



KingsWay School Procedures For Staff and Students @ Alert Level 2

Introduction

KingsWay welcomes and anticipates all staff and students to return under Alert Level 2. The staff and leadership are committed to maintaining the health and safety of the KingsWay community and have produced new specific COVID-19 procedures to minimise the risk of the transmission of Covid-19 while at school. These COVID-19 procedures are underpinned by KingsWay School's Five Principles which include the Ministry of Education three tenants of safe practices. KingsWay's staff and leadership are committed to promoting and practising KingsWay School's Five Overarching Principles to undergird health and safety procedures moving into Alert Level 2. The Ministry of Education three tenants are:

- Reduce the risk of someone getting infected in the first place
- ensure we can identify and contact anyone who becomes infected
- understand that Level 2 is not business as usual. Please refer to Staff Protocols under Alert Level 2.

KingsWay School's Five Overarching Principles

1. Maintain effective and safe hygiene practices.
2. Ensure that people with COVID-19 symptoms stay away from school.
3. Maintain physical distancing.
4. Contact tracing and minimising contact with adults outside the KingsWay School bubble.
5. Common Sense

Procedures can only go so far in protecting the community. Staff and parents must engage in common-sense decision-making while attempting to maintain the integrity of the overarching principles.

1. Maintain Effective and Safe Hygiene Procedures

- As per Ministry guidelines, **masks** are encouraged while on-site when you are in a shared space, classroom, staffroom, and another person's vicinity.
- Regular washing and drying of hands and good cough and sneeze etiquette remain fundamental to preventing the spread of an illness such as colds, flu and COVID-19



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- Hand sanitiser and disposable towels are available in all areas of the school. The expectation is that staff lead by example by sanitising at the start and end of every lesson or activity. Teachers of Year 1-4 students will supervise the cleaning surfaces and sanitising their hands before and after meals.
- Disinfect any shared equipment before and after use.
- Clean and sanitise any area used for lunch preparation, and place rinsed dishes immediately into the dishwasher. Use disposable, environmentally friendly dishes or containers from home where possible.
- We clean toilets thoroughly at the end of each day. Staff and students are encouraged to disinfect the toilet area and taps before and after use.
- Students are discouraged from bringing along toys, games or sharing sports equipment.
- Only one student is allowed into the Health Centre at a time. Students must wait outside for appointments with the nurse.

2. Ensure people with COVID-19 symptoms stay away from school

Any children, young people and staff should remain at home if they are sick or should be sent home immediately if they show any symptoms.

3. Maintain Physical Distancing

- Young people and staff maintain a physical distance to not breathe on or touch each other.
- No sharing of food or drinks is permitted. Drink bottles are encouraged to avoid drinking from water fountains.
- School trips need prior ELT approval and should maintain physical distancing where practicable.
- Minimise gatherings and minimise proximity of large numbers of people where possible. There will be no assemblies or large group meetings. Face-to-face community gatherings are postponed or cancelled under Alert Level 1.

a. Lunch and Morning Tea Arrangements

Staff

- At the Senior Campus:
 - Middle School staff eat their morning tea and lunch in the Conference Room
 - Senior School staff eat their morning tea and lunch in the Staffroom.
 - Support staff must arrange for a time outside of the regular morning tea and lunch hours of 12:45 pm - 1:45 pm.
- At the Junior Campus:
 - Lower Studio staff eat their lunch in the first half of lunch and
 - Upper Studio staff in the second half of lunch.
 - Support staff must arrange for a time outside of the regular lunch hours of 12:45 pm - 1:45 pm.



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- Morning tea at the Junior Campus is served either in the staffroom or reception kitchen for staff at the Junior Campus.
- Staff are encouraged to bring along food that requires minimal preparation to avoid cross-contamination during food preparation.

Students

Students are encouraged to practise social distancing and good hygiene. They are free to move around the campus as they usually do.

- **Y13 Students** – when leaving the site must wear a mask and use the COVID Tracer App.

During wet weather, students will also have access to their studios or form class venues only.

b. Meetings

- **Devotions:**

We continue with whole school online devotions as per Alert Level 4 on Monday and Friday.

We have scheduled that Middle Years and Senior Years use Wednesday mornings to prepare for Lifelab for 2022 in your learning areas. Primary can use the time to work on special character applications to their 2022 units of work.

There are no devotions on Thursdays for Term 4.

We aim to use Tuesday mornings as online syndicate briefings with your HoS.

