

From: [Peter Wood](#)
To: [Richard Wards](#); [9\(2\)\(a\)](#); [Isabel Evans](#); [9\(2\)\(a\)](#); [Covid19 Essential Services](#)
Subject: FW: Senior Secondary Student Attendance Permission request at Alert Level 3
Date: Sunday, 23 August 2020 7:09:00 pm

Peter Wood | Executive Manager | Office of the Secretary for Education
DDI +6444638015 | Mobile [9\(2\)\(a\)](#)

From: [9\(2\)\(a\)](#) mailto:[9\(2\)\(a\)](#)@ags.school.nz]
Sent: Wednesday, 19 August 2020 12:41 p.m.
To: Iona Holsted <Iona.Holsted@education.govt.nz>
Subject: RE: Senior Secondary Student Attendance Permission request at Alert Level 3

Thank you Iona.

[9\(2\)\(a\)](#)

[9\(2\)\(a\)](#)
Executive Assistant

P [9\(2\)\(a\)](#) www.ags.school.nz



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From: Iona Holsted <Iona.Holsted@education.govt.nz>
Sent: Wednesday, 19 August 2020 9:15 AM
To: [9\(2\)\(a\)](#) <[9\(2\)\(a\)@ags.school.nz](mailto:9(2)(a)@ags.school.nz)>
Subject: RE: Senior Secondary Student Attendance Permission request at Alert Level 3
Kia ora [9\(2\)\(a\)](#)

Thank you for your application for Year 12 and 13 students to physically attend Auckland Grammar School during Alert Level 3. This has been approved on the basis of the request, information and attestation that you have provided on behalf of your governing body. Year 12 & 13 students will be able to physically attend your school, in the manner described in your application, from Wednesday 19 August 2020.

Our Auckland team will keep in touch with you about the numbers of Year 12-13 students that are physically attending your school.

Nāku noa, nā

Iona Holsted

Secretary for Education

[9\(2\)\(a\)](#) | Executive Assistant | Office of the Secretary for Education
DDI [9\(2\)\(a\)](#)

From: [9\(2\)\(a\)](#) <[9\(2\)\(a\)@ags.school.nz](mailto:9(2)(a)@ags.school.nz)>

Sent: Tuesday, 18 August 2020 5:23 p.m.

To: Iona Holsted <@..>

Subject: Senior Secondary Student Attendance Permission request at Alert Level 3

Dear Iona

On behalf of Tim O'Connor, please find attached the completed and signed request form.

We await your approval.

Kind regards

9(2)(a)

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Senior Secondary Student Attendance

Permission request at Alert Level 3

Auckland Grammar School

55 Mountain Road, Epsom 1023, Auckland
Mr Tim O'Connor, Headmaster

Allowing senior secondary students onsite

Auckland Grammar School proposes to offer tutorials to groups of 20 students over the five-day period from Thursday 20 to Wednesday 26 August in a range of subject areas at;

- NCEA Level 2
- NCEA Level 3
- AS Level
- A Level

Parents were requested to submit their highest priority subject for their son to receive tuition in. Students can attend school for this subject on 1 School day, over the remaining 5-day period of scheduled Alert Level 3, while remaining in a bubble of 20 students. They will receive tuition from a specialist teacher. At the time of writing, 750 students have requested to receive tuition in a single subject as part of an identified bubble of 20 students with a single teacher.

Teachers have today received a full briefing on the logistics associated with tuition and how the School plans to meet and exceed MOH and MOE guidelines. These include:

- the fogging of all classrooms with an anti-viral product
- the accessibility of 24 hour anti-viral hand sanitiser
- a system for the flow of traffic in corridors and stairwells
- the necessity for staff and students to wear face masks during the Level 3 Form 6 and 7 tuitions

Teachers will only be requested on campus for one of the five days and on-line lessons will continue throughout all of Level 3. Staff have this afternoon been informed of the Ministry of Education's Health and Safety Guidelines including reasons they should stay at home.

Systems are in place to support staff including a staff well-being programme and the clear guidelines associated with MOH protocols. These have been communicated to staff and will be reiterated in coming briefings and in writing.

Further communications will be distributed to parents and to staff about the specific logistics associated with Form 6 and 7 students returning to campus. These can be made available to the MOE and MOH.

Please find attached the School's Alert Level 3 Health and Safety Procedures.

