



Hampstead School

In-Class Learning Plan
January 2022

January 13, 2022

Dear Hampstead Families,

We wanted to take this opportunity to let you know that everyone at Hampstead School continues to work hard to ensure that our school is as safe as possible. As we are now in the Orange Level of Manitoba's Pandemic Response system, we have updated our In-Class Learning Plan.

In this document you will find plans that are specific to Hampstead School. As you read through the pages that follow, understand that this is a working document. To space our students out to the greatest extent possible, we have relocated some classes, split some classes between two rooms and reorganized our cohorts from three to four. We are hoping that these changes are temporary. The most updated versions of our plan can always be found on our [school website](#).

If you have any questions, please contact us at the school.

Sincerely,

B. Frith
Principal
Hampstead School

SCHOOL PREPAREDNESS

School Access, Community Use & Entry Process

Restricting access to buildings is a strategy to reduce the probability of an infected person entering the school. At Hampstead School all parents or visitors need to report to the office upon entering the school. All parents or visitors are expected to use the self-screening tool prior to coming to the school. To help protect the health and safety of everyone, medical masks are mandatory for any parent or visitor who needs to enter the school.

Since access to the school is limited and to reduce risk:

- Parents are asked not to enter the building without a prearranged appointment.
- Whenever possible, parents, visitors or caregivers are asked to email or call the teachers, school or Ms. Frith, School Principal, when you need to talk as opposed to coming to the school. The school's phone number is 204-654-1818.
- **Parents are to wait outside when dropping off or picking up students.**
- Hand sanitizing stations will be set up at the entrances of the school. Everyone entering the school should sanitize their hands.
- Everyone who enters an RETSD facility MUST monitor for symptoms and exposure. This responsibility resides with the person or their parent/caregiver. Monitoring is to be done using the COVID-19 Shared Health Screening Tool at: <https://sharedhealthmb.ca/covid19/screening-tool/>

To maintain separation between cohorts of students we have outlined the following procedures for the beginning of our school day at Hampstead:

- Each student will meet their teacher to line up prior to entering the building every morning.
- There are consistent areas for the staff and students to meet.
- Students will line up using social distancing.
- Students will then be led into the building by their teachers.
- Students at Hampstead School will have designated entries and exits.
- See chart below for your child's class entry and exit door.

Teacher	Entry/Exit Door
L. Acheson	Door between room 14 and 15
K. Bilous	Door between room 14 and 15
M. Domish	Door between room 1 and 2
Y. Kruk	Door between room 1 and 2
T. McAuley	Door between room 1 and 2
M. Valka	Music Room Door
I. Walker	Music Room Door
C. White	Door between room 14 and 15

Classroom Transition, Cohorts, Student Movement Plans

The movement of people within Hampstead School will be minimized and it is critical to maintain physical distancing as much as possible. Whenever possible, staff will change rooms and students will remain in their cohort in the assigned area.

Physical distancing within the cohort is required to the greatest extent possible, including separation between desks. However, it is recognized that strict physical distancing at all times, particularly with young children, is not practical in the school setting. The purpose of cohorts is to limit the mixing of students so that if a child or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done.

Cohorts involve keeping groups of students together and avoiding interactions with other cohorts. At Hampstead we will have 4 cohorts.

	Cohort A	Cohort B	Cohort C	Cohort D
Classes	Acheson – Gr. 1/2 Bilous – Gr. 1	Domish – Gr. 4/5 Kruk – Gr. 4/5 McAuley – Gr. 4/5	Valka – Gr. 2/3 Walker – Gr. 3	White – Kindergarten
Library	The library remains a vital part of our school. Students will be able to sign out books. Each classroom teacher will continue to utilize their classroom libraries.			
Recess (including lunch recess)	Cohorts A, B and C will alternate between three separate areas on the school playground.			Courtyard Kindergarten Play Structure
Lunch	Students that stay for lunch will eat in their assigned classrooms. For questions about our lunch program please call 204-654-1818 and ask to speak to our Lunch Program Coordinator, Mrs. Kutzan.			
Clubs	Currently all clubs will be suspended.			
Washrooms & Water	Front hallway washrooms Students must bring a water bottle.	Gr. 3,4,5 hallway washroom Students must bring a water bottle.	Gr. 3,4,5 hallway washroom Students must bring a water bottle.	Washroom in Kindergarten Room Students must bring a water bottle.
Music and Phys. Ed	Music classes will take place in students’ classrooms or outside. Physical Education classes will take place in the gym or outside. Masks will be worn in Music and Physical Education classes.			
Patrols	Patrols will have their own vests and area to store them. Specific information will be shared with patrols.			

