



Kia tiki ake te pai
ACCENTUATING THE POSITIVE



13 May 2020

Kia ora e te whānau. Greetings families

We are full speed ahead with our preparations for reopening next week, Monday 18 May. This letter will outline the procedures for drop off and pick up.

Every process we will be implementing is in line with recommendations from the Ministry of Health and the Ministry of Education. We realise that you may need to make changes to your normal way of doing things as we have done many times over the last two months. We thank you for your patience and understanding and we ask for your support as we as a school settle into our new normal

At Alert Level 2 we are required to keep detailed contact tracing registers of everyone who is on the school site. In order to support this, we intend to make some changes to the drop off and pick up procedure.

Drop off procedure

Children who normally make their own way to school can continue to do this. They should aim to arrive at school no earlier than 8.20am and should make their way straight to their classroom on arrival.

If you are planning to drop your child off at school, we would like to request that you drop your children off at the gate, instead of coming into the school grounds. We will be doing several things to support you with this

- Staff will be at both gates to welcome children and support them getting to their classes, (particularly for our younger children)
- Teachers will be in their classes when children arrive to greet them.

We ask that children are not dropped at school before 8.20am. If you need your child to be at school before 8.20am, we request that you please book them into before school care.

We realise that some of our children, particularly our new entrant children might find being dropped at the gate tricky. We will work with you to create an alternative plan for these children. If you think your child might find it difficult to be dropped at the gate, please email me at amandab@rutherfordprimary.school.nz, so we can make an alternative plan.

Pick up procedure

Like drop off, children who walk home from school independently can absolutely continue to do this. If you are picking up, we ask that you pick up your child outside of the school grounds and don't come on site. We will be walking our New Entrant children to the gate at 2.40pm to support them to find you. To minimise congestion at the gate at the end of the day, we would like you to consider using the church car park on Old Te Atatu Road as a meeting point. We will be operating a walking school bus to the church.

Children who are being collected by older siblings and family members who attend Rutherford College will wait at the school library. The person collecting these children will need to sign them out.

We remind you there are three pick up points.

- Toru Street
- Kotuku Street
- Church Car park Old Te Atatu Road

We would like you to indicate on the form below where you will pick up from, so we can ensure children get to the right place. This includes children walking home, being picked up by siblings who attend the college and going to SKIDs; <https://forms.gle/CnBaBZwutUT5ihLV8>

Staff will direct children to the allocated pick up places and support them to connect with their families.

If families need to come onto the school grounds for any reason, they will need to sign in at the school office. No one should go directly to classrooms. Parents and caregivers will not be able to enter classrooms at Alert Level 2.

It is important to us that we stay connected with our families. We encourage you to continue to use Seesaw and email to keep in touch with teachers.

If you have any questions, please contact me at amandab@rutherfordprimary.school.nz

Kia kaha - He waka eke noa

Nga mihi nui
Amanda Bennett
Acting Principal