Attestation - Public health requirements at Alert Level 3

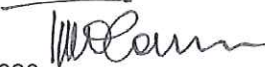
I have read the requirements of the *Direction under the Education and Training Act 2020 to all registered schools offering education to Years 12 and 13 in the COVID-19 Alert Level 3 area (Attached)*.

I attest that the public health requirements for education will be met for Alert Level 3.

EMBED FORM

Name and title (of person attesting): Tim O'Connor, Headmaster

Signature:



Date: 18 August 2020

Note: Submitting the form

Upon completion please submit to the Secretary for Education – Iona.Holsted@education.govt.nz

Approved / Not Approved



Iona Holsted
Secretary for Education
Date

19/08/20

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Attachment: Direction under the Education and Training Act 2020 to all registered schools offering education to Years 12 and 13 in the COVID-19 Alert Level 3 area

Direction

Under clause 3 of Schedule 25 to the Education and Training Act 2020 I direct the governing bodies of all registered schools who offer education at Years 12 and 13 in the Alert Level 3 area to comply with the following requirements:

1. Students at Year 12 and 13 must be learning from home unless the following conditions can be met:
 - A In the opinion of the principal or professional leader (as the case may be) of the school, there is an educational need for a student or students in Year 12 or 13 to physically attend the school; and
 - B Where students at year levels 12 and 13 need to physically attend school, the governing body of the school ensures that numbers are kept as low as possible and:
 - (a) Physical distancing is observed at all times – 1m inside and 2m outside
 - (b) Students are organised into bubbles of no more than 20 with one teacher
 - (c) The student make-up of each bubble does not change throughout Alert Level 3
 - (d) Bubbles do not mix with each other inside or outside in the school grounds
 - (e) A teacher is not associated with more than one bubble of students (but a bubble of students can have more than one teacher throughout Alert Level 3).
 - (f) Rigorous hand washing and drying is adhered to and hand sanitiser is available at the entrance to classrooms
 - (g) Students and teachers are asked to go home if they are unwell
 - (h) Where necessary, changes are made to usual timetabling and class sizes to support (a)-(g) above; and
 - C The governing body of the school has caused to be sent to me in a form I have provided, an attestation that the above requirements have been met.
2. Every governing body of a registered school must ensure that their school complies with the COVID-19 Public Health Response (Alert levels 3 and 2) Order 2020 in all other respects.

I am satisfied that the making of this direction is reasonably necessary to manage adverse effects, mitigate the consequences and facilitate co-ordination of senior secondary education in response to the outbreak of COVID -19 in the Alert Level 3 area.

Interpretation

In this direction:

Alert Level 3 area has the same meaning as defined in clause 4 of the COVID-19 Public Health Response (Alert Levels 3 and 2) Order 2020.

Terms in this direction that are defined in the Education and Training Act 2020 have the same meanings defined in that Act.

Iona Holsted
Secretary for Education





Health & Safety COVID-19 ALERT LEVEL 3 PROCEDURES

Protocols for Staff

- Staff members arriving onto campus should have familiarised themselves with the School's Health & Safety Policy, in particular Appendix 2 (see below), and have the ability to meet the School's expectations.
- No staff member should attempt to enter the campus if they are unwell, including symptoms of the common cold.
- All staff members must sign into PC School to acknowledge their presence on campus when arriving on School grounds, and sign out when leaving.
- Staff members approved to be on campus should remain within their own department or team's 'bubble' and apply the physical distancing rules (as outlined below) at all times.
- Staff members should apply standard hygiene procedures at all times:
 - hand hygiene – that is, washing hands regularly with soap and water, and/ or use hand sanitiser
 - coughing or sneezing into a tissue or your elbow and then performing hand hygiene
 - clean surfaces regularly
- Bathrooms should be used on a 'one in/out' basis.
- Tea/coffee will be available in the Staff Common Room, but the physical distancing rules are to be applied and the lounge area of the Staff Common Room is closed. Staff members should use the School's 'keep cup' provided to them. Cups/glasses have been removed from the Staff Common Room under Level 3.
- Team or Departmental common areas are closed for meetings and gathering.
- Each team/department must maintain a contact tracing register for each day of the working week. See below.
- Staff entering the Main Block should do so via the South Door only.
- Staff members not on campus each day, who need to enter the campus for a specific reason, should contact Ben Skeen for authority and when entering campus.

Protocols when working with Students

While under Alert Level 3 the School is not expecting many Form 3 or 4 students on campus, the protocols for any student who attends School are as follows:

- In the first week, students will be limited to 10 per room and increased to 20 within two weeks if required. Using the terminology provided, this will be one 'student bubble' at Auckland Grammar School.

