

15 November 2021

Kia ora koutou



We hope this message finds you and your whānau well. We are delighted to be able to welcome more tamariki back onsite under Alert Level 3 from Wednesday 17 November.

We know learning kanohi ki te kanohi (face to face) is the best option for children and young people. It's important for them to connect with their friends and teachers and it helps their social, physical and emotional wellbeing. So we look forward to starting to bring children back on site. If your child is already attending full time they will continue to. For other children returning we need to manage the numbers of students attending each day to keep everyone safe. Details are on the following page.

It is important to remember that we are still at Level 3 which has restrictions. We will have all the public health measures in place. A full breakdown of these are on the next few pages. In basic terms:

- we will need to limit the number of tamariki onsite each day
- **we will keep those onsite in separate groups/classes and the expectation is they will not mix**
- we will ensure our classrooms are well ventilated
- we will continue to practice physical distancing
- all staff and students are required to wear face coverings indoors (unless they have an exemption)

Please read through the full safety plan carefully as there are restrictions and limitations that parents and students will need to follow. It is important that your child is fully aware of the expectations and restrictions before they return to school.

What you can do to help:

- keep your child home if they are sick, and contact a medical professional
- avoid catching up with other parents, children and whānau at the gates
- follow our procedures for staggered drop offs and pick ups for your child/ren
- wear a face covering and maintain a two-metre distance from people not in your household bubble
- get advice from your doctor if you or your child has complex medical needs (and please get in touch so that we can support your child to return onsite, wherever possible)
- avoid having playdates inside with children from other families at Alert Level 3.

The details below have been carefully considered and will be reviewed after school has been open for a few days. Any changes that need to be made to the systems and protocols will be clearly communicated to the community.

### **Devices - URGENT**

If your whānau borrowed a school device please return this to school as soon as possible as we need them onsite for the students that are returning to school. Even if your child is not returning to school, the device must be returned as per the borrowing agreement. Devices to be returned to the classroom teacher in the box provided. Please ensure the box contains the chromebook and the charger.

We will have additional hard copy packs available for students that may have difficulty accessing the distance learning programme.

### Student Attendance - the structure

Monday	Tuesday	Wednesday	Thursday	Friday
<b>DISTANCE LEARNING PROGRAMME CONTINUES FOR ALL STUDENTS</b>				
Year 8 Onsite Year 7 At home	Year 7 Onsite Year 8 At home	Year 8 Onsite Year 7 At home	Year 7 Onsite Year 8 At home	Year 8 Onsite Year 7 At home
The students that currently need to attend school full time, will continue to come to school full time.				

### Health and Safety Protocols

You can be reassured that all decisions about bringing children and staff back on-site have been made in accordance with strict public health guidance from the Ministry of Health. Guidelines have also been provided by the Ministry of Education.

### GIS Safety Plan for students and staff

<b>Pick up and Drop Off will be staggered</b>	School Timetable			
	Rooms	School starts	Finish	Entry and Exit Points
	Rms 1, 3, 9, 13	8.45am	2.50pm	R1, R9 - main entrance R3 - pedestrian crossing R13 - dental clinic
	Rms 4, 7, 11, 12	8.50am	2.55pm	R4,11 - main entrance R7 - pedestrian crossing R12 - dental clinic
	Rms 2, 6, 8, 10	8.55am	3.00pm	R2, R8 - main entrance R6 - pedestrian crossing R10 - dental clinic
<ul style="list-style-type: none"> <li>• A drop off and pick up only approach will be used to restrict the number of <b>'adults on-site'</b>. <b>Please do not use the staff car park to drop off or pick up.</b></li> <li>• We encourage families to drop students off and pick them up from school. This will help us to ensure groups of students are not mixing.</li> <li>• No students will be permitted on the grounds before 8.45am or after 3.00pm (unless on the school bus).</li> <li>• On arrival students must go directly to their classroom and not mix with students from other classes.</li> <li>• Under alert level 3 parents and caregivers will not be allowed on site unless they have an appointment with the teacher or are visiting the office. If parents do wish or need to come on site, please email the classroom teacher. If this can not be done due to unforeseen circumstances please come to the school office and register as a visitor.</li> <li>• If a parent does need to come onsite they <b>MUST</b> wear a MASK and adhere to the public health guidelines.</li> <li>• <b>BUSES.</b> Usual bus services will operate. Face masks are to be worn.</li> </ul>				

