

**Te Kura Māori o Porirua**  
**ALERT LEVEL 2 COVID-19 response, planning and preparation**

**Whāinga:**

1. To uphold and maintain the kura mātāpono.
2. To reinforce the whare tapawhā of students and staff.
3. To provide for the smooth transition to kura by students who have been in lockdown for at least 7 weeks.

**The kura will continue to follow the guidelines set out in the Pandemic Plan Policy**

- At this stage until further notice the kura will limit all non-essential curriculum activity outside of kura. This means there will not be any EOTC trips or activities outside of the kura grounds, activities within the kura will be permitted.
- While I know some whānau will be anxious at this time, we will ensure that kura is as safe as it can be for our tamariki . At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health/

Tae ki te kura: tamariki, kaimahi, whānau	Whānau attending kura	Akomanga
<ul style="list-style-type: none"> <li>Any children and staff will stay home if they are sick, or will be sent home immediately if they show any symptoms.</li> <li>Kaimahi or tamariki who display symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever should stay home and contact Healthline for advice, which may include getting tested for COVID-19 as a precaution. Anyone with these respiratory symptoms should not enter the kura.</li> <li>In schools our contact tracing is a combination of timetable, attendance register and visitor register. These provide good information to health authorities if they need to contact people that might be considered a close contact of a confirmed case, and determine whether they will need to self-isolate.</li> <li>This includes recording who the adults on-site are in close contact with as well as recording <b>any visitors to the site, including parents and caregivers.</b></li> <li>There are no restrictions on groups of students mixing with others on site.</li> <li>Physical Distancing – Physical distancing is a good precaution to prevent the spread of disease.</li> <li>Children, young people and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces.</li> </ul>	<ul style="list-style-type: none"> <li>Our kura has had an open door policy since its establishment. However, this has been identified as one of the <b>highest risk</b> areas for the transmission of Covid-19. Therefore it is important that we limit adults being at kura to those that really <b>NEED</b> to be at kura.</li> <li><b>All adults are required to enter through the tari and complete the contact tracing register before proceeding.</b></li> <li><b>The whare kōnae will be the only entry to kura once kura has started.</b></li> </ul> <p><b>Children arriving at kura</b></p> <ul style="list-style-type: none"> <li>Children should not arrive at kura before 8:20am.</li> <li>Children should be dropped off at the hall where they will be met by kaimahi. Hand sanitiser stations will be inside the hall and then children should proceed directly to their class to drop off their bags.</li> </ul> <p><b>Children departing kura</b></p> <ul style="list-style-type: none"> <li>Whānau are asked to park on the courts or in the carparks outside the whare konae.</li> <li>Parents and caregivers should stay in their cars when they pick up tamariki from kura. Kaimahi will escort tamariki to the following places: <ul style="list-style-type: none"> <li>Buses - all bus students will assemble in the hall</li> <li>Car Parks - front car park</li> <li>Basketball and Netball courts</li> </ul> </li> <li>Children who usually wait to be collected at the end of the day will be based in the wharekai, <b>not</b> the whare kōnae. A staff member will monitor this group who can move between the big playground and the whare kai.</li> </ul> <p><b>Children travelling by bus</b></p> <ul style="list-style-type: none"> <li>The kura buses will run as usual, however the seat directly behind the driver must be left free.</li> <li>Children will be met on their arrival at kura, they will enter through the kura. and sanitiser stations will be inside the hall, then children should proceed directly to their class to drop off their bags.</li> </ul>	<ul style="list-style-type: none"> <li>A hand washing centre and/or hand sanitising station will be established and maintained in every classroom.</li> <li>Students and Staff will use these facilities each time they enter the classroom.</li> <li>Students will wash or sanitise their hands before leaving the classroom.</li> <li>Additional disinfectant and cloths will be available in each classroom for children and teachers to sanitise spaces throughout the school day as required.</li> <li>Children will continue to use their designated device. These should be returned to kura, checked in, wiped down and then labelled for the child. Also stationery should be made available for each child.</li> </ul>
		<p><b>Kai in kura</b></p> <ul style="list-style-type: none"> <li>Hoko kai:</li> <li>Lunch orders can be made thorough the kura app or., the kura website</li> <li>EFT POS and online payments only, no cash payments at kura.</li> <li>Parakuihi: will start again, children will be served. Although the children will wash their own plates and utensils they will also be brought over to the ruma kaimahi and washed in the dishwasher</li> <li>Kids Can: kai will be distributed as per the past term. We presently exploring options for hot kai to be served at kura.</li> </ul>

	<p><b>Pōwhiri</b> To manage the pōwhiri process we have decided to stagger pōwhiri at different times during the day. Our pōwhiri groups will consist of students and kaimahi representatives from each pou attending. The kura will maintain:</p> <ul style="list-style-type: none"><li>• Appropriate distancing</li><li>• Requirements in regard to group size</li><li>• No hongī or harirū policy.</li></ul> <p><b>Kura representation at other events</b> For example tangihanga of whānau associated with the kura. Limited to Tumuaki or representative only, strict protocols to be followed through attendance.</p> <p><b>Kaumātua, whakaruruhau</b> Not encouraged to attend kura</p>	
Kaimahi	Papa tākaro	Whakapai kura
<ul style="list-style-type: none"><li>• Staff are expected to maintain a minimum of 1m physical distance from each other at all times including in the staffroom.</li><li>• Soap and sanitiser will be provided in the staffroom. Disinfectant/wipes available to be used on shared keypads (e.g. photocopier and alarm).</li><li>• Cutlery, cups etc. should be washed in the dishwasher. To be considered: staff bring their own cup, dishes and cutlery. Pack everything else away.</li><li>• Kaimahi hui - whole staff hui will continue to occur on zoom</li><li>• Pou, whare and puna hui could occur in face to face settings.</li></ul>	<ul style="list-style-type: none"><li>• Physical education classes and break time activities can include access to sports equipment including playgrounds but hygiene practice should be observed before and after playing with equipment. Each class will have their own equipment.</li><li>• Drinking fountains will remain turned off. Students will need a named drink bottle at school.</li></ul>	<ul style="list-style-type: none"><li>• Ideally our toilet blocks should be cleaned and sanitised three times a day, however we would need to consider how this could happen.</li><li>• Students and Staff will use hand sanitiser when opening and closing all doors.</li><li>• Cleaners will complete daily cleans in line with the Ministry of Health guidelines.</li><li>• In an Alert Level 2 we will continue to model good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.</li></ul>