year groups.
- At Level 2, children will be able to use all play equipment. We will disinfect climbing frames twice a day: before school, and between Morning Tea and Lunch.
- Classrooms will be set up to provide maximum space between children, and we will try to ensure that children are apart from each other. We know that we will not be able to do this all of the time, and that this will be very difficult with younger students, but all classrooms will be set up with space between desks. We know that students within their classes will have contact with each other, though. So we are concentrating on making sure that students only meet other students in their Syndicate Group Bubbles.
- We will be teaching a full curriculum, and following our usual timetable.
- We will have additional cleaning of surfaces (indoors and outdoors) during the day, and additional cleaning each evening. There will be regular cleaning of toilets. We will be disinfecting some classroom equipment daily.
- Each syndicate will have its own toilets. Teachers will make sure that children know where they have to go.

Other information:

- We will have buses running as usual. Parents will need to indicate if they are going to use them in advance by writing to Jon Horne at jon.horne@pinehurst.school.nz. This is so we can ensure that we have appropriate physical distancing on buses. Please note: priority will be given to older students. **Buses will leave from their usual places.**
- All staff and students will wash or sanitise their hands when entering a room, before eating, and at other times when appropriate.
- We will be able to meet parents face to face at Level 2. If you wish to come into school, please attend Reception and sign in. You will have your temperature taken, and we will follow all public health measures.
- All adults coming onto the school grounds are required to sign in using the QR code on the Government’s COVID Tracer app.
- We will be running a sports and music programme at Level 2, but this will not involve matches with other schools for the first week of Level 2 when groups are restricted to 10. Matches will resume when we can have groups of a larger size.
- The School Office will be open between 7.30 and 4.30 every day.
- We will only use relievers who are exclusive to Pinehurst during Level 2.
- The school will be used by only a limited number of external providers. They will all follow our health and safety requirements.
- The back gate may only be used by Pinehurst staff.
- All staff will sign in at Reception every day – and have their temperature taken.

- The Uniform Shop will be open, but will allow limited numbers into the shop. It will also operate as 'click-and-collect', and this is recommended. Uniform will be collected at Reception. You can order through the link at the top of the School Website.
- Ezlunch will be operating and will be delivering to the school. They also will be operating in a way consistent with Level 2 requirements. There is likely to be a restricted service.
- Our Library will be open to students only.

Masks / Face Coverings

We recognise that the biggest difference this time around is that masks have become a more accepted part of our response to Covid-19 in New Zealand. The Government has strongly recommended their use in places where physical distancing is difficult. Our view is that this is the case most of the time in a school. Our approach reflects this. Wearing a mask is preferable to insisting on physical distancing in all circumstances in a school. The school will supply masks to all staff or students if required.

A "mask" in this instance refers to either a reusable (cloth) one or a disposable surgical mask. They should cover both the nose and the mouth.

- Masks are optional for students in Years 1-3
- All students in Years 4-13 must have a mask with them at all times and should wear them when moving around school and in classrooms, or in any space where physical distancing is difficult. In practice, this means that students will wear masks most of the time. The only time we are expecting students not to wear a mask is when they are seated and have a clear distance of two metres from other students.
- Students will observe physical distancing when they are eating morning tea or lunch, as they will not be wearing masks.
- Students will not wear masks when they are in PE or doing any kind of exercise. This includes running around the playground if they are younger students.
- Staff will wear masks at all times when they are with students.
- Staff will wear masks at all other times except when they are seated and have a clear distance of two metres from other members of staff.
- Staff will observe physical distancing when they are eating morning tea or lunch, as they will not be wearing masks.
- Masks must be worn on all buses.

College: Years 7 and 8

All students are expected to attend school at Level 2. We will not be offering an online programme at this level, because all children are expected to be in school, and because they need to be learning in school.

We are making some changes to the school day, though, and it is important that we all follow these rules. We are making these changes to add an extra level of security.

