|  |  |
| --- | --- |
| A picture containing food, drawing  Description generated with very high confidence | **Lyall Bay School**Building the Best Learners Waihangatia ngā Ākonga Tino Pai |

**2022 Red Traffic Light Information for Parents, Caregivers, Whānau. School will be open as usual. Please stay away if unwell.**

These procedures have been developed with the safety of staff and students in mind, all school staff are fully vaccinated.We will ensure that school is as safe as possible for your children and eliminate the risk. At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health. We will revise these as necessary and keep you informed of any changes. Please support us by following these guidelines and keep your family home if anyone is **unwell** in any way.

|  |  |  |
| --- | --- | --- |
| **Drop Off and Pick up**  | **Classes** | **Stay home if unwell** |
| * Whānau are asked to **drop and pick up tamariki offsite at gates, please observe social distancing.** No visitors will be onsite.
* Kaiako will be at the gates to welcome you from 8.30 am.
* Ahu will use the main office gate. Au Haro and Eke Ngaru tamariki will use the Freyberg St Hub gates. Older tamariki can choose own entry and exit gate.
* Please wear your mask for drop off and pick up.
* Please pick up at 3.00pm

**Please do not put staff in the uncomfortable position of having to ask you to follow these guidelines.**  | * Learning will continue as usual
* Optimal classroom temperature is 18 deg, classes will be well ventilated by opening doors and windows.
* Wellbeing of tamariki comes first, if your tamariki are feeling stressed or upset please let us know so we can support them.
* Mask wearing for tamariki in Yr 4-6 is a requirement when inside. If tamariki have a mask exemption please send information to hub teachers.
* Mask wearing for tamariki in Yr 0-3 is optional.
* All staff will be required to wear regulation masks.
 | * Tamariki and staff will not attend if they are **unwell,** get advice and get a test.
* Tamariki and staff who become unwell during the school day will be sent home and will be expected to stay home for at least 48 hours or longer if still unwell.
* Unwell tamariki will be isolated in the sick bay while waiting to be collected. If this space is in use, they will be isolated in the hall.
* Please continue to encourage good hygiene practices.
* Contact the office to let us know tamariki are unwell. You can contact through HERO, email, or leave a message on the answer phone.
 |
| **Cleaning, Hygiene, Masks** | **Playground and Communal Spaces** | **Whānau, Volunteers and Visitors** |
| * At Red Light we will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces. Soap and hot water in each bathroom.
* Tamariki Yr 0-3: **masks** **inside** are optional. Please name masks.
* Tamariki Yr 4-6: **masks** **inside** are mandatory. Please name masks. If your child has a mask exemption please send exemption certificate to hub kaiako.
* [Here is information and a video](https://govt.us3.list-manage.com/track/click?u=2f59fcd18a691d315b5a045cb&id=acb060e806&e=218ceb7d43) on how to wear a mask.
* All Kaiako and kaimahi will wear regulated masks.
* Washing of hands with soap is encouraged first. Hand sanitiser will be provided in every classroom. You are welcome to bring your own sanitiser.
* Disinfectant/wipes available to be used throughout the day as required.
* Cleaners will complete daily cleans in line with the Ministry of Health guidelines.
 | * Physical education classes and break time activities can include access to sports equipment including adventure playgrounds, but hygiene practices will be observed before and after playing with equipment and breaks.
* Play breaks will be rostered for each hub to lessen contacts.
* Drinking fountains will be turned off so tamariki will need to bring a **named drink bottle**.
* Office will be open for emails and phone messages etc, but closed to visitors. Call 049399112. If you do have to personally come to the office, call and make an appointment, scan the QR code, sanitise and wear your mask.
* Library will be open for hub use.
* Hall will be used for small gatherings.
* Whole school gatherings will take place over the radio station.
* Tamariki will be distanced for waiata or playing of wind instruments.
 | * If whānau wish to meet with kaiako you will need to make an appointment. You can do this by emailing kaiako or calling the office (contact details are on our website [www.lyallbay.school.nz](http://www.lyallbay.school.nz)). Kaiako will be available before school 8.30am any morning or after 3.10pm Thursdays or Fridays. Onepū and Maranui are also available on Tuesdays after school and Huetepapra on Wednesdays.
* Appointments could be by zoom, a phone call, email or in person if required.
* If you do come in for an appointment you will need to scan, santitise, wear a mask, sign in our visitors register and be socially distanced.
* Essential support services and agencies such as learning support service may be on site. No other visitors.
 |
| **Change in Traffic Light** | **Communication** | **If there are COVID 19 Cases** |
| * If there is a change in Traffic Light colour we will communicate this with you as soon as we make sure we are following all guidelines for the health and safety of tamariki, whānau, kaimahi and kaiako, through HERO.
 | * All schoolwide and class wide communication will be via HERO.
* Kaiako will contact you via HERO with information around programmes of learning.
* Individual communication will be via email or phone call
* FaceBook is just for reminders and celebrations.
* If you have any questions or queries please contact: Melanie principal@lyallbay.school.nz, Jo G jo.graham@lyallbay.school.nz, Amanda amandaw@lyallbay.school.nz or call 049299112
 | * If there is a suspected, probable or confirmed case of COVID 19 in the school MoE and MoH will guide us and we will communicate any information through HERO.
* [Advice for people with COVID-19 – Ministry of Health](https://govt.us3.list-manage.com/track/click?u=2f59fcd18a691d315b5a045cb&id=65d4b72362&e=218ceb7d43)
* [Isolation and care](https://govt.us3.list-manage.com/track/click?u=2f59fcd18a691d315b5a045cb&id=a37245f114&e=218ceb7d43)
* [Getting extra support if you have COVID-19 or are self-isolating](https://govt.us3.list-manage.com/track/click?u=2f59fcd18a691d315b5a045cb&id=4319465cc2&e=218ceb7d43)
 |