



15th February 2021

Dear Parents and Caregivers

### **ACTION NEEDED PLEASE**

I hope this letter finds you all safe and secure in your bubbles. While we were hopeful we would not return to Level 3 or higher, this was always a possibility. The staff at GIS are well prepared for this latest challenge and together we will get through this.

The key message for parents remains that if you can, you need to keep your child at home. Only students that cannot be supervised at home (as their parents are essential workers and there is no other option for childcare) can attend school. If parents are at home, your child must be at home. This means that only students of essential workers are able to attend.

To assist with our planning we require some information from you.

#### **1. Attendance at Level 3**

To ensure we have enough staff onsite, we need to know if you plan on sending your child to school on Tuesday 16th / Wednesday 17th or beyond if the lockdown is extended.

If you need to send your child, please email the following information to Mrs Somerville Smith (Deputy principal): [ismith@glenfieldint.school.nz](mailto:ismith@glenfieldint.school.nz)

1. Student's name & class
2. Days that your child will need to attend school
3. Who the designated caregiver is that will be dropping them off and collecting them from school

#### **2. Learning**

The GIS 'Distance Learning Programme' will commence from today. Teachers are still preparing the work so please be patient. This means teachers will be working from home and will have daily google meetings with their classes as they did the last time we were in lockdown. Teachers will be available during normal school hours (9am-3pm) to assist students with queries.

All teachers have set up 'Google Classrooms' for their students that is the main avenue for setting work. Teachers will email your child details about this if they have not already logged in at school. I have included some additional information for you regarding how to log in to a google classroom. If you or your child need assistance, please email the classroom teacher.

**P:** 09 444 6582

**F:** 09 443 4528

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

138 Chivalry Road, Glenfield  
Auckland 0629, New Zealand

### 3. School Office

Please be aware our office will be open during Alert Level 3 but for phone consultations only. There will be NO face to face consultations so please do not come into the office. You can contact our school office by phoning 09 444 6582 or email [enquiries@glenfieldint.school.nz](mailto:enquiries@glenfieldint.school.nz).

### 4. No device or Internet

We are aware that a number of families that may not have access to the internet or a device. GIS has a number of devices available for students to borrow **IF** the lockdown is extended into next week.

If you require a device please email Mrs Somerville Smith (Deputy principal) [ismith@glenfieldint.school.nz](mailto:ismith@glenfieldint.school.nz)

As always, if you have questions, please do not hesitate to contact the school office or email your child's teacher.

Take care and stay safe.

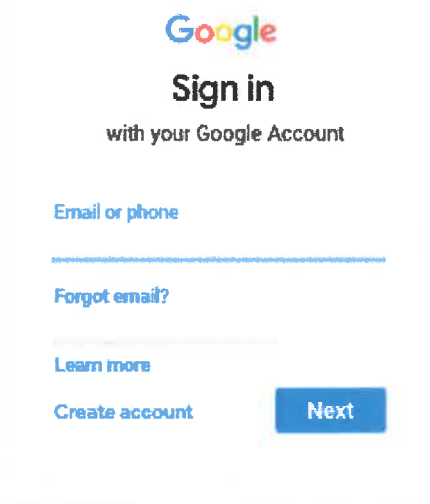
**Ngā mihi**

**Mark Whitford**  
Principal

## How does my child log in to Google Classroom?

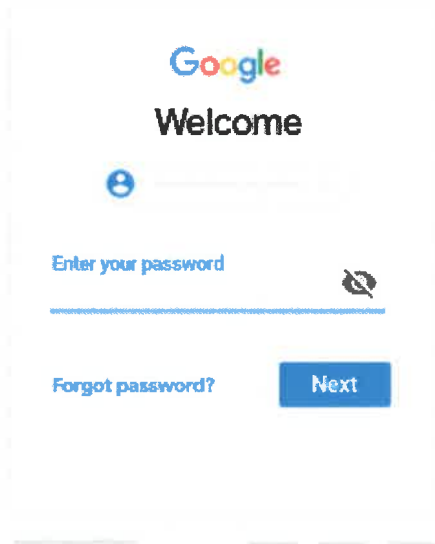
### Log on instructions:

1. Enter your username and click Next.



If you have forgotten your password please email Mrs Syddall with your name and room number and she will reset this for you. [lsyddall@glenfieldint.school.nz](mailto:lsyddall@glenfieldint.school.nz)

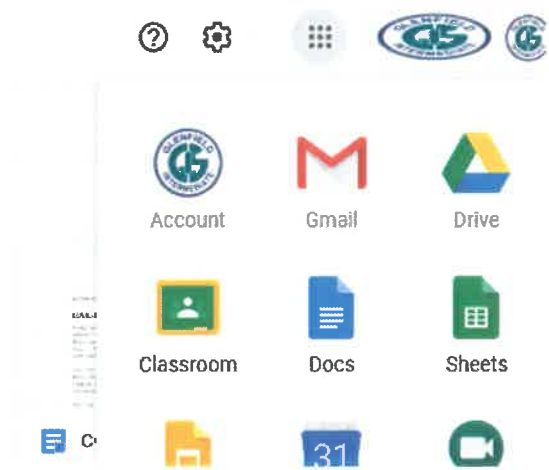
2. Enter your password and click Next.



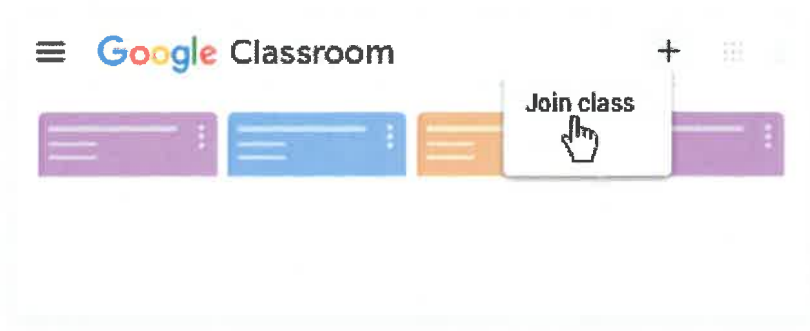
3. If there is a welcome message, read it and click Accept.

4. You will be logged into your google account and should see all your DRIVE folders.

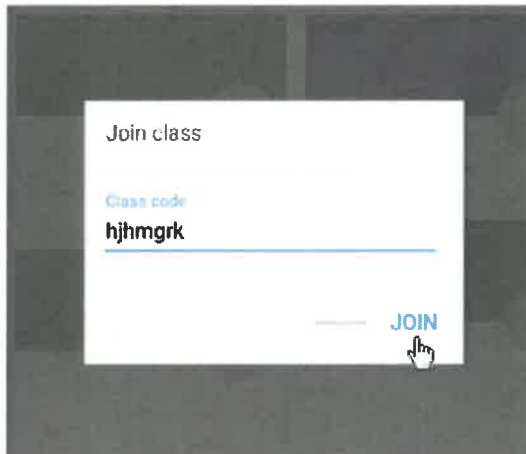
5. Click on the 'waffle' (9 dots) in the top right corner and select Classroom



6. Click on the 'plus sign +' and select Join class.



7. Enter the class code and click Join.  
A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.



8. You are logged into your Google classroom and can see the folders your teacher has set up.