All pedestrian traffic inside the facility will follow the same concepts as the “rules of the road.” People briefly passing one another in hallways without six feet of physical distance is not considered high risk but will be minimized as much as possible.

COVID-19 Signage

Signage has been placed throughout the school to remind staff and students about physical distancing, best handwashing practices, etc.

Transportation

Walking or Riding to School

We would encourage our students and families to walk to school as much as possible. Students are also able to ride their bikes to school when it warms up (do not forget your helmet). There is a bike rack available in the front of our school for students to use. Please remember to send a bike lock with your child.

Dropping Off/Picking Up Students

Due to safety concerns, we are asking that no vehicle be left idling or parked in the back lane on the west side of the school (staff parking lot side) or on Hampstead Avenue in front of the school. This will help us to cut down on traffic before and after school in the back lane and in front of the school. Instead, please park on Besant Street, Weedon Street or Connery Avenue to drop-off and pick-up your children.

Self-Screening, Symptom Monitoring Process & Personal Hygiene

Students must stay home if sick or displaying symptoms. Monitoring for symptoms and exposure is to be done using the [COVID-19 Shared Health Screening Tool](#). Symptoms may include:

- Cough
- Headache
- Fever/ chills
- Muscle aches
- Sore throat/ hoarse voice
- Shortness of breath/ breathing difficulties
- Loss of taste or smell
- Vomiting, or diarrhea for more than 24 hours
- Runny nose
- Fatigue
- Nausea or loss of appetite
- Conjunctivitis (pink eye)
- Skin rash of unknown cause

Public health orders are to be followed in all schools, including Hampstead School. To reduce the risk of infection from COVID-19, students and visitors are expected to take common prevention measures, including regular handwashing with soap and warm water for at least 15 seconds. Dry hands thoroughly. An alcohol-based hand cleanser can be used if your hands are not visibly dirty, and soap and water are not available.

There are signs placed throughout Hampstead School reminding students of good handwashing practices and cough/sneeze etiquette. Teachers will also reinforce this in classrooms.

Use of Personal Protective Equipment (PPE)

Please be assured that all staff will wear disposable medical masks.

Masks offer an added layer of protection. All students are to wear a non-medical mask in common areas throughout schools and when physical distancing of two metres is not possible. Please send multiple masks with your child, so that they can be changed throughout the day. Also, ensure masks are well fitted and have at least three layers of material.

Extra masks will be made available at Hampstead throughout the school year for instances when masks are forgotten at home. Families are strongly encouraged to talk to their children about how to wear a mask and to practice this at home. Reusable masks should be laundered daily.

Protocol for Students Who Exhibit Symptoms

If a student develops symptoms while at school, they will wait to be picked up in an isolation space in the school. A medical mask will be provided for and worn by the child exhibiting symptoms. The student's parent/caregiver will be notified to come and pick them up immediately and instructed to call Health Links at 204.788.8200 or 1.888.315.9257. Each child should have four possible contacts that are able to pick them up.

A child can return to the school once it has been determined that it is safe to do so by their health care provider or public health. If that child has a positive test, further direction will be provided by public health.

Protocol if there is a Positive Case in the School

In the event of a confirmed case of COVID-19 connected with a class, public health will lead the response and provide guidance. Public health will determine who close contacts are and Ms. Frith will notify those families affected if requested to do so by public health.

Decisions about school or class closures will be made on a case-by-case basis with public health leading the response and providing guidance.

Classroom teachers will support the development and provision of at-home learning packages for students who are isolating or quarantined as directed by public health.

Cleaning & Sanitization Schedule

RETSD has worked diligently to develop a cleaning and sanitizing plan for the re-entry of students. School custodial staff are aware of and are implementing this plan.

To increase cleaning and sanitation:

- Facility and community use permits have been suspended to accommodate increased cleaning requirements.
- Hand sanitizer has been provided at entrances.
- Custodial staff will ensure an adequate supply of liquid soap and hand towels is available.
- Disinfectant wipes will be available for IT equipment to ensure shared devices are cleaned in between users.
- Classroom teachers have access to cleaning products to clean high touch areas throughout the day.
- Custodial staff will regularly clean washrooms.

SCHOOL ROUTINES

School Physical Setting

As per the messaging from the Chief Public Health Officer of Manitoba, schools are safe. Each classroom has been provided with necessary cleaning supplies to help ensure cleanliness throughout the day. Additionally, soap and water are readily available throughout the school. Common spaces are subject to frequent cleaning by school custodial staff.

To help maximize safety:

- Students and staff wear masks when physical distancing of two meters is not possible.
- Two-meter physical distancing is required to the greatest extent possible. To help us ensure that we can space our students out to the greatest extent possible we have relocated some classes, split some classes between two rooms and reorganized our cohorts from three to four. Student will be supervised at all times.
- Teachers will review and reinforce physical distancing guidelines and procedures with students.
- Water fountains will not be available for use. Students will bring a water bottle to school daily. These bottles cannot be shared between students.

