



Darfield Primary School Te Whenua Kōkōwai

Standing Tall: Reaching our Potential

COVID RESPONSE STAGES 1-4

The school's flexible response to Covid will depend on the various scenarios that could play out within the school community. The movement between the stages need to be fluid considering the volatile conditions we are currently facing due to Covid:

- The overarching consideration will be given to the safety of students and staff, and whether the school will be able to function on limited staff, in extreme cases.
- Staff, in consultation with the board, will shift to **Stage 2** due to high absences (students and staff).
- The board, in consultation with staff, will make the decision to switch over to *home based learning* (**Stage 3**) should it no longer be possible to run school-based learning programmes.
- The Ministry of Education will instruct schools to shut down in the event of a regional/local or national pandemic event.

DPS Stage 1
School is open to all
students

DPS Stage 2 (Staff)
Hybrid model of
learning
i.e. school & home-based

DPS Stage 3 (BOT)
School is open for
home-based learning
only

DPS Stage 4 (MOE)
School is shut.
No learning
programmes
available

Health and Safety Documents the school will be referring to:

Government Phases for Response to Omicron

Health and Safety Plan - Staff

Health and Safety Plan - Parents

School preparing for Stages 2-4

1. Darfield Primary School Covid Response Stages Guidelines shared with the school community - on school website and by email
2. Darfield Primary School Health and Safety Plan - Parents shared with the school community - on school website and by email
3. Contact Management Pathways (pg 14-15) shared with the school community - website and by email
4. School survey to access parents/whanau needs - device availability, hard packs and essential worker status
5. Office records students who do not have devices, or faulty devices
6. Teachers explain what online learning will look like to students where applicable
7. Teachers of Yr 3-6 make students familiar with Zoom and Google Classroom
8. Teachers of Yr 0-2 to inform parents of home-based learning i.e Zoom, Google Classroom and student logins.
9. Teachers prepare to switch over to online line as appropriate to Year levels and community needs
10. School Guidelines for Home-based Learning are shared with community - by each Teaching Team

	Scenarios	Possible options
Staff absent from school due to Covid	Stage 1 <ul style="list-style-type: none"> • one (of the three) teacher absent from a Team • three-four teachers absent across the school from different teams 	<ol style="list-style-type: none"> 1. Designated relievers appointed to Teams impacted, if available 2. Principal (Kōwhai/Rimu - whoever goes down first) & Deputy Principal (Pikopiko) to help where needed, but will not work across groups 3. Learning support staff allocated to Teams impacted.
	Stage 2 <ul style="list-style-type: none"> • two of the three teachers absent from Rimu or Kōwhai and two of the four teachers absent from Pikopiko 	<ol style="list-style-type: none"> 1. Designated relievers appointed to Teams impacted, but will not work across other groups 2. Principal & Deputy Principal to help in designated teams, but will not work across groups 3. Learning support staff allocated to Teams impacted.
	Stage 3 <ul style="list-style-type: none"> • If the ratio cannot be met (including the use of casual staff) within in each Team <p>Teacher to (present)Student Ratio: Pikopiko 1:20, Kōwhai 1:25, Rimu 1:28</p>	<ol style="list-style-type: none"> 1. BOT will decide at what point the school moves over to a hybrid model of learning i.e. - catering for home-based and onsite learning (for children of essential workers) - if staff are available. 2. Parents to be informed as soon as possible. If a staff member is unexpectedly absent, parents to be text/eTap as soon as possible and ask if they can keep their child at home. It is intended that this solution is for one day of understaffing in a team/school whilst BOT are consulted 3. Only school staff necessary to maintain the safety of students to be onsite.
Students absent from school due to Covid	Stage 1 Under 25% absent across the school/in a Team	Year 0-6: <ul style="list-style-type: none"> • School based learning
	Stage 2 Between 25%-49% absent across the school/in a Team	Year 0-6: Hybrid learning programmes come into effect <ul style="list-style-type: none"> • One scheduled Zoom session/day for children • Students will be able view school-based programmes on Google Classroom, updated weekly. • Children to use home learning hard packs - already provided at the end of last year (2021).
	Stage 3 >50% across the school/in a team	Year 0-6: <ul style="list-style-type: none"> • School is open for home based learning • Onsite learning for children of essential workers and those without appropriate care options only - if staff are

