



# Newsletter

## COVID-19

14 May 2020

[www.stheliers.school.nz](http://www.stheliers.school.nz)

Dear Parents

### School Opening Alert Level 2 – Further Information

As we get closer to welcoming all children back to school next Monday, I want to acknowledge the effort that you, your children, our staff and their families have made in dramatically reducing the rate of transmission of Covid-19, which has led us to the stage we are now at. Do not underestimate the contribution that our community has made.

At the same time, we do not want to get complacent, hence we all still need to stay strong to Alert Level 2 guidelines.

The information in today's newsletter is in addition to Tuesday's and is mostly about arrangements for children entering and exiting the school at morning drop off and afternoon pick up times.

The staff greatly value the relationship we have with our parents but, unfortunately, one of the downsides of the current situation of Covid-19 is that **parents are unable to come onto the school grounds at drop off and pick up times**. Health, safety and the ability to contact trace takes priority, which I am sure you will understand and support.

As explained in Tuesday's newsletter, the Ministry of Education requires that all parents, visitors and contractors who need to come onsite must sign in at the School Office each time they are on site for contact tracing. Logistically, at drop off and pick up times, all parents signing in is simply not practical.

During the day, if parents need to come to school to pick up children, please enter the School Office through the main front door. Instructions about hygiene and physical distancing are at the entrance.

### This newsletter covers

1. School hours
2. Drop off and pick-up entrance/exit gates for each year group
3. Staff at entrances/exits
4. Siblings who are dropped off and picked up by an adult
5. Siblings who walk home without an adult
6. Individuals who walk home without an adult
7. Parents at entrances/exits at drop off and pick up times
8. Contact with teachers
9. Grounds open at Alert Level 2
10. Individual hand sanitisers.

## **School hours**

- 8.30am – 8.50am children enter school grounds via their allocated entrance. Siblings enter together through the youngest sibling's entrance.
- 8.50am school day commences.
- Morning tea and lunch breaks remain the same.
- 2.45pm siblings move to the youngest sibling's classroom.
- 3pm teachers walk their classes (with siblings) to their respective gates.

## **Drop off and pick up entrance/exit gates for year groups**

- Gate 1 Year 1 Rooms 2 & 3
- Gate 2 Year 4 & Year 6
- Gate 3 Year 5
- Gate 4 Year 7
- Gate 5 Year 8
- Gate 6 Year 3
- Gate 7 Year 1 Rooms 7 & 8
- Gate 8 Year 2

Attached is a map of the school showing the entrance/exit gates.

## **Staff at entrances/exits**

At morning drop off time there will be non-classroom staff at each entrance to welcome the children from 8.30am until 8.50am. Children go immediately to their classroom and either stay in their room or sit outside their classroom with their friends until the bell goes at 8.50am. There is no playing on fields or playgrounds before school while we bed in our hygiene practices.

At afternoon pick up time, class teachers will bring their classes to their respective exits to hand over children to parents.

## **Siblings who are dropped off and picked up by an adult**

Siblings enter and exit at the entrance of the youngest sibling. At the 2.45pm bell older siblings move to the youngest sibling's classroom and at 3pm will be taken to their exit gate by the youngest sibling's class teacher.

## **Siblings who walk home without an adult**

At the 2.45pm bell, older siblings move to the youngest sibling's classroom, pick them up and then exit the school grounds through the youngest sibling's exit. This is to avoid congestion at exit gates at 3pm. Please be aware these children may arrive home a little earlier than usual.

## **Individuals who walk home without an adult**

At 2.50pm, class teachers will dismiss these individuals to exit the school grounds through their respective gates. This is to avoid congestion at exit gates at 3pm. Please be aware these children may arrive home a little earlier than usual.

## **Parents at entrances/exits at drop off and pick up times**

If you are dropping off children in the morning or picking them up in the afternoon, we ask parents to maintain physical distancing of 2 metres to align with public health measures outside the school grounds.

In the afternoon to further avoid congestion outside the school grounds, we would appreciate you having a meeting point for your child/children, away from the school grounds. This is probably more applicable to the older children.

Because this system is new, we ask for patience, particularly in the afternoon when the majority of children will be exiting at a similar time.

### **Contact with teachers**

If you need to make contact with your child's class teacher over the next few weeks this will be done by email. If there is an urgent reason you need to see your child's class teacher, please make an appointment with the teacher by email. At the agreed time, please go to the School Office through the main front door and sign in before you go to the classroom. Instructions about hygiene and physical distancing are at the office entrance.

### **Grounds open at Alert Level 2**

In my previous newsletter, the Ministry of Education had advised that school grounds and playgrounds could remain closed at Alert Level 2. That decision has been reversed to bring school grounds and playgrounds into the same category now that public playgrounds have reopened.

However, if you do want to use the school playgrounds after hours, please do this sometime after your children have returned home from school. It is then your responsibility for the health & safety of your children and you keeping a record that you have been at the school playground if contact tracing was necessary in the future.

### **Individual hand sanitisers**

We appreciate you providing a small bottle of hand sanitiser (named) for ease of use by your child to complement class sanitisers and class supplies of soap and paper towels for regular hand washing. A reminder, Year 1&2 children are to give their sanitisers to class teachers for dispensing.

The staff are looking forward to re-grouping and re-establishing connections and routines with the children.

Kind regards



**Principal**

