

# Matipo School Omicron in the community Response Stages



Stage 1	Stage 2 (Staff)	Stage 3 (Commissioner)	Stage 4 (MOE)
School is open to all students	Hybrid model of learning I.e. school and home based	School is open for home based learning only	School is shut. No learning programmes available

Adapter from [Government Phases for response to Omicron](#)

	Scenarios	Possible options
<b>Staff absent from school due to Covid</b>	<ul style="list-style-type: none"> <li>1 (of the 5) teacher absent from a Team</li> <li>3-4 teachers across the school from different teams</li> </ul>	<ol style="list-style-type: none"> <li>Designated relievers appointed to Teams impacted.</li> <li>Principal &amp; Deputy Principals to help where needed, but will not work across groups.</li> <li>Learning support staff allocated to Teams impacted.</li> </ol>
	<ul style="list-style-type: none"> <li>2 (of the 5) teachers absent from one Team and a maximum of 6 teachers across the school)</li> </ul>	<ol style="list-style-type: none"> <li>Designated relievers appointed to Teams impacted, but will not work across other groups</li> <li>Teachers from other learning spaces help out in affected Teams.</li> <li>Principal &amp; Deputy Principals to help where needed, but will not work across groups.</li> <li>Learning support staff allocated to Teams impacted</li> </ol>
	<ul style="list-style-type: none"> <li>5-6 teachers across the school</li> </ul>	<ol style="list-style-type: none"> <li>BOT will decide at what point the school moves over to a hybrid model of learning, ie - catering for full home-based and onsite learning.                             <ul style="list-style-type: none"> <li>Designated relievers appointed to Teams impacted, but will not work across other groups</li> <li>Teachers from other learning spaces help out in affected Teams.</li> <li>Principal &amp; Deputy Principals to help where needed, but will not work across groups.</li> <li>Learning support staff allocated to Teams impacted</li> </ul> </li> </ol>