Student Attendance

Students are expected to attend in-class learning and fully participate. Please call the school (204-654-1818) if your child will be absent for the day.

Families who choose to educate their children at home can find more information about homeschooling by contacting:

Homeschooling Office - Manitoba Education and Training

1567 Dublin Ave.

Winnipeg, MB R3E 3J5

Phone: 204.945.8138

Email: homeschooling@gov.mb.ca

Entry/Exit Procedures

Start of School Day

Students should arrive to school just prior to the start of the school day. In the event students arrive at school prior to the designated entry time, they are to wait, using physical distancing, in the schoolyard. Students will follow the entry/exit procedures outlined on page 1 once it is time for the school day to begin.

End of Day Dismissal

Students will line up in their classrooms just prior to the end of the school day. They will be led from the school by their teacher, following the schedule assigned to the teacher and use the appropriate exit door. Once outside we would ask that all students exit the school yard immediately to head home for the day.

Picking Students Up During the School Day

If you need to pick up your child during the school day, please call the school or send a note or email the teacher ahead of time. When you arrive, please wait outside the front doors and call the school (204-654-1818). We will inform your child that you have arrived, and they will exit the building through the main entrance.

Recess Breaks

Recess is an important part of child development. Play, structured and unstructured, is central to student well-being. Recognizing this, recess will be maintained. To ensure that additional physical distancing measures are in place cohorts will not mix during recess times. Cohorts will alternate designated play areas daily. Each cohort will have its own bin of equipment specified for them for recess.

Lunch Hour

Students who normally go home for lunch will continue to do so. We would ask that students not return from their lunch break prior to 12:40. Students will exit the building through their designated door once dismissed by their teacher.

Students who stay at school for lunch will eat lunch in their cohort classroom. Food must not be shared, and students are to supply their own food and utensils. Microwaves will not be available. Students will exit the building for their lunch recess using their designated door once dismissed by the lunch supervisor.

At 12:40 students will meet their teachers at their classroom's designated meeting location. Teachers will lead students into the building and back to their classrooms.

Play Structures

Public health advises that playgrounds and play structures are low risk for transmission. There are no specific requirements for cleaning play structures. All play structures are open. We will be rotating our students through different zones on our playground. This will help to maintain separation between our cohorts.

Assemblies

To ensure the additional physical distancing measures and cohorts, all assemblies will take place virtually at this time.

Volunteers/Visitors

To ensure our school is as safe as possible, the division is limiting access to the school building. In most situations, volunteers and guest presenters are not permitted to attend school in-person. Access is being prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being.

TEACHING, LEARNING & WELL-BEING

In-Class Learning

As has been directed by Manitoba Education, in-class learning will occur with additional public health measures. While the educational programming will continue to be best practice, some logistical changes may be necessary. These changes will include:

- Requiring masks. Mask wearing will be especially important any time students are not able to socially distance.
- Maintaining social distance and hygiene within the classrooms.
- Cohorting students in kindergarten to Grade 8.

Given that to the greatest extent possible a two-meter distancing requirement is desirable and encouraged within the parameters of all students engaged in in-school learning, schools will be aggressively ensuring that excess furniture is removed from classrooms to support the distancing.

The Possibility of Remote Learning

Students and families need to be prepared for a blended learning model that allows transition of teaching and learning from in-class to remote learning with as little disruption as possible. Should this arise, the school will be in contact with parents to communicate next steps.

Assessment & Reporting

Students' learning will be assessed on an ongoing basis to ensure that next steps are being appropriately planned for. Learning that occurs in classrooms or remotely will be assessed using good assessment practices that focus on the essential understandings of the curriculum. Additionally, students and parents/caregivers need to be aware that reporting continues to follow the guidelines and policies established by Manitoba Education and reflected in the following RETSD policies:

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/IKAB.pdf>
<https://www.retsd.mb.ca/yourretsd/Policies/Documents/IKA-R.pdf>
<https://www.retsd.mb.ca/yourretsd/Policies/Documents/IKAF.pdf>
<https://www.retsd.mb.ca/yourretsd/Policies/Documents/IKAG.pdf>

Subject Areas & Specialist Classes

All curriculum areas are important and build students literacy and numeracy knowledge. At Hampstead we will continue to offer all subjects, to the greatest extent possible. This includes music and physical education classes.

Music programming is an important part of a well-rounded education. Music programming at Hampstead will follow all public health and education advice. Taking this into account music programming will continue with consideration given to physical distancing, proper hygiene, reducing shared supplies and proper cleaning and sanitation.

