

Friday 18 February 2022

Dear Parents/Whānau

As you will be aware we have had Covid-19 cases emerge in the Whanganui area. We would like to share with you that both the Fordell Board and staff have been working on plans and processes for Fordell School when a case emerges in our community. In all our planning the health and wellbeing of our students, staff and community are a top priority.

How we will notify you of a positive case

In the instance of a **confirmed** positive case at Fordell School we will send out an email to all families confirming a case. This letter will inform you that we are identifying who the close contacts to the case are. Families will then receive an emailed letter informing you that your child is either a close contact or NOT a close contact (close contacts will also get a phone call). The letter will provide you with information of what to do next e.g., if you are a close contact the need to isolate and immediately get a covid test, if you are NOT a close contact when to return to school.

Depending on the timing within the school week it may require all students to go home for a period of time (e.g., a day) while contact tracing information is carried out. This information will be on the letter you receive.

We have included a table with this letter that provides the public health risk assessment for categorising contacts – close contact and casual contact.

How Fordell School will continue with learning programmes

(please note that this plan is a working document and changes will be made as needed)

When Covid in our community it will result in some students and staff being unable to attend school in-person for periods of time. The school's response will depend on various scenarios – which will mainly be guided by the number of students and staff absent. We have come up with stages. The movement between stages needs to be fluid considering the 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 Fordell 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 **Stage 3** (home-based/distance learning only) should it no longer be possible to run school-based learning programmes.
- **Stage 4** would be The Ministry of Education instructing schools to shut down in the event of a regional/local or national pandemic outbreak/event. E.g., we are heavily impacted due to sickness.

Fordell School Stages

Fordell School STAGE 1	Fordell School STAGE 2	Fordell School STAGE 3	Fordell School STAGE 4
School is open to all students	Hybrid model of learning (school and home/distance learning)	School is open for home-based/distance learning only	School is shut. No learning programmes available
<ul style="list-style-type: none"> - School programmes not impacted by Covid. - Majority of staff and students on site. - Occasional staff or student absent due to Covid catered for. - Programmes primarily focused on school-based learning. 	<ul style="list-style-type: none"> - School programmes are impacted by Covid. - Teachers are absent across the school and unable to be replaced. - Mixture of home-based and school-based learning offered. E.g., some classes working from home and some at school or could be some students from across the school working from home and some at school. 	<ul style="list-style-type: none"> - School programme highly impacted by Covid due to large numbers of student absence. - Majority of staff are available (either onsite or isolating). - The staff, in consultation with the Board, will decide to implement home-learning programmes. - All students will be following the home-based/distance learning programme. 	<ul style="list-style-type: none"> - School programmes heavily impacted by Covid. - Majority of staff and student absent. - Consideration of the Health and Safety risks due to not enough staff available on site. - No longer possible to support school-based and home-based learning programmes (e.g., all staff sick). - The MOE, in consultation with the Board, will decide to shut the school because learning programmes can't be sustained.

How we will support students absent due to Covid

	First 5 days if sick with Covid	Isolating or absent for longer than 5 days due to Covid
Hard Pack Learning	Not provided/expected as the student is recovering from illness. Activity sheets may be provided or websites to access learning. Link will be provided by email.	<ul style="list-style-type: none"> Requested by family/whanau. Hard pack learning available, weekly lots of learning. Delivery of weekly packs arranged. Teachers available by phone or email.
Online Learning Programmes	Not provided/expected as the student is recovering from illness. Activities may be provided or websites to access learning. Link will be provided by email.	<ul style="list-style-type: none"> Team programmes shared online every Monday. Teachers available by phone or e-mail. In consultation with family/whanau, online learning support (in the form of online meetings with teachers and/or other students) may be available. Where practical, students may be able to participate in school programmes (Google Meet/Zoom).

Under the hybrid learning situation it is highly likely we will NOT be able to lend out school devices as these will be needed to support students at school. If you do have access to a device please send it to school with your child so that their teacher can help set it up. This way your child will be familiar with online learning platforms and programmes on their own device.

We will continue to follow the advice and guidance we are given from the Ministry of Health and the Ministry of Education. We will continue to help reduce the spread of Covid-19 by:

- Keeping spaces well ventilated.
- Support and encourage mask wearing. (We are very proud of how well our students have adjusted to this requirement).
- Maintain physical distancing as much as possible, especially when inside.
- Encourage good hygiene practices (hand hygiene, cough and sneeze etiquette).
- Maintain appropriate cleaning regimes.
- Follow public health advice (testing, isolation) for any cases and contacts within our school.

Together we can support each other through this pandemic. If you require extra help or support please contact us at the school and we will see what we can do.

“If you can’t find sunshine, be the sunshine”

Yvette Moorhouse
Principal
Fordell School

Contact Categorising

This table provides the public health risk assessment for categorising contacts. Please NOTE that as years 3 and below will not be wearing face coverings the **Red settings (the No or unknown column)** should be used.

	Type of interaction	Examples	Face covering worn by case	
			Yes	No or unknown
Close range contact within 1.5m of case	Direct contact with respiratory secretions or saliva (indoors or outdoors) OR Face to face contact with a case who is forcefully expelling air/secretions FOR ANY DURATION OF TIME REGARDLESS OF FACE COVERING USE	Singing, shouting, coughing, sneezing Active play in close proximity (heavy breathing related to exertion) Kissing, spitting, hongis, sharing cigarettes or vapes	Close	Close
	Indoor face to face contact for more than 15 minutes	Playing together, having a conversation, sitting across a table from someone, eating together	Casual if < 2 hours Close if > 2 hours	Close
	Non-face to face contact for more than 1 hour in an indoor space	Sitting or playing near someone	Casual if < 2 hours Close if > 2 hours	Close
Higher risk indoor contact more than 1.5m away from case and no close-range contact	Indoor contact in a small space without good airflow/ventilation* for more than 15 minutes	Indoor licensed space, staff rooms, office, sick bay, toilets, service transport	Casual if < 2 hours Close if > 2 hours	Close
	Indoor contact in a moderate sized space without good airflow/ventilation for more than 1 hour	Large indoor licensed space, staff rooms, kindy gym	Casual if < 2 hours Close if > 2 hours	Close
Low risk contact (no close-range contact or higher risk indoor contact)	Large indoor settings (bigger than 300m ²) if none of the criteria above are present	Visit to a school hall	Casual	Casual
	Smaller indoor venues (less than 300m ²) with good air flow-ventilation for up to 2 hours	Well ventilated rooms/offices (e.g., windows open)		
	Brief indoor contact regardless of distance from case	Passing each other in the corridor, sharing an elevator	Casual	Casual
	Contact in outdoor spaces FOR ANY DURATION OF TIME	Walking outside with friends; Non-contact sports; active play without close proximity; Playground activities		
*Good air flow and ventilation is required to prevent virus particles accumulating in an indoor space. Good ventilation/airflow can be achieved by keeping windows open.				