At the start of the school day:

- The school day will begin at the usual time. Classrooms will be open from 8.00 am.
- **Parents are not permitted anywhere in school other than the car park.** We ask that parents drop off their children quickly, stay by their cars, and let our staff supervise children as they go into the school. We will have lots of staff to help children to get to their classrooms.
- We will take students' temperatures in the first half an hour of the school day. If he or she has a high temperature, we will contact parents and ask them to pick up their child and take them home.

At the end of the school day:

- The school day will end at 3.15 pm.
- At the end of the school day, please ask your child to go directly to the buses or to the front car park.

During the school day:

- All students will be in a "Year Group Bubble" and will be in this bubble for the whole of the school day. This means that they will be in their normal classes with their normal teachers. During Morning Tea and at Lunch, they will play with other children in their Year Group Bubble. They will not play with children in other year groups.
- At Level 2, children will be able to use all play equipment.
- Classrooms will be set up to provide maximum space between children, and we will try to ensure that children are apart from each other. We know that we will not be able to do this all of the time, and that this will be very difficult at times, but all classrooms will be set up with space between desks. We know that students within their classes will have contact with each other, though. So we are concentrating on making sure that students only meet other students in their Year Group Bubbles. These all have fewer than 100 students in them.
- We will be teaching a full curriculum, and following our usual timetable.
- We have rearranged our room timetable. This means that all students will have all their classes in the same area of the school, which minimises their contact with students in other year groups.
- We will send your child his or her new room timetable before we open at Level 2.
- We will have additional cleaning of surfaces (indoors and outdoors) during the day, and additional cleaning each evening. There will be regular cleaning of toilets. We will be disinfecting classroom equipment as necessary.
- Each year group will have its own toilets. Teachers will make sure that children know where they have to go.

Other information:

- We will have buses running as usual. Parents will need to indicate if they are going to use them in advance by writing to Jon Horne at jon.horne@pinehurst.school.nz. This is

so we can ensure that we have appropriate physical distancing on buses. Please note: priority will be given to older students. **Buses will leave from their usual places.**

- All staff and students will wash or sanitise their hands when entering a room, before eating, and at other times when appropriate.
- We will be able to meet parents face to face at Level 2. If you wish to come into school, please attend Reception and sign in. You will have your temperature taken, and we will follow all public health measures.
- All adults coming onto the school grounds are required to sign in using the QR code on the Government's COVID Tracer app.
- We will be running a sports and music programme at Level 2, but this will not involve matches with other schools for the first week of Level 2 when groups are restricted to 10. Matches will resume when we can have groups of a larger size.
- The School Office will be open between 7.30 and 4.30 every day.
- We will only use relievers who are exclusive to Pinehurst during Level 2.
- The school will be used by only a limited number of external providers. They will all follow our health and safety requirements.
- The back gate may only be used by Pinehurst staff.
- All staff will sign in at Reception every day – and have their temperature taken.
- The Uniform Shop will be open, but will allow limited numbers into the shop. It will also operate as 'click-and-collect', and this is recommended. Uniform will be collected at Reception. You can order through the link at the top of the School Website.
- Ezlunch will be operating and will be delivering to the school. They also will be operating in a way consistent with Level 2 requirements. There is likely to be a restricted service.
- Our Library will be open to students only.
- The Tuckshop will be open and operating according to Level 2 restrictions.

Masks / Face Coverings

We recognise that the biggest difference this time around is that masks have become a more accepted part of our response to Covid-19 in New Zealand. The Government has strongly recommended their use in places where physical distancing is difficult. Our view is that this is the case most of the time in a school. Our approach reflects this. Wearing a mask is preferable to insisting on physical distancing in all circumstances in a school. The school will supply masks to all staff or students if required.

A "mask" in this instance refers to either a reusable (cloth) one or a disposable surgical mask. They should cover both the nose and the mouth.

