



12 March 2021

## Dear Parents

The Prime Minister announced on Friday 12 March that Auckland is returning to COVID-19 Alert Level 1. As of Monday 15 March we will be following our COVID-19 Alert Level procedures.

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.

The following topics are covered in this Alert Level 1 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 (MOE) expected all students to be back at school
- Students showing any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills or a fever, should stay home. Parents are asked to contact Healthline/family GP that day and to contact the office as to what advice they were given in regard to their child's illness
- 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

- The Ministry of Health (MOH) QR Code is displayed for contact tracing
- This MOH QR Code is for your records. The school has no record of who uses the MOH QR Code

## **Programme of Learning**

- Teachers continue to guide the students through the normal start of the school year programme of learning, which sees the students learning about their home group routines and programme of learning in their new home group and learning pod.

## **Home Groups / Learning Pods**

- Students and teachers will be interact as they normally do

## **Breaks**

- The normal break times will begin

## **Drop Off**

- Drop off is from 8.00am
- Students will be welcomed into the quad at 8.15 am
- Students dropped off before 8.15 am will wait by the office
- A staff member will inform the students when they can enter the quad
- Students can continue to be dropped off in the drop off zone
- Parents can walk their children to their learning space after 8.15 am
- 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 to hang up their bag.
- Students can enter the learning space or play in the quad until the bell goes at 8.50 am
- The school lower field and playground, and the upper field, are closed before school

## **Pick up**

- **Pick up is from 2.50 pm**
- Parents can use the courts for parking
- Parents can meet their children in the quad and walk them to their cars
- The gate for drive through pick up will open at 3 pm
- Bus and Lake House Cafe students will continue to gather in the quad and be guided by teachers to their pick up points
- No students are to be on the junior playground between 2.50 and 3.30 pm

## **Health and Safety Measures**

- Hand sanitiser will be at the entry to learning spaces and soap, water and drying facilities in bathrooms
- Parents entering and leaving learning spaces are asked to sanitise their hands
- All shared 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 are asked to contact Healthline/family GP that day and to contact the office as to what advice they were given in regard to their child's illness

## **Student Wellbeing**

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

## **Student Equipment**

- Water: Please ensure your child continues to have a bottle of water
- Students bring their devices if they normally do
- Students can bring sports equipment.

## **Gatherings**

- Parents can attend Home Group prayers
- Team prayers can restart as teams determine. Parents can attend
- School prayers/masses will restart - Fridays, 8.50 am, Hall
- Choir, Kapa Haka, cultural group etc. will be able to restart at the discretion of the organisers
- School organised sport activities can restart
- 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 1, 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

While we are returning to 'normal' we ask that parents be mindful that there is always the possibility that we will return to Alert Levels 2, 3 or 4. As a school we review our procedures every time we leave an Alert Level and as we enter an Alert Level.

Take care. Stay safe.

**Ka manaakitia koutou e te Atua**



**Alister Bridgman**

**Principal**