<p><b>In classrooms</b></p>	<ul style="list-style-type: none"> <li>● Hand Sanitiser will be available at the entrance to the classroom.</li> <li>● Children, young people and staff should be far enough away from each other so that they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. Where practicable 1 metre should be used as a guide, particularly between adults.</li> <li>● Workspaces will be organised in an attempt to allow for some physical distancing</li> <li>● Children will need to have their own stationery, supplies and devices/headphones and a <b>DRINK BOTTLE</b></li> <li>● Doors and windows will be left open to ensure the rooms are well ventilated</li> <li>● School uniforms are to be worn. Students can choose if they come to school in P.E. gear or formal uniform. They will stay in that uniform for the full day, there will be no changing.</li> </ul>
<p><b>Break and lunch times</b></p> <p><b>These will be staggered to avoid congestion</b></p>	<ul style="list-style-type: none"> <li>● Classes will be having staggered breaks so that children from different classes can not mix. This is a key strategy from the Ministry of Health to minimise risk</li> <li>● The playground will be open</li> <li>● The bike track will be open (at breaks and for class use)</li> <li>● Physical education classes and break time activities will include access to sports equipment. There will be regular cleaning of shared equipment</li> <li>● Children are encouraged to stay 2m apart in the playground - <b>classes will not be able to mix and mingle at break times</b></li> <li>● <b>Children MUST bring water bottles.</b></li> </ul>
<p><b>Hygiene and cleaning</b></p>	<ul style="list-style-type: none"> <li>● Hand Sanitiser, Surface Sanitiser, tissues, and paper towels will be available in every classroom.</li> <li>● Hand Sanitiser will be at the entrance to all classrooms including the Learning Hub and the Hall.</li> <li>● Soap and hot water is available in all bathrooms.</li> <li>● The toilet blocks will be thoroughly cleaned and sanitized daily.</li> <li>● Only one person will be allowed in the toilet at a time.</li> <li>● Cleaners will complete daily cleans in line with MoH guidelines.</li> <li>● Toilets - each classroom will have designated bathroom space clearly labelled.</li> </ul> <p><u>Personal Hygiene includes:</u></p> <ul style="list-style-type: none"> <li>● Cough or sneeze into your elbow or by covering your mouth and nose with tissues</li> <li>● Put used tissues in the bin or a bag immediately</li> <li>● Wash your hands with soap and water often (for at least 20 seconds)</li> <li>● Use hand sanitiser whenever you enter or exit a room</li> <li>● Avoid touching your eyes, nose or mouth if your hands are not clean</li> </ul>
<p><b>Physical distancing</b></p>	<ul style="list-style-type: none"> <li>● No handshakes, hongis, hugging, and other physical contact</li> <li>● Avoid getting into other peoples 'moist breath zone'</li> <li>● 1m inside and 2m outside</li> <li>● Start times, finish times, break times are all staggered to help mitigate the risk of close contact and congestion.</li> <li>● No full school assemblies or interschool sports at this time.</li> </ul>
<p><b>Contact Tracing</b></p>	<ul style="list-style-type: none"> <li>● Please inform the school if your household has been directed to self isolate.</li> <li>● If you wish to enter the school grounds: <ul style="list-style-type: none"> <li>○ Download the Covid-19 tracer app and scan this as you enter the school grounds (this is on display at the office), or</li> <li>○ Sign the contact tracing register held by the staff outside the school office.</li> </ul> </li> <li>● If your child has an appointment and you need to pick them up during the school day, please phone ahead to let us know. We will then have your child ready with their school bag at the front of the office.</li> <li>● By 3pm we expect all children will go home and stay out of the school grounds.</li> <li>● Children will not be able to wait in the school office for parents to pick them up.</li> </ul>

<b>Sick students / staff</b>	<ul style="list-style-type: none"> <li>• Any student or staff member that is unwell needs to stay home and contact a medical professional for advice</li> <li>• If they have flu like symptoms they need to return a negative COVID test before returning to school. This is essential to keep everyone safe.</li> <li>• If a student feels unwell during the day, they will need to come to the office and parents will be contacted immediately. The expectation is that a parent/caregiver will come to school immediately to collect the child.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• The government has mandated that ALL students MUST wear MASKS</li> <li>• Students will stay within their own classroom and not visit other rooms or staff shared spaces (ie photocopier or staffroom) unless absolutely necessary.</li> <li>• Bathroom doors (not cubicles), gates etc will be wedged open to minimise contact with handles.</li> </ul>

There is another page of FAQs which we hope will answer any queries you may have.

We are aware that there is a lot of information being given to you, but this is necessary to ensure all students and staff are as safe as possible.

As usual please feel free to contact the school office if you have any queries.

Take care and stay safe

Ngā mihi nui



Mark Whitford  
Principal



Bridgette Ferguson  
Board Chair

## **Frequently Asked Questions**

### **Will the distance learning programme continue?**

Yes. This is the programme that all staff will continue to deliver. This will mean that all students, regardless if they are onsite or working from home, will be able to access the learning programme.

### **Can the school guarantee that my child will not contract COVID-19?**

No, we can not guarantee this. However, we can say that all precautions and protocols suggested by the MoH will be adhered to.

### **Will the school be separating the vaccinated students from the unvaccinated students?**

No. This is not a requirement from the Ministry of Health. We have over 100 students that are not old enough to receive the vaccination at this time.

### **Can you tell me if the students and teacher in my child's class are vaccinated?**

No. This information is protected under the Privacy Act 2020. All staff onsite meet the requirements from the government.

### **Will school buses be running?**

Yes.

### **Is there an option where my child can do on site learning some days and remote learning on other days?**

The structure allows for students to be onsite some days and learn from home the other.

### **When can Year 8 students collect their personal stuff still at school?**

We will arrange times for this at a later date.

### **If schools reopen will this be safe for my child to attend during this time?**

All guidelines and expectations from MoH will be adhered to.

### **Will masks be mandatory and are there procedures in place for social distancing?**

The MoH has mandated mask use for all students from Year 4 and up. THIS IS COMPULSORY for all students unless an official Health exemption is obtained and provided to the school.

Please refer to the Health and Safety Plan for details around distancing.

### **Is there an option to keep my child at home for the rest of the term?**

Parents have to make the decision that is best for their family.