



Hampstead School

Return to In-Class Learning Plan
September 2020

October 30, 2020

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 safe. As we are now in the Orange Level of Manitoba's Pandemic Response system, we have updated our Return to In-Class Learning Plan.

In this document you will find plans for our re-opening that are specific to Hampstead School. You can also find a detailed updated divisional plan [here](#) and the Government of Manitoba return to school plan [here](#). As you read through the pages that follow, understand that this is a working document. 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. All RETSD buildings, including Hampstead School, are implementing a monitored access system for the start of school. This means 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, masks are mandatory for any parent or visitor who needs to enter the school when physical distancing of two meters is not possible.

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 will be well marked, 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.
- Student's 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 |
| K. Kolla (Bussoli) | Door between room 1 and 2 |
| Y. Kruk | Music Room Door |
| T. McAuley | Doors between room 1 and 2 |
| A. Parisien | Door between room 14 and 15 |
| M. Valka | Door between room 14 and 15 |
| 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 avoid interactions with other cohorts. At Hampstead we will have 3 cohorts.

| | Cohort A | Cohort B | Cohort C |
|---------------------------------|--|--|--|
| Classes | Acheson – Grade 1 Bilous – Grade 1/2 Parisien – Grade 1 Valka – Grade 2/3 | Bussoli – Grade 4/5 Kruk – Grade 4/5 McAuley – Grade 4/5 Walker – Grade 3 | White – Kindergarten |
| Library | The library remains a vital part of our school. Students will be able to sign out books. Returned books will be quarantined for 3 days. Each classroom teacher will establish processes for classroom libraries which will be communicated to parents. Mrs. Card will continue to co-teach with classroom teachers on a variety of topics as well as integrating technology and inquiry-based learning. | | |
| Recess (including lunch recess) | Days 1, 3, 5: Play Structure/Tarmac Days 2, 4, 6: Field/Swings | Days 1, 3, 5: Field/Swings Days 2, 4, 6: Play Structure/Tarmac | Courtyard Kindergarten Play Structure |
| Lunch | Students that stay for lunch will eat in their own classrooms. For questions about our lunch program please call 204-654-1818. | | |
| Clubs | Currently all clubs will be suspended. | | |
| Washrooms & Water | Front hallway washrooms Students must bring their own water | Gr. 3,4,5 hallway washroom Students must bring their own water | Washroom in Kindergarten Classroom |
| Timetable | Music classes will take place in students' classrooms or outside. Physical Education classes will take place in the gym or outside. When students are in the gym, classes will be scheduled so there is at least 15 min between cohorts. | | |
| 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” and the directional markers. People briefly passing one another in hallways without six feet of physical distance is not considered high risk, but will be minimized by staggered/staged starts and exits for the start of our school day, all recesses (including lunch) and the end of the day.

COVID-19 Signage

Signage has been placed throughout the school to remind staff and students about physical distancing, best handwashing practices, etc. Decals have also been placed around the building including physical distancing markers, directional arrows to direct hallway traffic as well as tape to mark off areas as a reminder of physical distancing.

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 (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

If you need to drive your child to school, please consider talking to your child about a regular pick up or drop off location on Besant Street, not in front of the school. This will help to eliminate congestion at the start and end of our school day.

School Bus

All school bus passengers in Grade 4 and over, as well as the driver, are required to wear a non-medical mask. These masks should be put on before getting on the bus and taken off after exiting the bus if removal is appropriate for the setting. Non-medical masks are strongly recommended for students in lower grades.

Students will sit in assigned seats. These seats will be the same seats used every day. Where possible, students will be seated one student per seat. If this is not possible, students from the same household or in-school cohort can be seated together.

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)

(Update) RESTRICTED LEVEL ORANGE—Please be assured that all staff who are working across cohorts or schools

MUST wear disposable medical masks.

Masks offer an added layer of protection. Students in Grade 4 and above, as well as teachers and staff, are mandated to wear a non-medical mask in common areas throughout schools and when physical distancing of two metres is not possible. Younger students are also encouraged to wear masks. Masks are mandated when on school buses for all students in Grade 4 and above. Masks are strongly recommended for students in lower grades on the bus.

Extra masks will be made available at Hampstead throughout the school year for those who do not have their own. Parents are strongly encouraged to talk to their children about how to wear a non-medical mask and to practice this at home. Non-medical/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 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 sick 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 advise staff and students if they have been in close contact if they need to self-isolate or self-monitor and when they can return to school.

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 more frequent cleaning by school custodial staff.

In order to help maximize safety:

- As stated by the province, students in Grade 4 and 5, as well as teachers and staff, are mandated to wear a non-medical mask in common areas throughout schools and when physical distancing of two meters is not possible. Younger students are also encouraged to wear masks.
- Two-meter physical distancing is required to the greatest extent possible.
- Signage and floor markings will indicate directional traffic flow inside the school, where lines form and where to stand both inside and outside of the school building.
- Teachers will review and reinforce physical distancing guidelines and procedures with students.
- Water fountains will not be available for use. Students must bring their own 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. If your child has been medically advised not to return to school, please provide the required medical documentation.

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

Timetable

For the most part, timetables will stay as is. This schedule respects the required cohorts of students.

Teachers will move classrooms while the students remain, for the most part, in their designated room or with their cohort. Music classes will take place in students' classrooms or outside. Physical Education classes will take place in the gym or outside. The timetables at Hampstead have been adjusted slightly to ensure that classes within the same cohort will use the shared gym space in consecutive time periods. Mr. St. Godard is aware of these cohorts and will organize the space and equipment accordingly.

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, on the schoolyard. Student 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 to 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 the additional physical distancing measures are in place cohorts will not mix during recess times. Cohorts will alternate designated play areas daily. Each class within a cohort will have its own bin of equipment specified for them for recess, which will be cleaned at the end of every day. These individual bins will be stored in classrooms.