<b>Students absent from school due to Covid</b>	Under 10% across the school/in a Team	<ol style="list-style-type: none"> <li>1. <b>Year 0-2</b> <ul style="list-style-type: none"> <li>● Hard packs sent home, and updated/refreshed weekly.</li> <li>● One set Zoom session for parents/caregivers.</li> <li>● Where practical, students may be able view school-based programmes (Zoom)</li> </ul> </li> <li>2. <b>Year 3-4</b> <ul style="list-style-type: none"> <li>● A hybrid between Yr 0-2 and Yr 5-8 programmes, depending on the needs of students and whanau.</li> </ul> </li> <li>3. <b>Year 5-8</b> <ul style="list-style-type: none"> <li>● Hard packs sent home if requested. <ul style="list-style-type: none"> <li>○ One set Zoom session for parents/caregivers.</li> <li>○ Where practical, students may be able view school-based programmes (Zoom)</li> </ul> </li> <li>● Online learning programmes <ul style="list-style-type: none"> <li>○ These are available to all students.</li> <li>○ One set Zoom session for parents/caregivers.</li> <li>○ Where practical, students may be able view school-based programmes (Zoom)</li> </ul> </li> </ul> </li> </ol>
	40% across the school/in a Team	Hybrid learning programmes come into effect
<b>Home-based</b>	Stage 1 - Current Red Alert Phase (See <a href="#">Government's Phases for response to Omicron</a> )	<ol style="list-style-type: none"> <li>1. School survey needs of parents/whanau for online/offline learning</li> <li>2. IT technicians record students who do not have devices, or faulty devices.</li> <li>3. Teachers prepare several hard packs as per whanau feedback.</li> <li>4. Teachers explain what online learning will look like to students where applicable</li> <li>5. Teachers make students familiar with Zoom.</li> <li>6. Teachers prepare to switch over to online as appropriate to Year levels and community needs</li> </ol>
	Stage 2 - Hybrid model of learning <ul style="list-style-type: none"> <li>● If we do not have enough staff on site to manage school programmes effectively and student safety can no longer be sustained,</li> </ul>	<ol style="list-style-type: none"> <li>1. School Guidelines are shared with community</li> <li>2. Hard packs are photocopied and sent out to whanau as requested.</li> <li>3. Online learning programmes continue for both home-based and school based programmes.</li> <li>4. Staff are allocated various responsibilities for school based learning &amp; home-based learning.</li> <li>5. Depending on number of students/whanau affected <ul style="list-style-type: none"> <li>● Students will be grouped in</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>● High number of students are absent</li> <li>● High number of students and staff are absent.</li> </ul>	<ul style="list-style-type: none"> <li>○ Year level cohorts, and then</li> <li>○ Whanau/alphabet, and then</li> <li>○ In Learning levels</li> <li>● Year Level Cohorts (yet to be determined) will be attending on alternate days</li> </ul>
	Phase 3 - Only home-based learning (Decision made by the Board)	<ol style="list-style-type: none"> <li>1. Home Based learning guidelines shared with the community.</li> <li>2. Hard packs are photocopied and sent out to whanau as requested.</li> <li>3. Online learning programmes continue for both home-based and school based programmes.</li> <li>4. Staff are allocated various responsibilities for school based learning &amp; home-based learning.</li> </ol>
Key personnel absent	<ul style="list-style-type: none"> <li>● Principal</li> </ul>	<ol style="list-style-type: none"> <li>1. If on sick leave, Deputy Principal becomes acting Principal</li> <li>2. If isolating, Deputy Principal leads on site in collaboration with Principal <ol style="list-style-type: none"> <li>a. Delegated Authority Order <ol style="list-style-type: none"> <li>i. Deputy Principal - Middle School</li> <li>ii. Deputy Principal - Senior School</li> <li>iii. Deputy Principal - Junior School</li> </ol> </li> </ol> </li> </ol>
	<ul style="list-style-type: none"> <li>● Deputy Principal</li> </ul>	<ol style="list-style-type: none"> <li>1. If on sick leave, other staff support the Principal where practical.</li> <li>2. If isolating, Principal and Deputy Principals collaborate while other staff support the Principal where practical.</li> </ol>
	<ul style="list-style-type: none"> <li>● Team leaders</li> </ul>	<ol style="list-style-type: none"> <li>1. If on sick leave, another Team member becomes acting team Leader with the support from Principal/Deputy Principals</li> <li>2. If isolating, Team Leader and Acting team Leader collaborate while Principal/Deputy Principals support where practical.</li> </ol>
	<ul style="list-style-type: none"> <li>● Administration</li> </ul>	<p>While in Phase 1</p> <ol style="list-style-type: none"> <li>1. All Admin staff, Principal, Deputy Principals become familiar with key roles &amp; responsibilities asap.</li> </ol> <p>If 1 (of 2) Admin staff is on sick leave.</p> <ol style="list-style-type: none"> <li>1. Principal and Deputy Principals are rostered on to support the remaining Admin staff as much as possible.</li> </ol> <p>If 1 (of 2) Admin staff is isolating.</p> <ol style="list-style-type: none"> <li>1. Admin staff collaborate and share duties/responsibilities onsite/online.</li> </ol>

		<p>2. Principal and Deputy Principals are rostered on to support the remaining Admin staff as needed</p> <p>If both Admin staff are on sick leave</p> <ol style="list-style-type: none"> <li>1. First Aid       <ol style="list-style-type: none"> <li>a. Principal and Deputy Principals are rostered on to administer the office.</li> </ol> </li> </ol> <p>If both are absent, and 1 or 2 are in isolation</p> <ol style="list-style-type: none"> <li>1. Admin staff will perform tasks online from home where practical.</li> <li>2. Admin staff collaborate with Principal and Deputy Principals are rostered on to administer the office.</li> </ol>
	Caretaker	<p>Caretaker shares with Principal/Deputy Principals key roles, storing of supplies, etc asap.</p> <p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> <li>1. Caretaker ensures that keys are left at the school office.</li> <li>2. Current Cleaner assists with “caretaking duties” where possible</li> <li>3. Principal and Deputy Principals assist with emergency cases, mowing lawns and moving heavy objects.</li> <li>4. Caretaker assists with ordering supplies</li> </ol>
	Cleaners	<p>If on sick leave and/or isolating</p> <ol style="list-style-type: none"> <li>1. Current Caretaker assists with “caretaking duties” with the support from staff and students</li> <li>2. Students ensure floors are cleared, art areas are maintained and learning spaces are regularly dusted.</li> <li>3. Staff are responsible for the overall cleanliness of learning spaces, tables, desks, wet areas, etc.</li> <li>4. Caretaker, Principal and Deputy Principal will vacuum all classes once students have left the premises.</li> </ol>