

## Lockdown Expectations

### Principal

- Ensure laptop is at home and set up for Zoom Meetings
- Ensure email lists on computer, of all families are up-to-date
- On announcement of an Alert Level contact all staff and arrange for a zoom meeting
- Review procedures depending on the Alert Level
- Consult with staff and BOT on Alert Level procedures and availability to assist with in-school Bubbles
- Finalize procedures
- Send out an email to families as soon as possible (but within 4 hours of announcement) notifying them of the Alert Level and information required.
- Request notification (through above email) of: whether children will need to be accommodated at school, requirements for home learning: devices/hardpacks
- Respond to requests of Secretary For Education of information to pass on to community.
- Organise staff for Bubbles
- Check & organise space for Bubbles including cleaning, organising supplies, equipment, etc.
- Inform teachers of the students expected in the Bubble so information on them can be uploaded into Google Document for Bubble teachers.
- Inform (through email) parents whose children are in the Bubble of requirements, times, etc.
- Check in on Bubbles, ensure roll is kept and Executive Officer is informed.
- Check Google Classrooms are continually being updated and choice boards (juniors) are relevant and on-going responses by teachers are being made.
- Respond to any parent requests/queries.
- Organise devices/hardpacks and then organise pickup/drop off of these with parents.
- Respond to any staff requests/queries.
- Check in with staff at least weekly as to their well-being.
- Continue to email weekly newsletter to families

### Teachers/Support Staff

- Ensure all students are set up to access online platforms – e.g. Mathletics, StepsWeb, Epic Reading, Sunshine Classic, Google Classroom.
- Ensure laptop is at home (or other device available) and set up for Zoom Meetings with Principal
- Ensure email lists of all your classes parents are set up and current
- Respond to requests from Principal e.g. meetings, availability of in-school Bubble teaching, etc.
- Wait until Principal has advised an email has been sent before sending teacher information. (Teachers will be cc'd into this email)

- Send a first mail/class dojo to parents by 10a.m. on first school day of Lockdown, with suggestions for children to work on while waiting for classroom work to be loaded/sent.
- Prepare and load Google Classroom activities/email/class dojo out Activity Boards to parents, usernames/passwords during the first day of Lockdown.
- Ensure principal is signed in to class Google Classroom and able to access all students' learning.
- Ensure principal is emailed Activity Boards and forwarded some samples of learning that have been emailed. (Juniors)
- Prepare any hardpacks for children whose parents have requested these. Make a sample hardpack available to principal for late requests. (either as a hardpack or emailed activities)
- Be available to parents (through email/Google Classroom) from 9 a.m. to 3 p.m. Answer queries and give support throughout this time.
- Daily (Monday – Friday) on-going response to student queries, daily communication to class, encouragement, acknowledgement of efforts, successes, marking of work from 9 – 3 p.m.
- Organise Zoom meetings for students where applicable and possible.
- If any of your class members are in the Bubble: Complete the Google Document in the shared folder – School Admin/Bubble School by providing information for the teachers, e.g. passwords, specific work requirements, health issues, etc.
- If you are a Bubble teacher you are not expected to be communicating with own class throughout the day (unless you are able) as your priority is to those children in the Bubble.
- If you are a Bubble Teacher: meet all requirements of the Alert Level.
- If a Bubble teacher keep the paper roll and email names to Glenis daily.
- On return to school: Check in on all students, ensure Well-Being, re-establish routines and expectations etc. Celebrate lockdown learning.

### **Parents**

- Keep school informed of any changes in contact information: phone numbers, emails, etc
- Keep student usernames/passwords for on-line learning platforms in a safe, accessible place.
- Once an announcement from Prime Minister is received be aware that Principal will be sending an email within four hours.
- Respond to any requests from Principal by the time asked e.g. need for children to be at school/need for devices/need for hardpacks.
- If your children are to be at school follow the requirements as set out by Principal (email) and ensure children are fully equipped for the day, e.g. drink bottle/lunch/times.
- If necessary respond to pickup times for devices etc.

- Expect an initial teacher email/class dojo message by 10a.m. on first day of Lockdown. (If you don't receive one check junk email folder first before contacting teacher/principal.)
- Support children with learning to the best of their ability and yours.
- Set up a learning timetable for children that suits your family situation.
- Request (through email) any assistance from teachers.
- Do not expect replies to your requests of teachers outside of the hours of 9 – 3 p.m. and be aware that if you do not get a response immediately it may be that your child's teacher may have situations they are dealing with at home or be the Bubble Teacher on this day. If you do not receive a reply within 24 hours please contact the teacher again.
- Return loaned devices/resources promptly, on return to school.

### **Board of Trustees**

- Offer any help to staff that you can under Alert Level restrictions.
- Reply to email/text requests.