

**What JEAN BATTEN SCHOOL looks like at Alert Level 2.** Please note that these procedures have been developed with the safety of staff and students in mind. Under Alert Level 2 we will continue to follow the guidelines as provided by the Ministry of Education and will continue to **manage the areas identified below**. 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 both in and outside of school. While I know many of you will be anxious at this time, we will ensure that school is the safest possible place for your children to be outside of your family bubbles. At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

Classrooms	At Pick up and Drop Off	Staffing Class Bubbles
<p>Under Alert Level 2 hand sanitiser will be provided in every classroom. Hand sanitiser stations will be set up at the designated entry and exit points of each classroom and Students and Staff will use this as they enter or exit a room.</p> <p>Additional disinfectant/cloth will be available in classrooms for teachers to sanitise all surface tops throughout the school day as required. eg start of the day, before eating times when required</p> <p>Many students have their own stationery and supplies and will be encouraged not to share this.</p> <p>Devices must be sanitised before changing operators. The teacher or ‘nominated’ monitors to do this in class.</p>	<p>Under Alert Level 2 all parents and caregivers will be asked to drop off and pick up their children from the gate. JBS wants to restrict the number of <b>‘adults on-site’</b>. Teaching staff with no assigned classroom will be rostered on at the gate before and after school.</p> <p>School opens at 8.15am and closes at 3.15pm</p> <p>All parents who NEED to come on site, must sign in at the office. This is in line with track and tracing procedures.</p>	<p>There is no bubble concept at Alert Level 2 so there are no restrictions on the number of students mixing with each other on site.</p> <p>Students 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. There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.</p>
Staffroom Bubble	In the playground	Managing Attendance
<p>Staff are expected to maintain physical distancing at all times (as outlined by MOE guidelines) including in the staffroom.</p> <p>Cups, spoons etc. to be personally rinsed and handled into the dishwasher.</p> <p>Soap and sanitiser will be provided in the staffroom.</p> <p>Tables will be wiped down by a nominated staff member at allocated times - 9.15am, 10.45am, 12.15pm and 1.45pm. Disinfectant and cloth will be left accessible in the staffroom for any staff member who feels the need to clean their space before use.</p> <p>Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm).</p>	<p>Physical education classes and break time activities can include access to sports equipment Regular cleaning of shared equipment such as balls, sticks etc.</p> <p>Playgrounds are open for use. Rails will be cleaned after each play break. Children play ONLY on their allocated playground - senior, middle, juniors. Children remember to clean hands before and after.</p> <p>Each team will be allocated a break time. Children play out the front on courts and field. NO CHILDREN to play near classrooms or in the quads.</p> <p>Drinking fountains will remain turned off. Students will need a named drink bottle at school. The refill their bottle from the taps in the classroom. Remember to clean the handle of taps.</p>	<p>Students and Staff will not attend if they are unwell. Students and Staff who become unwell during the school day will be sent home and a Covid-19 swab and result will be required before they return to school (this is in line with National Guidelines).</p> <p>In schools our contact tracing is a combination of timetable, attendance register and 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.</p> <p>This includes recording who the adults on-site are in close contact with as well as recording <b>any visitors to the site, including parents and caregivers</b>.</p>
Cleaning and Hygiene	Movement In and Out of School	Reporting to Parents in Term 2
<p>A cleaner has been employed to clean:</p> <ul style="list-style-type: none"> <li>• Clean door handles and windows throughout the school 3 times a day</li> <li>• Clean toilets twice a day before break times.</li> </ul> <p>Cleaners will complete daily cleans in line with the Ministry of Health guidelines at the completion of each day.</p> <p>In an Alert Level 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.</p>	<p>There will be no School Assemblies for the remainder of Term 2.</p> <p>Teams may gather while observing the guidelines of non contact between students and remaining outside each other's ‘breathing’ space.</p> <p>Afterschool Care will be able to operate under Alert Level 2.</p>	<p>When students return to school in Alert Level 2 their wellbeing will be our number one priority before any academic learning and assessment takes place.</p> <p>We will share a more detailed plan for how we will report student achievement in due course, but there will be no written Mid-Year Report in Term 2 at this stage. Teachers will use this time to gather up to date information and evidence to help them make informed decisions of their classes' next steps and identify individual learning goals.</p>