- Masks are optional for students in Years 1-3
- All students in Years 4-13 must have a mask with them at all times and should wear them when moving around school and in classrooms, or in any space where physical distancing is difficult. In practice, this means that students will wear masks most of the time. The only time we are expecting students not to wear a mask is when they are seated and have a clear distance of two metres from other students.
- Students will observe physical distancing when they are eating morning tea or lunch, as they will not be wearing masks.

- Students will not wear masks when they are in PE or doing any kind of exercise. This includes running around the playground if they are younger students.
- Staff will wear masks at all times when they are with students.
- Staff will wear masks at all other times except when they are seated and have a clear distance of two metres from other members of staff.
- Staff will observe physical distancing when they are eating morning tea or lunch, as they will not be wearing masks.
- Masks must be worn on all buses.

College: Years 9 – 13

All students are expected to attend school at Level 2. We will not be offering an online programme at this level, because all children are expected to be in school, and because they need to be learning in school.

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At the start of the school day:

- The school day will begin at the usual time. Classrooms will be open from 8.00 am.
- **Parents are not permitted anywhere in school other than the car park.** We ask that parents drop off their children quickly, stay by their cars, and let our staff supervise children as they go into the school. We will have lots of staff to help children to get to their classrooms.
- We will take students' temperatures in the first half an hour of the school day. If he or she has a high temperature, we will contact parents and ask them to pick up their child and take them home.

At the end of the school day:

- The school day will end at 3.15 pm.
- At the end of the school day, please ask your child to go directly to the buses or to the front car park.

During the school day:

- All students will be in a "Year Group Bubble" and will be in this bubble for the whole of the school day. This means that they will be in their normal classes with their normal teachers. During Morning Tea and at Lunch, they will mix with other students in their Year Group Bubble. They will not mix with students in other year groups.
- Classrooms will be set up to provide maximum space between students, and we will try to ensure that students are apart from each other. We know that we will not be able to do this all of the time, and that this will be very difficult at times, but all classrooms will be set up with space between desks. We know that students within their classes will

have contact with each other, though. So we are concentrating on making sure that students only meet other students in their Year Group Bubbles. These have fewer than 100 students in them. The only exception is that Year 12 and 13 students often have combined classes. They do, though, have separate social spaces.

- PODs have been changed. To keep our Year Group Bubbles, we have placed students in House Year Group PODs. We will let students know where these are before we open at Level 2. On the first day, students will be given their new rooming timetables.
- We will be teaching a full curriculum, and following our usual timetable.
- We have rearranged our room timetable. This means that all students will have all their classes in the same area of the school, which minimises their contact with students in other year groups.
- We will send your child his or her new room timetable before we open at Level 2.
- We will have additional cleaning of surfaces (indoors and outdoors) during the day, and additional cleaning each evening. There will be regular cleaning of toilets. We will be disinfecting classroom equipment regularly.
- Each year group will have its own toilets. Teachers will make sure that children know where they have to go.

Other information:

- We will have buses running as usual. Parents will need to indicate if they are going to use them in advance by writing to Jon Horne at jon.horne@pinehurst.school.nz. This is so we can ensure that we have appropriate physical distancing on buses. Please note: priority will be given to older students. **Buses will leave from their usual places.**
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- Our Library will be open to students only.

- The Tuckshop will be open and operating according to Level 2 restrictions.

Mock Examinations

Students taking Mock Examinations will sign in at Reception and will have their temperature taken. There will be some additional reorganisation at this time, and we will make sure students are well-informed about these.

Masks / Face Coverings

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- Students will observe physical distancing when they are eating morning tea or lunch, as they will not be wearing masks.
- Students will not wear masks when they are in PE or doing any kind of exercise. This includes running around the playground if they are younger students.
- Staff will wear masks at all times when they are with students.
- Staff will wear masks at all other times except when they are seated and have a clear distance of two metres from other members of staff.
- Staff will observe physical distancing when they are eating morning tea or lunch, as they will not be wearing masks.
- Masks must be worn on all buses.