- **Professional Development.** We have cancelled all school mandated professional development for Term 4.
- **Professional Growth Cycle.** We have mothballed the Professional Growth Cycle and class observations for the rest of the year. This process will resume in 2022.
- **Meetings:**
 - No full staff meetings during Alert Level 2
 - Monday meetings continue as per the schedule. Your HOS will share the details of when and how we meet. However, the focus is not on professional development but on providing a gift of time for collaborative work, such as moderation in learning areas scheduled at other times of the week and preparing for 2022.
 - There are no official school or syndicate meetings after school on Tuesday to Friday to allow teachers to work in learning teams on preparation for 2022, complete their current work and complete obligations such as GATE. Middle and Senior managers are expected to attend a few additional meetings.
 - Please do not schedule any lunch meetings on a Wednesday or Friday.
 - Where possible, staff are encouraged to engage through Microsoft Teams or Zoom creatively.



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- **Evening meetings.** We do not expect teachers to attend any evening meetings, such as Middle School parent evening. The Senior Management will run these. Exceptions include prize-giving and graduation.

4. Contact tracing and minimising contact with adults outside of the KingsWay school bubble.

The school will keep track of people who enter the school sites– through the attendance and visitor registers. In the event of a confirmed transmission within the KingsWay community, it is essential to track the extent of transmission.

- All visitors are required to sign in at reception, using the blue contract ttracing button on the VisTab.
- Parents should communicate through phone or email and avoid coming onto the site unless essential.
- At the Junior Campus, students should be supervised by an adult until it is safe to enter the building unaccompanied. All adults must always maintain physical distancing guidelines.
- We require staff to maintain a log of their interactions with outside agencies and contractors to assist with contact tracing.
- Staff and students are requested to leave school by 5:30 pm daily to allow for the site to be cleaned and secured.

Contractor Procedures

- All contractors need to sign in and sign out daily at reception before undertaking any work on site. There they will be briefed by a receptionist regarding the school's Alert Level 2 procedures.
- All contractors are required to maintain physical distancing procedures while on-site and record areas accessed for tracking purposes.

5. Reported Cases of COVID-19 in the KingsWay Community

In the event of a reported case of a parent or student, KingsWay's leadership will liaise with the Ministry of Education and Health and enforce a mandatory shutdown of the school. The Executive Principal will contact parents via the KingsWay School app and other communication tools.



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6. People Unable to Attend School During Alert Level 2

Staff

All staff are required to attend school under Alert Level 2. Staff who feel they are unable to attend school during Alert Level 2 for any reason must contact Graeme Būdler as soon as possible. Would you please arrange relief cover through the usual channels?

Students

The teachers first responsibility is to teach the students in front of them.

Mandatory online catchups cease at Alert Level 2. Students who cannot attend school are encouraged to liaise daily with a 'buddy' to keep them up to speed with classroom expectations.

7. Health Centre

Please read the Health Centre guidelines under Alert Level 2 - [HERE](#)

8. Tuckshop

The tuckshop resumes service on 18 October. Orders can be made online. Sorry but no cash transactions until further notice. Queues must maintain physical distancing requirements.

9. Uniform Shop

All Uniform information can be found on our school website [CLICK HERE](#)

Uniform Shop Hours are as follows:

October School Holidays		
Wednesday 6 October	10:00 – 12:00	New Entrant Students Only
Wednesday 6 October	12:00 – 14:00	All Students & online order pickups
Monday 11 October	10:00 – 12:00	All Students & online order pickups
Wednesday 13 October	10:00 – 16:00	All Students & online order pickups
Term 4		
Weeks 1 & 2		
Monday	08:30 – 10:30	
Wednesday	08:30 – 16:00	
Weeks 3 to 9		
Wednesday	08:30 – 16:00	



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Online Orders - The uniform shop is still accepting online orders. This is the easiest and fastest way to make uniform purchases.

- Orders must be made at least 24 hours before pickup to enable orders to be processed.
- From 18 October online orders will be distributed through your child's homeroom / form teacher.
- All Junior Campus online orders will be delivered to the Junior Campus on a Monday afternoon and a Wednesday afternoon.
- All Senior Campus online orders will be delivered to homeroom teachers on a Monday afternoon and a Wednesday afternoon.

If you need to visit our uniform shop to try on items we respectfully request all parents to:

- Adhere to Covid level 2 social distancing measures
- Wear a facial mask when entering the uniform shop
- Sign in on the School App's Covid-19 Check-In button
- One group of parents can enter once the previous group has exited the shop

Thank you for your understanding and co-operation.

10. Sport Practices

- All after school sports practices can resume under Alert Level 2. Further communication from the Sports Department will follow.
- PE programmes resume under Alert Level 2.

11. SKIDs Afterschool Programme

Please liaise with SKIDs directly.

12. Afterschool Programmes

All afterschool programmes resume from Monday 18 October.

13. Itinerant Music Lessons

All itinerant music lessons resume from Monday 18 October.