<https://www.gov.mb.ca/covid19/restoring/music-guidelines.html>

Student Specific Programming

As is the case for all students, students with additional needs from K-12 will be receiving in-class learning as prescribed by the province. Programming for students with additional needs may include a student specific plan, such as an Individual Education Plan (IEP) or an Adapted Education Plan (AEP). This collaborative planning will be led by our school team at Hampstead and as needed, supported by divisional staff. If students with additional needs are not able to physically distance, provincial and divisional protocols will guide the necessary next steps. These can be found at:

https://www.edu.gov.mb.ca/k12/covid/support/supports_non_distance.html

Well-Being, Wellness & Supports Checks

Student mental health and well-being is extremely important. It is foundational in ensuring a return to a welcoming environment that supports learning. To this end, at Hampstead we will utilize the expertise of parents/caregivers as it relates to your own children. Parents and caregivers know their children the best.

To support all the children, we need to work together as a team. We will all consider these points:

- Communicate that no one has all the answers about the impact of the pandemic, but that as a team, we can continue to steer through the pandemic together.
- Acknowledge that we need collaboration from adults to support the social-emotional impact of the pandemic on students.
- Be open to the concept that students arrive to school with the weight of experiences that they might not have shared yet.
- Understand that students will only be as healthy as the adults around them.
- Collaborate with parents/caregivers as a coordinated system that gives students hope.

As adults we need to remember that children want to be heard. They do not need detailed information about events, but they do need to talk about their feelings. Let them know they can ask questions. We should answer questions honestly, but make sure that the information is suitable for their age level. If answers are not known, it is okay to say so and to look for resources together that can answer their questions.

Remember that children are often listening when others are talking about COVID-19. Adults should consider this and minimize discussions of COVID-19 that are not related to the specific setting. It is important for adults to correct any misinformation as they become aware of it.

We all need to reassure students that our schools are safe for children when they are consistently following preventative practices, including social distancing, frequent hand hygiene, and routine screening.

Parent and student resources can be found at: [UNICEF: https://www.unicef.org/coronavirus/supporting-your-childs-mental-health-during-covid-19-school-return](https://www.unicef.org/coronavirus/supporting-your-childs-mental-health-during-covid-19-school-return)

World Health Organization: https://www.who.int/docs/default-source/coronaviruse/healthy-parenting/english-tip-6-covid-19-parenting.pdf?sfvrsn=232558c1_8

Kids Help Phone: <https://kidshelpphone.ca/> Stress Hacks at: <https://stresshacks.ca/>

COMMUNICATION

Microsoft Teams

At Hampstead we will use Microsoft Teams as our teaching, learning and communication platform. Your child's teacher will continue working to ensure that your child can access Teams so that should schools move to remote learning, your child is positioned to continue their learning.

Stay Informed

RETSD and Hampstead School are committed to keeping the community informed and engaged. At a divisional level, several structures have been established to support this communication:

Divisional Website—The RETSD divisional website has a section for COVID-19 updates that is clearly visible and regularly updated with any communication and documents. Parents are referred to the website through school communication.

<https://www.retsd.mb.ca>

Divisional Social Media Accounts—Current information is provided in a timely manner through Twitter and Facebook.

<https://twitter.com/RETSDschools>

<https://www.facebook.com/retsd>

Divisional Letters—Regular information is provided to all families through letters that are branded with the divisional letterhead and signed by the Superintendent. These letters are distributed through the schools electronically or hard copies can be provided to families who request/require them.

Two-way communication—Parents and community members can provide feedback/questions/comments through the division or school websites Contact Us feature, Twitter and Facebook comments, regular surveys, through the school administrator and/or their elected school trustee.

At Hampstead we have the following structures support communication:

- School website
- School letters
- School E-News updates
- Teacher/family communication

Concern Protocol

At Hampstead we will always try to make the learning experience a positive, safe, and happy one for its students. However, if you have a concern or an issue, please do not hesitate to let us know. Open communication between home and school is very important to us.

In the event you have a concern, please follow the process below:

1. Talk to the person most directly involved—your child’s teacher. If you must leave a message, provide a day and evening phone number where the teacher can reach you.
2. If talking to the teacher does not resolve the issue, talk to the principal.
3. If you have talked to the principal, but the issue has not been resolved over a period of time, call the superintendent’s department at 204.667.7130 or email communications@retsd.mb.ca.
4. If you disagree with the decision of the superintendent’s department, you can make an appeal in writing to the board of trustees.

Policy KE—Concern Protocol: <https://www.retsd.mb.ca/yourretsd/Policies/Documents/KE.pdf>

Policy KE-R—Concerns and Complaints Process: <https://www.retsd.mb.ca/yourretsd/Policies/Documents/KE-R.pdf>