

21st April 2020

Dear Parents and Caregivers

I hope this message finds you and your bubble well and that you have not been personally affected by this horrific virus! Firstly let me say a huge thank you to all the essential workers that have been doing an amazing job over the last 4 weeks.

The Government announced yesterday that as of 11.59pm on Monday 27th April the country will move to alert level 3. The aim of alert level 3 is to restrict the transfer of Covid-19 but there is still a high risk the disease is not contained. Alert level 3 still has significant restrictions and the Ministry of Education has sent out very clear guidelines to schools regarding what they must do to be open for students.

The key message for parents is that if you can, you **must** keep your child at home. Only students that cannot be supervised at home (as their parents are returning to work and there is no other option for childcare) can attend school. It is not open for students who WANT to return to school when their parents or a caregiver is at home. If parents are at home, your child **must** be at home. Any student who has an underlying health issue that puts them at risk of severe illness **must** also remain at home. Any student who is unwell **must** stay at home.

**To reiterate, to keep everyone safe (students, staff and families) and continue to break the chain of infection, the best place for students is at home.** However if students need to attend school, it will not be business as usual. There are many restrictions and rules set by the Ministry of Health and Ministry of Education. In simple terms:

- Students who attend the school will be supervised (not necessarily by their own teacher), but they will be continuing with their Distance Learning programmes.
- Students will need to bring a device as many school devices have been sent home to other students.
- Physical distancing will be maintained, along with hygiene requirements and regular hand washing.
- Students will be kept in small bubbles of 10 students, and staff will maintain a record of contacts in each bubble. These bubbles will not necessarily include friends as classes will need to be mixed up.
- Break times will be supervised and students will remain in their bubbles.
- There will be NO mixing of bubbles at school under any circumstances.
- There will be NO access to the playground, sports equipment or bike track.
- The specialist programme will continue to run through Distance Learning - there will be no specialist classes at school.
- Students should arrive at school each day at 9am and will return home at 3.00pm each day. No mixing of bubbles is permitted before or after school.
- The school site will be closed to all visitors during the school day.
- Sports, dance groups, music groups, kapa haka etc will not operate during the day.
- School buses may not be running ( we are still trying to confirm this).
- The school office will be open to accept calls and emails. No visitors will be permitted at school.

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**F:** 09 443 4528

**E:** [enquiries@glenfieldint.school.nz](mailto:enquiries@glenfieldint.school.nz)

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To help us to prepare, we need 100% of parents to complete the following survey or email us **BY THURSDAY 23 April 12pm**. The survey will ask you to indicate if you will be keeping your child home, or if you NEED to send your child to school and intend to register for COVID-19 Level 3 attendance. We have some vulnerable staff who will not be able to be at school for their safety, so it is imperative that we hear from 100% of families so we can plan effectively. We can not have students arriving at school on a casual basis. The survey will also be asking who the designated drop off/pick up person is as there are some strict guidelines in and around drop off and pick up from school.

### [Attendance Survey COVID19](#)

If you would prefer to email the school please send the following information to Mrs Somerville Smith (Deputy principal) via email: [ismith@glenfieldint.school.nz](mailto:ismith@glenfieldint.school.nz):

- Student's name & class
- I will be keeping my child home OR I need to send my child to school as no one is at home to care for them
- If your child must attend school, please indicate who the designated caregiver is that will be dropping them off and collecting them from school
- Parent/s' contact details

Once the Alert Level 3 School Attendance register is in place, more specific instructions will be emailed to families that have a student registered.

#### **Important dates:**

Monday 27 April - Anzac Day. No school.

Tuesday 28 April - Teacher Only Day (No Distance Learning)

Wednesday 29 April - School open for some students - Distance Learning Programme continues

This continues to be a challenging situation for us all but I am confident that we will get through this together.

Take care and stay safe.

Ngā mihi



Mark Whitford  
**Principal**