

# Special SCHOOL LEADER'S REPORT: COVID-19 Alert Level 4 Lockdown Learning from Home, 26 March – 28 April 2020 and Alert Level 3, 28 April - 15 May 2020

On Thursday 26 March, the country went into lockdown for four weeks after which time the Government will review the situation. All school buildings and areas were locked and secured and all access restricted.

Term 1 holidays was brought forward to begin on 30 March to 14 April 2020. Term 2 would then be made up of 12 weeks, ending as earlier planned on 3 July.

It is highly likely, learning at home will continue to 22 May, one week after the government's review of the current Alert level on 11 May. It may even be that learning from home will continue through to the week before the Queens Birthday public holiday on 1 June.

## **Health, Safety and Wellbeing**

- School site
  - Secured and all access restricted from 26 March as instructed by MOE
  - Any subsequent access by application only to Permanent Secretary; changed to Local Education Office Director on 6 April
- Guidance and support
  - Communication regarding all available services sent out to staff and learning community
  - AC Guidance staff on standby for staff and learners
  - Social and emotional learning suggestions distributed to Learning Leaders through NZCLs
- AL3
  - Alert Level 3 Safety Plan designed and distributed via middle leaders group
  - Guidelines designed and communicated with staff and community

## **Employment, Finance and Property**

- Comms with AC whanau
  - Stipulated use of Google Meet for regular meetings within the school: bi-weekly SLT; fortnightly for SLT, NZCLs and WLs; fortnightly for NZCLs and WLs with respective staff; weekly for all staff
  - Weekly all staff emails to update Covid-19 developments and communicate responses to MOE and MoH directives / guidelines
- Term-time only and Time sheet support staff
  - Followed MOE directive to ensure all staff are paid during AL4 including TTO and time-sheet support staff and relief teachers
- Audit
  - Continued to support auditors with 2019 audit
- Teshwill and Martin family
  - Have been regularly informed by MAR about property
  - Fortunate to have him and his family who live on-site, choose to include the College as part of their 'bubble'
- Contractors

- Had to manage a couple of inquiries to complete contracted work on site; both denied by Local MOE Office Director
- Police assistance
  - Schools Liaison Officer, advised they patrolled the school site regularly and on two occasions warned members of the public to vacate the school

### **Planning, Review, Achievement, Teaching and Learning**

- 2020 Planning docs
  - Completed and loaded on MOE portal our 2020 planning documents; have provided these to Audit Team as well
- Comms home
  - Have regularly updated the school community as developments and Ministry directives occurred; to date have sent home ten notices over the last five weeks
- Learning from home outline; have given every teacher a list of minimum expectations:
  - that every LL is available online as per our current timetable; each negotiates with their respective Curriculum Leader if they cannot
  - minimum to be Google Classroom so every course in our school is available online 24/7; with the exception of ICI courses: technology, dance, painting, etc; these LLs have been asked to post suitable work-from-home lessons on the ICI google site that any child can access to self-direct; the focus to be more of an experience / break rather than meet the curriculum; our Independent Learning Centre for Y12-13 has also been collapsed; Trades Academy learners are working with their respective providers independent of us
  - a Google site for parents has been created, accessible on our school site; it has the basic learning from home information for any course we have; parents can use this to access a classroom or google site if they want to know what their child is learning and should be doing at that time
  - that every teacher meets their learners (most are using google meet and chats) once a week for at least 20 minutes, includes Amokura
  - Every teacher makes a documented contact with home once a week
  - Every learner is monitored and tracked using our Learning from home tracking and monitoring google sheet; this will be transferred into Kamar notes for each respective child
  - Everybody can access these tracking sheets which are stored in a shared Google drive

#### *Unexpected positive outcomes:*

- Have managed to update physical addresses and contacts; now know for a certainty that close to 98% of our parents have their own email contact or are happy to use their child's school email address
- Also now know for a certainty that 70% of our school is connected and that close to 33% do not have devices at home; also looking forward to Ministry devices delivered to our homes that need it
- Have strengthened our online learning capacity and capability
- Loaning out some of our school devices during week of 28 April to Y9 and Y10 who are not on MOE priority list
- Have been pleased to receive much positive feedback from whanau
- Learner engagement is just over 60%; hoping this improves over next few weeks; perhaps reinforcement that we can never replace Teachers in the classroom
- Ministry support

- As directed by the Ministry, we requested 260 devices for learners who told us they needed one; 110 were in Y11-13 who the Ministry have prioritised to receive devices; to date we have not had confirmation these have been delivered
- We have arranged for 150 of our school-owned devices to be loaned out to Y9 and Y10 who requested one; these will be collected from school on Tuesday 28 April and Wednesday 29 April
- We requested for internet connectivity to 89 of our whanau; we understand the Ministry have begun to enable this
- International students
  - Jody Lawrence has been closely monitoring this and liaising with homestay parents; two students were repatriated to Germany following MOE advice and recommendations
  - It is recommended we support current Homestay parents with additional financial support as recommended by SIEBA for the extra care that has been necessary during this Learning from home period
- Learning @ AC during AL3
  - A Plan was discussed and adopted by all staff through WLS and NZCLs
  - Guidelines were designed and communicated with all whanau
  - All eligible whanau were individually contacted and confirmation sought regarding attendance at AC during AL3
  - A final plan was adopted and communicated to all staff (see AL3 Work Safety Plan)

**Robert Solomone**

*School Leader*

*April 2020*