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 classrooms designated meeting location. Teachers will lead students into the building and back to their classrooms.

Hot Lunch Program

The Hot Lunch program is suspended until further notice. These changes are being made to support the additional physical distancing measures and cohorts.

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, assemblies and large gatherings will not take place at this time.

Field Trips

While educational day field trips can take place providing that public health guidelines can be met, given the logistical complications (distancing, transportation, and the unknown variables off-site) Hampstead School will not plan any field trips at this time.

Some classes may go on a community walk to encourage being outside. Students will maintain physical distancing during these outings.

Volunteers/Visitors

In order 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

(Update) RESTRICTED LEVEL ORANGE—Parents will have the option of electing for temporary remote learning or in-class learning. Students with additional needs will continue to be prioritized for in-class learning five days per week to ensure that those who cannot manage remote learning independently receive the supports they need. Cohorts remain in place. Except for brief encounters, all staff and students are expected to maintain two-metre distancing person to person to the greatest extent possible.

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:

- Group work, group projects: Teachers will continue to prioritize collaboration between students. This will include using digital platforms to maintain social distancing
- Limiting shared resources
- Maintaining social distance and hygiene within the classrooms
- Cohorting students where possible

Recovery Learning

Recognizing that students are returning to school with more varied learning experiences than usual, Hampstead staff is planning to support students with recovery learning as needed.

Recovery learning is not a one-time event. It will be viewed as an ongoing process throughout the school year. Learning gaps will be identified and monitored. To support recovery learning, your child's teacher will employ the following approaches:

- Initial assessments will be conducted to provide a starting point for teachers; however, information will continue to be collected
- Teachers will plan for instruction using this information
- Students will be provided with a variety of opportunities to learn and to demonstrate understanding
- Teaching will be focused on goals of building independence and self-motivation so that students have the skills to move to remote learning if required
- Recognizing the uncertainty of the situation, teaching will be planned to ensure that learning continuity is in place for students should further disruptions arise
- The focus of recovery learning will be on understanding, not on providing assignments or work packages

The Possibility of Remote Learning

(Update) RESTRICTED LEVEL ORANGE—Please see the updates under In-Class Learning for early years for information about remote learning options.

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. If you are having difficulty gaining access to an electronic device and/or internet for your child to use, please contact the school Principal, Ms. Frith to discuss options available to you and your family.

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. Singing is not presently permitted in school. 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

Bring Your Own Device (BYOD)

To support the use of technology in teaching and learning, Bring Your Own Device (BYOD) guidelines will be in place for all students.

Encouraging students to use personal devices in classrooms:

- Supports the transition between in-class and remote learning
- Extends teaching and learning opportunities using technology

- Provides opportunity for modeling and teaching digital literacy practices that will be required for in-class and remote learning
- Limits the use of shared technology resources

Teachers, students, and parents should be aware of the BYOD guidelines and the related RETSD policies. This DOES NOT mean that student must have their own device. This approach allows students who have their own device to leverage its use in-class under the direction of the teacher.

Your child's teacher will be in contact with you directly to discuss students bringing devices to school. They will outline their individual classroom procedures to and you will be able to decide if you would like to send a device to school or not. We are very excited about this new opportunity for our students.

RETSD BYOD Parent Guidelines:

<https://www.retsd.mb.ca/Lists/Publications/BYOD%20Parent%20FAQ%20Aug%202020.pdf>

RETSD BYOD Student Guidelines:

<https://www.retsd.mb.ca/Lists/Publications/BYOD%20Student%20guidelines%20Nov%202017.pdf>

<https://www.retsd.mb.ca/yourrets/Policies/Documents/GBEE.pdf>

<https://www.retsd.mb.ca/yourrets/Policies/Documents/IJND.pdf>

Student Access to Devices & the Internet

To ensure all students are ready for a possible move to remote learning, based on need, each school will identify students who would benefit from being provided with loaner devices that are to be returned at the end of the school year or before.

To ensure all students are ready for a possible move to remote learning, based on need, each school will identify students who would benefit from the opportunity to have the school division provide home internet access through BELL/MTS.

Please click on the following link to answer a short survey about access to electronic devices and the internet in your home. This will help us to plan appropriately for all our Hampstead families.

Technology Survey Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=rvjVkt0LkkaMXIj7cRjWRyMqBHDzXr1ArNIOI8WjbFJUNFVVOVNEOVpIWZSMk1XREpISUpZOFdXSi4u>

Protocol for Shared Equipment

Wherever possible, schools will limit the use of shared resources. When this is not possible, adequate, and appropriate cleaning will be required. To support these practices, your child's teacher will:

- Carefully assess the classroom layout and shared spaces
- Remove materials that are harder to clean and sanitize
- Consider how to offer materials for individual use
- Have students bring their own equipment if possible
- Have a system for returning materials that allows additional time out of circulation
- Create schedules that allow for social distancing and cleaning between use
- Clean following specific disinfecting guidelines

Well-Being, Wellness & Supports Checks

Student mental health and well-being is a core element of the re-opening planning. 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 adults supporting 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 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 are returning 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 children that our schools are safe for children when they are consistently following preventative practices, including environmental cleaning, frequent hand hygiene, and routine screening.

Parent and student resources can be found at: [UNICEF: https://www.unicef.org/coronavirus/supporting-your-children-mental-health-during-covid-19-school-return](https://www.unicef.org/coronavirus/supporting-your-children-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 be working, in the first weeks, to ensure that your child can access Teams so that should schools move to remote learning, your child is positioned to continue their learning. Parent information on supporting your child with Teams will be shared with you once school begins.

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>