



2 June 2020

Dear Parents

The Prime Minister announced on Monday 25 May that Alert Level 2 will continue. We have been reviewing and updating our school procedures and have made some small changes as we continue to navigate Alert Level 2.

At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health. These procedures will continue to be reviewed.

Changes to the previous procedures posted on the school website, [Principal's Letter - Alert Level 2](#) are in pink. The procedures that haven't changed are in black

The following topics are covered in this Alert Level 2 Procedures information letter.

- Attendance
- Contact Tracing
- Programme of Learning
- Home Groups
- Physical Distancing (MOE)
- Breaks
- Drop Off
- Pick Up
- Health and Safety Measures
- Student Injury / Illness
- Student Wellbeing
- Student Equipment
- Gatherings
- Re-emergence of COVID-19 (MOE)

Attendance

- The Ministry of Education expect all students to be back at school beginning Tuesday 2 June
- The Online Programme of Learning will no longer be available
- Students showing any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills or a fever, should stay home. The Healthline/family GP needs to be contacted for advice, which may include getting tested for COVID-19. The school needs to be informed of the outcome of that conversation.
- Anyone with these respiratory symptoms can not enter the school.
- Use the [school website](#) to notify us if your child will be absent.
- Students who are late go directly to their Home Group learning space.
- Parents do not need to sign in students when they are late.

Contact Tracing

- A contact tracing register has been set up at the school office.
- Adults, including parents, entering the school site will need to sign in and out.
- Parents are asked to drop off/pick up their child at the drop off/pickup zone. Parents are not to enter the school site unless requested to do so. Please stay in your cars.

Programme of Learning

- The Programme of Learning over the first few weeks will focus on the students revisiting school routines and re-establishing relationships - Theme - RECONNECTING.
- It will be important for the students and teachers to reconnect and develop their school relationships, as they do at the beginning of each school year.
- The Programme of Learning will be a variety of activities focused on 'Reconnecting' and mindful of the fact students are spaced out working independently.

Home Groups

- Students and teachers will be in their Home Groups **and Teams**.

Physical Distancing (MOE)

- Physical distancing is a good precaution to prevent the spread of disease.
- 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.
- There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.

Breaks

- Students will have food breaks in their learning space.
- Students will have regular play breaks throughout the day.
- Play breaks will be timetabled so that not all students are out at the same time.
- The school playgrounds are open to students during the school day but not before or after school.

Drop Off

- Drop off is 8.00am to 9am.
- Students are dropped off in the drop off zone.
- **Adults stay in their cars.**
- Students arriving by bus or foot enter the property via the school driveway and the entry by the office block.
- Students will walk directly to their Home Group Learning Space.
- **The school grounds/playgrounds are not accessible before or after school**

Pick up

- Pick up is 2.30pm until 3.30pm.

OPTION ONE - 'Park and Collect'

- **2.30pm - 2.45pm.**
- Parents email their child's teacher before 12pm on the first day of the week informing them they will be doing the 'park and collect' option.
- Parents park on the courts or parish car parks.
- Parents stand in the staff car park, 2 metres apart from other parents and NOT on the school side of the bollards.
- Students will be brought to parents. Please don't come forward, breaking the 2 metre space.

OPTION TWO - 'Drive By Collect'

- **2.45pm - 3.30pm.**
- Courts closed.
- Students in pick up zone in their teams.
- On wet days they will be called from their learning spaces by teachers on the walkie talkie.
- Please ensure you have your child's name and home group number clearly displayed on an A4 sheet of paper.

OPTION THREE - 'St Joseph's and Rosmini Students'

- **After 3pm.**
- Park in parish car parks (courts closed)

OPTION FOUR - Lake House Cafe

- **2.50pm**
- Students will leave school as a group (unaccompanied) and walk to Lake House Cafe via Fred Thomas Drive.
- Parents email Your child's teacher before 12pm on the first day of the week informing them your child will be walking to the Lake House Cafe.

OPTION FIVE - Rosmini and Taharoto Rd Buses

- **2.50pm**
- Students will be accompanied by a teacher to their bus stop

OPTION SIX - sKids

- **2.50pm**
- Students will walk to the school hall

OPTION SEVEN - Walking or Biking Collect

- **2.45pm - 3.30pm.**
- Arrive at the tree at the front corner of the administration building.
- Please stay away from the students.
- A teacher will assist you to bring your child to you.

Health and Safety Measures

- Hand sanitiser at the entry to learning spaces and soap, water and drying facilities in bathrooms.
- All used work surfaces, door handles and toilets will be disinfected and cleaned regularly.
- In an emergency, normal evacuation procedures will be followed.

Student Injury / Illness

- Parents will be contacted and will need to arrange to have their child collected within thirty minutes.
- Parents will be asked to park in the pick up zone, not get out of the car, and the child will be guided by a staff member from their bubble to their parents car.
- Parents are to contact Healthline/family GP that day and to email principal@school.co.nz as to what advice they were given in regard to their child's illness.

Student Wellbeing

- Student wellbeing will be monitored throughout the day by the teachers.
- If teachers have any concerns they will contact parents.

Student Equipment

- Food: please pack your child snack sized food in their lunch boxes. There will be a number of food breaks throughout the day.
- Water: Please ensure students have a bottle of water as they will not have access to the drinking fountains.
- Students bring their devices if they normally do.
- Students can bring sports equipment.

Gatherings

- There will be no school/team prayers/liturgies/masses/gatherings.
- There will be no choir, kapa haka, cultural group etc.
- There will be no in school organised sport activities.
- Out of school sport activities will be determined by individual out of school sport organisations.

Re-emergence of COVID-19 (MOE)

- If a COVID-19 case is identified at a school or kura during Alert Level 2, affected sites will be closed for cleaning and close contact tracing.
- Instruction should revert back to the distance learning model until the school or kura is cleared to open.

We appreciate that this is an extensive range of measures. They are designed to ensure that both students and staff are safe and are based on information we have received to date from the Ministry of Education and Ministry of Health.

Take care. Stay safe.

Ka manaakitia koutou e te Atua

Alister Bridgman
Principal