

COVID-19: Planning for 2021

This document summarises the way Pinehurst School is responding to Covid-19 in 2021. It includes a description of the way we are responding to the Covid-19 environment when we do not have any community transmission. It explains what we will do in the event that there is an increased alert level in Auckland or New Zealand, but that the school remains open. And it outlines our procedures should the school be closed because of a change in alert levels.

All of our 2020 documentation is also available (<https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-ga/>). It gives much more detail about the precise arrangements we have made at each level.

We do not expect a 2021 outbreak to have exactly the same conditions as a 2020 outbreak: if the variant that was first discovered in the UK is the source of an outbreak, the nature of our restrictions may well change, for example. The purpose of our planning is always to be ready to respond quickly as the situation demands, prepared, resourced and ready to adapt. The school is well-stocked, for example, with masks and sanitiser, and is maintaining its readiness to move to online education.

2021: New Zealand is at Alert Level 1. No community transmission.

Alert Level 1 still has public health guidelines, and we try to follow these at all times. But in nearly all respects, the school runs in its usual ways. The one golden rule for everyone is:

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

- Students and staff are required to wash or sanitise their hands when entering a classroom or any shared space.
- All visitors to the school should sign in with the NZ Covid Tracer App, using the QR codes displayed at all entrances and elsewhere in school.
- All visitors to the school must complete sign in procedures at Reception. This includes taking a phone number for tracing purposes.
- Parents of Primary students do not need to sign in when they enter the school grounds to pick up or drop off their children.
- Visiting sports or culture teams and spectators must either sign in at Reception, or be on a list that is handed to the supervising Pinehurst member of staff. This list must include contact details.
- The Uniform Shop will be running as normal, but we will still ask customers to sign in.
- All external providers will be required to continue to keep accurate records and ensure that the Pinehurst contact has these details.
- If any member of a student's household has returned from overseas and gone through quarantine, I am asking parents to inform me of the details of their travel. All information should come directly to alex.reed@pinehurst.school.nz and will be held in strict confidence.

All school activities and events run in their usual way at Alert Level 1.

2021: New Zealand has a raised alert level and the school remains open

This is in many ways the most complicated situation to manage, but we have been open at Alert Level 2 before, and we know that we can adapt according to the specific circumstances we encounter. Some of the details below are therefore subject to change. The golden rule stays the same:

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

- All students are expected to attend school at Level 2. We will not be offering a **full** online programme at this level.
- If a student is required to self-isolate and cannot attend school, she or he will have an online programme that will enable him or her to work. This will be delivered through a combination of Seesaw, Schoolbox and Teams, depending on the age of the student and the work being set.
- Student temperatures will be taken at the start of the school day.
- We may use class or year group bubbles: this will mean that some activities cannot run, and that before or after school care may not be available. It will also mean that there will be restrictions in place during the school day.
- There may be different drop off and pick up procedures in place.
- Parents are not permitted anywhere in school other than the car park.
- All staff will be working at school in the usual way, but will need to observe social distancing requirements. Some common areas will change purpose to enable this.
- Primary class teachers will need to be in their classrooms between 8.00 am and 3.15 pm. College POD teachers will need to be in their classrooms between 8.15 am and 3.15 pm.
- All handwashing and other hygiene measures must be applied at all times by all staff.
- All staff will sign in and have their temperature taken in Reception every morning. Staff must sign out at Reception too. **They must do this before entering any school building.**
- There will be no large scale meetings at Level 2.
- We will provide masks and gloves if staff wish to have these. All staff performing roles in high travel areas will wear gloves and masks.
- We will have additional staff on duty – this will include support staff, who will have a range of different roles at times. Most staff on duty will be support staff at Level 2.
- We will be teaching a full curriculum, and following (nearly) completely our usual timetable.
- We will have additional cleaning of surfaces and equipment (indoors and outdoors) during the day, and additional cleaning each evening. There will be more frequent cleaning of toilets.
- Each year group will have its own toilets. Teachers will make sure that children know where they have to go.
- Masks may be worn by students or staff if they wish. We will provide masks if students or staff ask for them. **We may require masks to be worn by all students and staff.**
- We will have buses running as usual.
- We will be running a sports and music programme at Level 2, but this will not involve competing against other schools.

The 2020 documentation available on the website has more detailed information about how each provision may operate, but we will make decisions about the specific procedures at the appropriate time.

2021: New Zealand has a raised alert level and the school is closed

In this scenario, the Government has closed schools, and the vast majority of students are learning from home. In 2020 terms, this is either a 'Level 3' or a 'Level 4' situation, but at either level, the school will move to "Pinehurst School Online". The details of how this works are also at <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/>.

All staff will work from home, other than those (Level 3 only) required to be at school in order to look after students and to keep the school office and grounds open.

- The school will endeavour to provide childcare services for the young children of staff, as they did in 2020, to support staff.
- Other equipment will be available to support staff to work from home.
- Student and staff wellbeing and connectedness will be a primary focus for the school during Pinehurst School Online.

The guiding principle behind Pinehurst School Online is that we will run the usual timetable for all students as far as possible, with the expectation that teachers and students are online and live with each other at the same time as they would be if they were physically in school. This was successful in 2020, and we will apply the same principle in 2021.

Most (Level 3) or All (Level 4) students:

In **Primary**, Pinehurst School Online will run like this:

- Communication between parents and teachers will be through **Seesaw** as usual
- All online teaching and learning will be done in the **Teams** app
- **Teachers will be available online to teach directly, answer questions and give feedback from 8:45 am to 3:15 pm every day.** We will provide a full online teaching programme, as if we were in the classroom and actively teaching, so students will be able to have questions answered and able to communicate with teachers throughout the day (with ongoing feedback given) as they work through their lessons.
- Lessons follow the **normal daily timetable**. Students will also be using Reading Eggs, Maths Whizz and other online programmes that they already use.

In **College**, Pinehurst School Online will run like this:

- Communication between parents and teachers will be through **email and Schoolbox** as usual
- All live online teaching and learning will be done in the **Teams** app
- **Schoolbox** will contain all the resources needed for teaching and learning, and will operate in other ways as it usually does.
- **Teachers will be available online to teach directly, answer questions and give feedback from 8:45 am to 3:15 pm every day.** We will provide a full online teaching programme, as if we were in the classroom and actively teaching, so students will be able to have questions answered and able to communicate with teachers throughout the day (with ongoing feedback given) as they work through their lessons.
- Lessons follow the **normal daily timetable**.

Students in school (Level 3 only):

Parents will need to inform Alex Reed by email if they intend sending their child or children to school.

- All students – Primary and College – will be allocated a space in school. This is likely to be in the Library, but will be dependent on numbers.
- All relevant hygiene, social distancing and mask requirements will be applied: this will mean that students are in a safe environment, as will be the members of staff looking after them.
- Students will engage in the same online learning as the students who are learning at home.

Further details are available at <https://www.pinehurst.school.nz/life-at-pinehurst/covid-19-qa/>

Alex Reed
January 2021