

COVID RESPONSE STAGES

MOKOIA INTERMEDIATE SCHOOL



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.

MIS Stage 1
School is open to all students

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

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

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

Government Phases for response to Omicron

	Scenarios	Possible options
Staff absent from school due to Covid	<ul style="list-style-type: none"> • 1 (of the 4) teachers absent from a Team • 3-4 teachers across the school from different teams 	1. Designated relievers appointed to Teams impacted. 2. Principal and Deputy Principals to help where needed, but will not work across groups. 3. Learning support staff allocated to Teams impacted.
	<ul style="list-style-type: none"> • 2 (of the 4) teachers absent from one Team and a maximum of 4 teachers across the school) 	1. Designated relievers appointed to Teams impacted, but will not work across other groups. 2. Teachers from other learning centres help out in affected Teams. 3. Principal and Deputy Principals to help where needed, but will not work across groups. 4. Learning support staff allocated to Teams impacted.
	<ul style="list-style-type: none"> • 6-7 teachers across the school 	1. BOT will decide at what point the school moves over to a hybrid model of learning, ie - catering for full home-based and onsite learning.
Students absent from school due to Covid	Under 10% across the school/in a Team	Year 7-8: <ul style="list-style-type: none"> • Hard packs sent home if requested <ul style="list-style-type: none"> ◦ One set Google meet session for parents/caregivers ◦ Where practical, students may be able view school-based programmes (Google Meet) • Online learning programmes

		<ul style="list-style-type: none"> ○ These are available to all students ○ One set Google meet session for parents/caregivers ○ Where practical, students may be able view school-based programmes (Google Meet)
	30% to 50% across the school/in a Team	Hybrid learning programmes come into effect.
Home-based	Stage 1 - Current Red Alert Phase (See Government's Phases for response to Omicron)	<ol style="list-style-type: none"> 1. School survey needs of parents/whanau for online/offline learning. 2. Deputy Principal records students who do not have devices, or faulty devices, collected in first week on enrolment form, and to be checked for accuracy. 3. Teachers prepare several hard packs as per whanau feedback. 4. Teachers explain what online learning will look like to students where applicable. 5. Teachers make students familiar with Zoom/Google Meet. 6. Teachers prepare to switch over to online as appropriate to Year levels and community needs.
	Stage 2 - Hybrid model of learning <ul style="list-style-type: none"> ● If we do not have enough staff on site to manage school programmes effectively and student safety can no longer be sustained, ● High number of students are absent ● High number of students and staff are absent. 	<ol style="list-style-type: none"> 1. School Guidelines are shared with the community. 2. Hard packs are photocopied and sent out to whanau as requested. 3. Online learning programmes continue for both home-based and school based programmes. 4. Staff are allocated various responsibilities for school based learning and home-based learning. 5. Depending on number of students/whanau affected <ul style="list-style-type: none"> ● Students will be grouped in <ul style="list-style-type: none"> ○ LC cohorts, and then ○ In Learning levels ● Cohorts (yet to be determined) will be attending on alternate days or school day could be broken into 2 half days
	Phase 3 - Only home-based learning (Decision made by the Board)	<ol style="list-style-type: none"> 1. Home Based learning guidelines shared with the community. 2. Hard packs are photocopied and sent out to whānau as requested. 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.
Key personnel absent	<ul style="list-style-type: none"> ● Principal 	<ol style="list-style-type: none"> 1. If on sick leave, Deputy Principals become acting Principals. 2. If isolating, Deputy Principals lead on site in collaboration with the Principal.
	<ul style="list-style-type: none"> ● Deputy Principal 	<ol style="list-style-type: none"> 1. If on sick leave, SLT supports the Principal where practical. 2. If isolating, Principal and Deputy Principals collaborate while SLT support the Principal where practical.
	<ul style="list-style-type: none"> ● Team Leaders 	<ol style="list-style-type: none"> 1. If on sick leave, another Team member becomes acting Team Leader with the support from Principal/Deputy Principals. 2. If isolating, Team Leader and Acting Team Leader collaborate while Principal/Deputy Principals support where practical.
	<ul style="list-style-type: none"> ● Learning Support Assistants 	<ol style="list-style-type: none"> 3. If on sick leave, another LSA will support LC classes with the support from Principal/Deputy Principals. 4. If isolating, Team Leader collaborate while Principal/Deputy Principals support where practical.
	<ul style="list-style-type: none"> ● Administration 	While in Phase 1

		<ol style="list-style-type: none"> 1. All Admin staff, Principal, Deputy Principals become familiar with key roles and responsibilities asap. <p>If 1 (of 2) Admin staff is on sick leave.</p> <ol style="list-style-type: none"> 1. Principal, Deputy Principals, LSA and SLT are rostered on to support the remaining Admin staff as much as possible. <p>If 1 (of 2) Admin staff is isolating.</p> <ol style="list-style-type: none"> 1. Admin staff collaborate and share duties/responsibilities onsite/online. 2. Principal, Deputy Principals, LSA and SLT 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"> 1. First Aid - Heather, then staff with First Aid. Follow common sense protocols. Check eTap/Inform parents/Call 111 2. Principal, Deputy Principals, LSA and SLT 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"> 1. Admin staff will perform tasks online from home where practical. 2. Admin staff collaborate with Principal, Deputy Principals, LSA and SLT who are rostered on to administer the office.
	<ul style="list-style-type: none"> • Caretaker 	<p>Caretaker shares with Principal/Deputy Principals key roles, storing of supplies, etc asap.</p> <p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> 1. Caretaker ensures that keys are left at the school office. 2. Current Cleaners assists with "caretaking duties" where possible. 3. Principal/Deputy Principals assist with essential duties. 4. Caretaker assists with ordering supplies online.
	<ul style="list-style-type: none"> • Cleaners 	<p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> 1. Current Caretaker assists with "cleaning duties" with the support from staff. 2. Students ensure floors are cleared, art areas are maintained and learning spaces are regularly dusted. 3. Staff are responsible for the overall cleanliness of learning spaces, tables, desks, wet areas, etc. 4. LC class roster to vacuum all classes by students.
Board	<ul style="list-style-type: none"> • Board members 	<ol style="list-style-type: none"> 1. Under the current (Red) level, board members decide whether they will attend meetings online, or face-to-face. 2. If sick due to Covid: Board member excuses from meetings etc. 3. 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"> 1. 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. 2. School will be informed by the bus provider (Ritchies/CityRide Buses). School will inform parents by seesaw/e-mail of any changes to bus transport. 3. 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.

High Needs

- ORS students - LSA's

1. Families need to be prepared for the possibility there may be inadequate staffing numbers to fully supervise their child at school. Principal will communicate this to the families.