



5 March 2021

Dear Parents

The Prime Minister has announced that Auckland is moving into COVID-19 Alert Level 2 from 6am Sunday 7 March. We look forward to welcoming all our students back on Monday 8 March.

The following procedures have been developed in order to assist students and staff to return to school safely. They will be in place Monday 8 March - Friday 12 March inclusively. While we know you may be anxious at this time, we will ensure that school is the safest possible place for your children to be, outside of your family bubbles. At all times we will be following the most up to date advice from the Ministry of Education and Ministry of Health.

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

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

Attendance

- Students are to return to school beginning Monday 8 March.
- If you are choosing to continue to self isolate your child please email principal@sj.school.nz.
- Students showing any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills or a fever, should stay home.
- Some people may present with less typical symptoms such as only one of the following: muscle pain, fever, diarrhoea, headache, nausea/vomiting, confusion/irritability. They too should stay at 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

- All parents are asked to drop off/pick up their child at the drop off/pickup zone.
- Parents only enter the school site at pickup time, 2.30 pm - 2.45 pm
- Parents are not to enter the learning spaces
- Adults, including parents, entering the school site outside the time 2.30 pm - 2.45 pm will need to sign in and out as well as scan in.

Programme of Learning

- The Programme of Learning over the next couple of weeks will continue to focus on the students developing their learning relationships and home group routines
- Students at home in self-isolation will be contacted by their Home Group Teacher as to their Programme of learning.

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 staff.
- Parents should stay 2 metres away from other parents and students that are not in their bubble

Breaks

- 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 - 8.15 am to 9 am
- Students being dropped off / collected by car are dropped off/collected in the drop off / pick up zone.
- Adults please stay in your cars.
- Students catching buses/arriving by foot enter the property via the school driveway and the entry by the office block.
- Students will go directly to their learning space and do a quiet activity

Pick Up

- Pick up - 2.30 pm to 3.15 pm
- *Can all parents (walk-ins and driveby pick-ups) please bring an A4 piece of paper with their child's full name and home group number clearly written on it. Teachers are still getting to know the parents of their students and are having difficulty recognising parents with their masks on.*
- 2.30 - 2.45 - Parents park their cars and are invited to walk in and wait outside their child's learning space. Their child will be sent to them by the teacher. Please keep your distance from other parents and students. Please wear a MASK

- 2.45 - 3.15 - parents drive in and have on their dashboards the full name and HG number of their children. Teachers will call up the children from their home groups. Parents collect them in front of the office. Please do not get out of your car.
- Rosmini and Taharoto Rd Bus students will be accompanied by the duty teacher to the bus.
- Parents who normally collect their children at the Lake House Café will do so in Alert Level 2
- sKids staff will collect their students from the courts at 2.50pm.
- Parents picking up students from Rosmini and St Joseph's please do so after 3 pm
- Parents of St Joseph's and Rosmini students are to park in the top Parish car park *once they have collected their St Joseph's students* and wait in their cars for their Rosmini student.
- Rosmini students being collected by parents access the car park via the Dominion Street entrance.
- **The school grounds/playgrounds are not accessible before or after school**

Health and Safety Measures

- Hand sanitiser at entry to learning spaces and soap, water and drying facilities in bathrooms.
- Where safe to, doors will be latched/wedged open.
- 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.
- 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 in school organised sport activities.
- Out of school sport activities will be determined by individual out of school sport organisations.

sKids

- The Government has determined there can be Before/After School Care in Alert Level 2.
- sKids will contact parents who use their service.

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. Keep scanning.

Ka manaakitia koutou e te Atua



Alister Bridgman
Principal