		available.
Home-based Learning	Stage 1 - Current Red Alert Phase	1. Not required at this stage.
	Stage 2 - Hybrid model of learning Between 25%-49% students absent across the school/in a Team Two of the three teachers absent from Rimu or Kōwhai and two of the four teachers absent from Pikopiko <ul style="list-style-type: none"> If we do not have enough staff on site to manage school programmes effectively and student and staff safety can no longer be sustained, 	1. Parents are reminded of School Guidelines for Home-based Learning. 2. Hard packs are photocopied and sent out to whanau - if required. 3. Online learning programmes continue for both home-based and school based programmes. 4. Staff are allocated various responsibilities for school based learning & home-based learning. 5. Depending on the number of students/whanau affected students will continue to be grouped in their teaching teams. Please note: It is expected that students/siblings/whānau will be absent from school due to Covid (sick or isolating) at different times during the school term. The workload of staff will be carefully managed over this period. It will not be possible to run full school and home learning programmes for all students at the same time. The amount of home learning programmes and support available will be proportional to the number of students absent from school (due to Covid). Learning will be made available to students upon request once the school has been notified of a student's absence (due to Covid), depending upon the approximate length of time the student will be absent, e.g. 10-24 days.
	Stage 3 - Only home-based learning (Decision made by the Board)	1. Parents are reminded of School Guidelines for Home-based Learning 2. Hard packs are photocopied and sent out to whanau - if required 3. Online learning programmes continue for both home-based and school based programmes. 4. Staff are allocated various responsibilities for on site activities and home-based learning.
Key personnel absent	<ul style="list-style-type: none"> Principal 	1. If on sick leave, Deputy Principal becomes acting Principal 2. If isolating, Deputy Principal leads on site in collaboration with Principal
	<ul style="list-style-type: none"> Deputy Principal 	1. If on sick leave, other staff support the Principal where practical. 2. If isolating, Principal and Deputy Principal collaborate while other staff support the Principal where practical.
	<ul style="list-style-type: none"> Principal & Deputy Principal 	1. If both on sick leave, Curriculum Support Leader available to support Team Leaders 2. If both isolating, Principal and Deputy Principal to support Team Leaders
	<ul style="list-style-type: none"> Team Leaders 	1. If on sick leave, another Team Teacher becomes acting Team Leader with the support from Principal/Deputy Principal 2. If isolating, Team Leader and Acting Team Leader collaborate while Principal/Deputy Principal support where practical.
	<ul style="list-style-type: none"> Administration 	While in Stage 1 1. All Admin staff, Principal, Deputy Principal become familiar with key roles & responsibilities asap. If 1 (of 2) Admin staff is on sick leave. 1. Principal, Deputy Principal, DT Lead Teacher are rostered on to support the remaining Admin staff as much as possible. If 1 (of 2) Admin staff is isolating.

		<ol style="list-style-type: none"> Admin staff collaborate and share duties/responsibilities onsite/online. Principal, Deputy Principal, DT Lead Teacher are rostered on to support the remaining Admin staff as needed <p>If both Admin staff are on sick leave</p> <ol style="list-style-type: none"> First Aid - Teachers with first aid training to apply to students in their Team Principal, Deputy Principal are rostered on to administer the office. <p>If both are absent, and 1 or 2 are in isolation</p> <ol style="list-style-type: none"> Admin staff will perform tasks online from home where practical. Admin staff collaborate with the Principal, Deputy Principal who are rostered on to administer the office.
	Caretaker	<p>Caretaker shares with Principal/Deputy Principal key roles, storing of supplies, etc asap.</p> <p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> Caretaker ensures that keys are left at the school office. School staff assist with “caretaking duties” where possible
	Cleaner	<p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> School staff assists with “cleaning duties” with the support from students Students ensure floors are cleared, art areas are maintained and learning spaces are regularly dusted. Teaching Staff are responsible for ensuring the overall tidiness of learning spaces wet areas - ie - all scraps of rubbish and student equipment picked up, bins emptied into outside bins School staff will vacuum classrooms if required, once students have left the premises
	IT Technician	<ol style="list-style-type: none"> If on sick leave, devices will be kept until IT Technician is able to return to school. If isolating, IT Technician can give virtual support, and/or devices can be dropped/collected on the front door step.
Board	<ul style="list-style-type: none"> Board members 	<ol style="list-style-type: none"> Under the current (Red) level, board members decide whether they will attend meetings online, or face-to-face. If sick due to Covid: Board member excused from meetings etc. If quorum not met then meeting will be postponed If isolating: Board members can join meetings/discussions online.
School buses (MOE contracts)	<ul style="list-style-type: none"> Affected bus routes 	<ol style="list-style-type: none"> Parents/caregivers need to be prepared for the possibility that school transport service is cancelled at some point over the next few months and that they need to have their own plan in place for transporting children to and from school. School will be informed by the bus control controller (Darfield High School). School will inform parents by eTap/e-mail of any changes to bus transport. The Ministry is offering a Conveyance Allowance to support those eligible students whose school transport service has been cancelled for five days or more. The school will arrange for each affected student’s caregiver to receive the payment.
Learning Support	ORs/Learning Support Students with Teacher Aides	<ol style="list-style-type: none"> Learning Support Coordinator, Reading Recovery Teacher and Teacher Aides are allocated students while they are learning at home. Phone calls, online meetings or emails will be arranged with caregivers/whānau and the students at suitable times for all.
Responding to cases in	1.Receive a notification about a case at our	<ol style="list-style-type: none"> <i>If required</i>, Transition to hybrid for effected areas of school (Stage 2)

our school	school.	
Children of Concern - re illness		1. Consult with families of learners of higher risk of severe illness - in consultation with families what further measures might be required to support onsite attendance