Adults (Teachers and/or members of the Support Staff) and students are not to move between bubbles with the exception that staff will need a break and may also need to be covered for sick or other leave.

- Teachers are to complete:
 - Attendance
 - The Contact Tracing Register available from Ben Skeen (at the end of Level 3 this must be returned to Ben Skeen and kept for at least two months).
 - Record of when and who they have contact with during the day if that changes. This includes recording who the teacher has had contact with as well as recording any visitors to the class
- Standard hygiene measures should be applied. Students should be reminded to:
 - Wash their hands regularly with soap and water, or with hand sanitiser
 - coughing or sneezing into a tissue or your elbow and then performing hand hygiene
 - cleaning surfaces regularly
- Reinforce why physical distancing, washing hands regularly and good cough/sneeze etiquette is important - the virus is spread through coughing and sneezing and hands touching faces (after they have touched a surface that is contaminated with droplets containing the virus).
- To support contact tracing students must sit in the same place each day.
- Public Health officials have advised that when these measures are in place, then personal protective equipment is not needed.
- Students should be at School, separated from each other, on the basketball astro turf by 8.50am. The School day will conclude at 3.00pm.
- The normal School period times will be in operation and students will continue with on-line lessons.
- Students are required to wear full school uniform.
- Students must not congregate on the astro turf and must maintain a 2-metre distance from others at all times.

Protocols for On-Campus Operations (applicable to Staff AND Students)

- Everyone must maintain a 2-metre physical distance outside and 1-metre inside. Physical distancing on public or School transport must be 1 metre.
- Hand sanitiser will be provided in bathrooms and at various locations around campus.
- Where it is safe to do so, latch or wedge doors open (not for smoke stop doors).
- Avoid using shared supplies.
- Complete the Contact Tracing Register held by the Head of your Team /Department (must be kept for at least two months).
 - Attendance
 - Record of when and who they have contact with during the day if that changes. This includes recording who the teacher has had contact with as well as recording any visitors to the class
- Fire alarms and other emergencies may require staff and students to either evacuate the building/s. The priority in these situations is keeping students and staff safe from the threat arising through the emergency event. Follow the School's emergency evacuation or lock down procedures.
- Signage around the campus provides guidance to any staff member/student on campus.
- Visitors are not permitted on campus unless prior approval has been given. Please see Ben Skeen with any requests.
- All deliveries should be made to the front doors of the Main Block and Jo Sadler informed. Delivery within the School will be arranged.
- The exterior doors of the all blocks will remain locked throughout the working day.
- Hand sanitiser is available within each department/team, staff bathrooms and staff common room.
- The Property Team will manage the cleaning of areas used by departments each day during Level 3.
- School facilities including: Library, Pool, Computer laboratories, Sports Centre, Old Gym, Weights Room, Pool, Basketball Courts, Tennis Courts, Cricket Nets and Fields remain closed. Should you need to access one of these areas please contact Ben Skeen.
- Contractors may be working on campus and are expected to follow the COVID-19 guidelines provided to them by the Director of Property Services, Villy Kotze.
- Symptoms to monitor for are: any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever. Anyone with those symptoms should stay home and contact Healthline for advice, which may include being tested for COVID-19.

Anyone with these respiratory symptoms should not enter the School campus.

Protocols for Parents

- No parents or visitors are permitted on campus.
- Parents and caregivers may drop off students at Gate 3.

Health Centre Protocols

- The Health Centre is closed and will reopen under Alert Level 2.
- Staff and/or students who are sick or present with symptoms should ring Ben Skeen on 021 442-637.
- The staff isolation room in the Health Centre would be opened for staff/students who require it before their GP or Public Health are contacted.

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Health & Safety Policy Appendix 2

APPENDIX II Protecting Staff, Students and Visitors

Although widespread centrally coordinated closures would usually be expected during a pandemic event, the School will plan and implement measures to protect staff, students and visitors.

These include, but are not limited to:

- Restricting entry of people with the pandemic specific symptoms
- Practising good personal hygiene and workplace cleaning habits
- Increasing social distancing (by minimising close physical contact and avoiding situations where staff and students may come into contact with infected people, such as outings to enclosed places)
- Managing staff and students who become ill
- Managing any staff members and/or students who are travelling overseas or who have recently returned from affected countries

Summary of Possible Protection Measures

Restrict workplace entry of people with pandemic specific symptoms

Consider putting up notices at all entry points, advising people not to enter if they have pandemic specific symptoms.

