

# Bayview Primary School

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12th May 2020

Kia Ora Bayview Whānau

You may have heard yesterday's announcement from the Prime Minister that the country will move to alert level 2 from 11.59pm on Wednesday 13th May. In alert level 2 all schools will be open for all students. Bayview School will be open from **Monday 18th May**, but it is NOT business as usual. We have been given very clear guidelines around what we must do including:

- Ensuring we have rigorous hygiene procedures in place and the materials to do this with,
- Developing systems to record the names of any adults and non-Bayview school children who enter our school grounds for contact tracing purposes
- Developing systems to support physical distancing requirements.

We recognise that during alert level 2 you may still wish to keep your child at home, if this is the case we will still provide learning from home opportunities through Seesaw. We ask that you indicate this on the survey we are sending out with this letter (link is at the bottom of this letter).

We would like to outline the procedures we have in place for alert level 2 to keep your children and our staff safe and to comply with the directions of the Ministry of Education and Ministry of Health. Please know that every decision we have made is based on the safety of all our children.

We will be slowly transitioning into alert level 2 at Bayview School (alert level 2.5!). We will do this in a considered manner. Initially there will be tight restrictions and once we have found our rhythm we will open up further opportunities. We need to initially reinforce hand washing with the students and physical distancing and until we have this sorted we are going to keep things fairly tight.

## Alert Level 2 summary

The overriding principles for [Alert Level 2](#) are:

- to minimise the risk that someone gets infected in the first place
- to ensure we can identify and contact anyone who has been in close contact with a person, if someone in a school or early learning centre is infected
- understand that Level 2 is **not** business as usual

Ministry of Health Guidelines	Bayview School Procedures
<b>Hygiene</b> Hand sanitiser must be provided at the entrance of all classrooms and in shared spaces within a school setting.	<ul style="list-style-type: none"><li>We have multiple supplies of hand sanitiser in classrooms.</li><li>Children will be expected to use the hand sanitiser every time they enter the classroom and throughout the day. (we have a large supply of hand sanitiser in storage).</li><li>Please go over hand hygiene with your child before they return to school i.e. washing their hands after going to the toilet and drying their hands properly.</li><li>Your child will need to have their own supplies of stationery (these are already at school) as we will not have communal class supplies. If you wish to supply a pencil case by all means do this, but you do not have to. We ask that you name everything that belongs to your child.</li><li>We have put paper towel dispensers in each of the children's bathrooms so children can dry their hands thoroughly after washing them.</li></ul>

	<ul style="list-style-type: none"> <li>● We have installed hand sanitiser units around the school and soap dispensers next to the sink in every classroom.</li> <li>● Classes will have allocated toilet blocks to use.</li> <li>● Our heating systems will be turned on as the minimum class temperature must be 18 degrees.</li> <li>● Teachers will disinfect the bag hooks, any deck handrails, and commonly touched areas outside their classroom daily.</li> </ul>
<p><b>Contact Tracing</b> Contact tracing registers must be in place to record who is on site each day, who visits eg parents, contractors</p>	<ul style="list-style-type: none"> <li>● We need to restrict the movements of non school children and parents around the school and ask that parents drop their children off at one of the entrances <u>without</u> entering the school grounds. (Please fill in the survey link below to help us with our planning around this).</li> <li>● This is a great time to develop your child's independence and sense of bravery and self worth as they take themselves to their classroom. Tell your child they are brave, tell them they can do it! Believe in them because hopefully they have shown you how responsible they can be at home.</li> <li>● At pick up we will bring our new entrant and year 1 classes out to the lower carpark entrance at 2.50pm for parents to collect.</li> <li>● All other students will be dismissed gradually from their classrooms to then go to the designated pick up entrance (you will indicate this on the survey link below)</li> <li>● The lower carpark will be a pedestrian zone in the morning and afternoon so the chain will be up to stop vehicles, for everyone's safety.</li> <li>● The office will have restricted access. If you have a question please phone (09)4442222 or email us <a href="mailto:office@bayview.school.nz">office@bayview.school.nz</a></li> <li>● The only parents who will have access to the office are those picking up sick children. This will be done with compassion but observing very strict hygiene rules.</li> <li>● If your child has an appointment and you need to pick them up during the school day, please phone ahead to let us know. We will then have your child ready with their school bag at the front of the office ready for you to collect. Shannon will sign them out on the tablet in the office.</li> <li>● We ask that all parents follow the physical distancing guidelines at drop off and pick up. To avoid congestion you may like to consider an alternative pick up point away from the school entrances, or waiting until just after 3pm.</li> <li>● Any adult or toddler entering the school grounds will have to be added to a contact tracing register.</li> <li>● At 3pm we expect all children to go home and stay out of the school grounds.</li> <li>● We ask that at hometime you DO NOT take your children to play on the school playgrounds.</li> <li>● Children attending before or after school care will need to abide by the rules of each provider.</li> <li>● Children will not be able to wait in the school office for parents or after school care providers to pick them up. The fale's are available for children to wait in.</li> </ul>
<p><b>Cleaning surfaces</b> All surfaces within the classroom must be disinfected daily including table tops, door handles, light switches, communal</p>	<ul style="list-style-type: none"> <li>● Our communal drinking fountains will remain out of use so your child will require a named, refillable drink bottle.</li> <li>● There will be no school milk nor breakfast club in the initial stages of Alert level 2.</li> <li>● All class equipment such as mobilo, lego, blocks, etc will be regularly sanitised.</li> </ul>

<p>areas, etc.</p>	<ul style="list-style-type: none"> <li>● At the end of each day the teachers will be sanitising all surfaces within the classroom i.e. tables, door handles, backs of chairs etc.</li> <li>● Playgrounds will be open and these will be sanitised weekly.</li> <li>● The fairs will be sanitised weekly.</li> <li>● Initially the sandpit and eco huts and some other play spaces will remain closed.</li> <li>● The children will be able to bring their own bikes and scooters and helmets to school to use at break times, but will not be able to share these with others.</li> <li>● We ask that in the first few days the children do not bring their own sports equipment or toys so that we can ensure the hygiene procedures are fully entrenched. We will let you know when they can bring in these things.</li> <li>● There will be some sports equipment available for students to use each break time that will be disinfected before and after use.</li> </ul>
<p><b>Physical Distancing</b> – Physical distancing is a good precaution to prevent the spread of disease. In an Alert Level 2 school environment, this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other.</p>	<ul style="list-style-type: none"> <li>● Please do not send your child to school if they are sick or have symptoms of Covid-19 i.e. cough, sneeze, sore throat, general fatigue. Any children with symptoms will be quarantined and parents contacted to come and collect asap.</li> <li>● We will not be holding school assemblies in the near future but children will receive learning certificates from teachers.</li> <li>● Classrooms are being set out to maximise the ability for physical distancing.</li> <li>● As of yet we are waiting to hear from sports organisations re school sports competitions. Until then we ask that there are no sports practices.</li> </ul>

Once we are comfortable that everyone is abiding by the level 2 guidelines and that children are in the routine of sanitising and washing their hands, we will be able to loosen up some of the restrictions. We do not know how long we may be in level 2 as a country for and it is going to take all of us to continue to play our part to ensure we do not get another resurgence of this virus. We will continue to put the health and safety of the children and our staff first in every decision we make.

**Please fill in this survey by 3pm Thursday 14th May to help us with our planning for next Monday:**  
<https://forms.gle/BQyFptLvgqpaD8bH9>

Warm regards,  
 Di Raynes, Shelley Matuku, Jacob Allison