



23 March 2020




Kia Ora Whānau

We thank you for your continued support during this time. We would like to assure you that we are continually reflecting and finding ways to ensure we are best meeting the needs of our students and whānau.

In response to the Government's announcement on the weekend regarding Covid-19, the Senior Leadership team met on the weekend to discuss how best we can continue to ensure the safety of our students and staff at school. The first and fast priority for us is three-fold:

1. Guidelines for hygienic practices for students and staff at school.
2. Limit as much as possible the interactions within our school environment.
3. Ensure SPOTLIGHT (our home learning system) is functioning effectively.

Guidelines for hygienic practices at school have been shared with all classrooms:

Covid 19 Rototuna Primary School Classroom Hygienic Actions	
<p>Maintain Strong connections</p> 	<p>We value growing and maintaining strong relationships. We value checking in with students when they arrive at school.</p> <p>At this time to practice social distancing, all check in stations will be verbal. No physical contact until further notice</p> <ul style="list-style-type: none"> • No fist pumps • No hand shakes • No hugs • No high fives
<p>Maintaining a hygienic environment</p> 	<p>Classes have been supplied with:</p> <ul style="list-style-type: none"> • Hand sanitiser • Disinfectant spray • Cleaning cloths • Tissues <p>Actions</p> <p>Hand hygiene:</p> <ul style="list-style-type: none"> • All students must sanitise hands before using a device • Thorough hand washing before eating food • After visiting the bathroom • After engaging with messy learning • Display hand washing posters <p>Coughing and sneezing:</p> <ul style="list-style-type: none"> • Cough into elbow • Blow noses into tissues • Sneeze into tissues • Wash hands thoroughly after coughing, blowing noses, sneezing <p>Classroom environment: The following will be cleaned with disinfectant spray:</p> <ul style="list-style-type: none"> • Tables - daily • Chairs - daily • Shelving units - daily • Door handles - at the end of each block of learning (3 times per day) <p>Digital Devices:</p> <ul style="list-style-type: none"> • Cleaned screen and keyboard daily
<p>Educating Rototuna Learners</p> 	<p>All students at Rototuna Primary School will watch and discuss the following educational videos</p> <p>We value strong hygiene practices:</p> <ul style="list-style-type: none"> • Hand washing - the impact of soap vs virus/germs https://www.youtube.com/watch?v=uvG6uBq-dV0 • Hand washing - the impact washing hands thoroughly https://1075koofm.com/black-ink-tutorial-shows-proper-hand-washing-technique/ • Explanation of COVID-19 https://education.govt.nz/school/health-safety-and-wellbeing/pastoral-care-and-wellbeing/talking-to-children-about-covid-19-coronavirus/

Below are some of the limitations that will be put in place immediately. The following internal school activities will no longer take place this term, or until further notice:

- Reflection time at the end of each day in classrooms
- Buddy class connects
- Daily class check-ins can go ahead with no physical contact (fist pumps, high fives, hugs etc)
- Library is closed
- PE Shed is closed
- PMP Sessions
- Staff Meetings
- Team Meetings
- School Photos in Term 1 (Sports, Leadership & Iwi Groups) will be postponed
- Our Kapa Haka group
- Our Te Rōpu Whai Mana (Te Reo) Groups
- Our Te Rōpu Karanga Maha (Iwi) Group
- Band Practice
- After school English Language lesson run by Eva
- Any class trips
- Any school based sporting events, including Junior Cross Country
- School Celebrations and Team Celebrations
- Term 1 Parent Interviews
- PTA meetings
- Ice Block Friday

We have also **limited external visitors** to the school, effective immediately. This means that the following external providers will not be able to be onsite for the rest of the term, or until further notice:

- RTLB, Counsellors, Occupational Therapist, Physio, Speech Language Therapist, FastTrust, MOE: Behaviour, Public Health Nurse and any additional external agencies that make contact requesting to meet
- Any visits from other schools / ECE
- No external relievers will be employed. Only relievers currently employed by Rototuna Primary School will be offered work
- Kelly Sport after school sports programme
- After school tennis lessons
- Gymnastics
- External music tutors providing music lessons onsite
- External hall users
- Courier drop-offs will be outside the front door

Change to morning DROP-OFF TIME

We also ask that students are **NOT** dropped off at school **BEFORE 8.30am unless they are enrolled at before school care with Kiwi Club**, who follow their own procedures. This will avoid large groups of students in the covered courts. Rather, students can go straight to their classrooms after 8.30am DROP-OFFs. This is effective immediately.

If possible, we would appreciate it if parents could drop off and pick up students at the gates to avoid unnecessary visits to the classrooms.

Home Learning

SPOTLIGHT caters extremely well for home learning. We are currently reviewing our guidelines for home learning. We will share these with you by the end of today.

We hope this communication reassures you that we are taking considerable action to keep students and staff safe during these unprecedented times.

Ngā mihi,

James, Kylie, Stacey and Tina
Senior Leadership Team