Hygiene notices should be posted in all workplace entrances, washrooms, hand washing stations and public areas.

Personal Hygiene

Personal hygiene measures should be reinforced as a key way to minimise the transmission of pandemic specific symptoms. These include:

- Cover nose and mouth when sneezing and coughing (preferably with a disposable single use tissue).
- Immediately dispose of used tissues.
- Adopt good hand washing and drying practices, particularly after coughing, sneezing or using tissues.
- Keep hands away from the mucous membranes of the eyes, mouth, and nose.
- Ensure that adequate supplies of hand hygiene products are available. This is a high planning priority as there may be shortages of liquid soap and paper towels.

Workplace Cleaning

Hygiene practices should be elevated in a pandemic to an even higher level than usual. Preventative measures should include:

- Reminding staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Removing books, magazines and papers from common areas.
- Considering ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.

- When a person with suspected pandemic specific symptoms is identified and has left, it is important that their work area or office and any other known places they have been are thoroughly cleaned and disinfected.
- Basic hygiene practices (including hand hygiene) must be followed by cleaners, including methods for waste disposal.

During a pandemic the School may be closed, but a thorough clean may be required to destroy any virus on surfaces. This applies particularly to hard surfaces (for example, sinks, handles, railings, objects and counters).

Social Distancing

Social distancing is a strategy to protect staff and students during a pandemic by minimising their contact with others. Events involving large gatherings may need to be avoided, whether inside or outside. If this decision is made, a distance of at least one metre should be maintained between people wherever practical.

The Ministry of Health has the following suggestions for minimising contact, but each of these measures should only be employed if necessary and practicable:

- Where possible avoid meeting people face-to-face – use the telephone, video conferencing and the internet as much as possible – even when participants are in the same building
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops or training sessions
- Bring lunch and eat away from others (avoid the staffroom)
- Do not congregate in staffrooms or other areas where people socialise. Do what needs to be done and then leave the area.
- If a face-to-face meeting with people is unavoidable, minimise the meeting time, choose a large meeting room and sit at least one metre away from each other if possible. Avoid shaking hands or hugging. Consider holding meetings via conference call or outside.
- Encourage students and staff to avoid recreational or other leisure classes or meetings where they might come into contact with infectious people.

Managing staff and students who become ill

If a person feels ill or someone observes that another person is exhibiting pandemic specific symptoms, they are to contact the Deputy Headmaster – Human Resources (for staff) or the School Nurse (for students) by telephone if possible.

If the staff member or student is on-site when they begin to feel ill and/or exhibit pandemic specific symptoms, they should be placed in an Isolation Room within the Health Centre.

Staff and Student travel

If staff members and/or students are travelling overseas then the School will follow all Ministry of Health, Education and Foreign Affairs directives regarding travel, self-isolation and return-to-School/Work protocols. These protocols, alongside School processes will be regularly communicated to students, parents and staff.

Excerpt 1

The excerpt 1 comes from a tracking sheet *Senior Secondary Student Attendance Permission Request Decisions Log* used during the response to COVID-19.

| Date Received | Requester | School | Response | Decil | Number of Students requested | Actual no. of students attending | Rationale | Comments | Responded | Actual Attendance 21 August | Actual Attendance 24 August | Actual Attendance 25 August | Actual Attendance 26 August | Actual Attendance 27 August | Actual Attendance 28 August |
|----------------|--------------------------|-------------------------|----------|-------|------------------------------|----------------------------------|----------------------------|----------|----------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 18 August 2020 | Tim O'Connor, Headmaster | Auckland Grammar School | Yes | 9 | Subject to registration | 0 | Specialist teacher tuition | | 19 August 2020 | 107 | 112 | 102 | 108 | | |

Excerpt 2

The excerpt 2 comes from *Appendix 1 Granted applications and attendance for Yr 12/13 return to school* in a *Ministry of Education COVID Situation Report - 24 August 2020* that listed the approved applications for Year 12/13 students.

Appendix 1 – Granted applications and attendance for Yr 12/13 return to school – as at 12pm 20 August 2020

| | Date Received | School | Decile | Number of Students Requested | Attendance 21/08/2020 | Attendance 24/08/2020 | Rationale | Comments |
|---|----------------|-------------------------|--------|------------------------------|-----------------------|-----------------------|----------------------------|----------|
| 5 | 18 August 2020 | Auckland Grammar School | 9 | Subject to registration | 107 | 112 | Specialist teacher tuition | |

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