

## **COVID-19 Alert Level 2 - Area School Protocol**

**Welcome back to school.**

**Please read the information in this email carefully.**

**As we are opening the school under MoH Health and Safety guidelines there may be changes to our usual practices.**

School will reopen from Thursday 9th September 2021 between the hours of 9am-3pm in the Primary school and 8:30 - 3:30 in the High School.

### **Drop-off and Pick-up**

The entry point for children into **Primary** school is via the **Waddington Drive Primary School gate**.

The entry point for students into the **High School** is via the driveway at **175 Rata Street**.

***Under Alert Level 2, parents/caregivers please do not enter the school with your child.***

### **Drop Off**

In order to manage the number of people coming into the school grounds and our ability to provide contact tracing documentation for everyone if required, a decision has been made to have **drop-off and pick up at the above Primary and High School entry points**.

In the Primary school, staff will be at the gate from 8:30am to welcome our tamariki to school each morning.

At the High School, akonga will enter school as normal, but will need to go straight to their class area.

In the circumstances where a child needs extra support at drop-off you may be asked to come into the Primary/High School grounds. Once your tamaiti has gone into class, you will be required to fill in and sign the contact register at the classroom with all of your required details.

In Primary, if your child is late, please send them to the office as per our current procedure **via the Primary gate**.

In the High School, akonga will contact the office from the High School. Under Alert level 2 there will be no physical sign in at the office.

***Again, under Alert Level 2, parents/caregivers please do not enter the school with your child.***

### **Pick up**

At pick-up, the reverse will happen. We ask that you wait in your car or on the pavement outside the school, observing physical distancing.

### **In Primary**

Children will be released at 3pm. Once released Children are able to wait for their siblings on the primary court.

If you are late to collect your child they will be taken into after school supervision which is available free of charge until 3:30pm. Any child who is not picked up from school at 3pm will remain supervised in class until 3:30.

**Collection from after school supervision** - Whanau will need to enter the school grounds for this and will then be required to fill in and sign the contact register.

After drop-off or pick-up please resist the temptation to catch-up with others directly outside the school.

**At Alert Level 2, the Primary playground will not be accessible before or after school for play dates and will be closed at 3:30 pm each day.**

### **High School**

Students will be released as per our current process. Please do not enter the site unless you have a prior arrangement with a staff member and have signed the register. This will be easiest to enact by staying in your vehicle.

### **General Information**

**Handwashing** will continue to be our first line of defence in keeping akonga safe. Hand sanitiser will be available in every classroom.

High use areas will be cleaned several times each day with a full clean and sanitisation of the school at the end of each day by our commercial cleaners.

### **Attendance**

**If your child is at all unwell, please do not send them to school**

Here is the list of respiratory symptoms (from MOH website) that defines who will have access to the school restricted:

- Runny nose and sneezing

- Coughing
- Sore throat
- Fever
- Difficulty breathing
- Temporary loss of smell

If your child becomes unwell while at school, you will be contacted to collect your child. They will be isolated from the rest of the class and looked after by office staff in the sick bay. When you arrive, please call the office. Entry to the Primary school is via the rear door between the staffroom and Rata class. You will be required to fill in the contact tracing register upon entry.

**High school ākongā** will be looked after in the downstairs corner meeting room. Please remain in your vehicle and call the office to let us know you have arrived. Your child will be escorted to the front entrance upon your arrival. You will not be required to complete the register as you will not have entered the site.

**Please ensure that emergency contacts are up to date.** It is a good time to make sure that the contact details we hold on file are up to date.

### **Absences**

If your tamaiti is going to be away for any reason, please let the office know as per the usual procedure.

### **Food**

Kitchens will be closed across all areas of the school during Alert Level 2. **Please bring a packed lunch and a water bottle.**

### **School Office**

The school office will be contactable via phone, email or school app. During Alert Level 2, if you need to visit the office there is a one in, one out policy for access to all areas of the office. Entry will be via the back door between the staffroom and Rātā class. You will be required to sign the contact tracing register once you enter.

Office contact numbers are:

Landline: 04 567 2377

Mobile: 029 770 4286

**There will be no access to an onsite toilet during Alert Level 2 for whānau.**

## **Before and After School Care and Supervision**

Before School care will be open from 8am as usual, but **entry will be via the back door of the room in the carpark**. There is a door-bell to ring when you arrive and we ask for physical distancing if there is a queue.

After School care will be available. As whānau need to come into the Preschool grounds, you will be required to sign the contact register as you complete the pick up. **Hand sanitizer will be available and we would ask that you use it prior to signing the register**. We would ask that you pick up your tamaiti and leave the premises promptly, avoiding use of the play equipment in the Preschool.

**Before School (8.30-9am) and After School supervision (3-3:30pm)** for Primary children will once again be available. Whānau will need to enter the Primary site to collect children by 3:30pm. You will be required to sign the contact register in your child's class on pickup each day. Please leave the Primary playground promptly after pick up, avoiding use of the play equipment in the playground.

It is our number one priority to keep all tamariki and staff safe during Alert Level 2. Your support in following these guidelines is important and appreciated.

Please let me know if you have any questions.