



Kia tiki ake te pai
ACCENTUATING THE POSITIVE



26 AUGUST 2020

KIA ORA E TE WHĀNAU. GREETINGS FAMILIES

I have thoroughly enjoyed seeing all the great things children have been doing at home. We are looking forward to reopening the school and welcoming all our children back next week. We will reopen on Monday 31 August.

I once again remind you that the absolute best thing for children is to get them back to the regular routine of attending school as soon as possible. If children are well, they should come to school from next week.

In preparation for next week, we remind you that some things are different at school at Alert-Level 2 and there are some procedures that we follow, that are different from when we left school at Alert-Level 1. To help us all prepare I will outline these procedures in the following information;

DROP OFF AND PICK UP PROCEDURES

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 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.

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 continue to operate the walking school bus to the church. We encourage you to consider collecting your child there to minimise congestion at the gate.

Children who are being collected by older siblings and family members who attend Rutherford College will wait at the Kotuku Street Gate with a staff member.

We remind you there are three pick up points.

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

To help us support your child get to the right place after school to meet you, please complete the following form to indicate where you will collect them from;

PICK-UP INDICATION This includes children going to after school care.

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.

CONTACT TRACING

We are required to keep a visitors register of anyone who comes on to the school site. We will also be displaying the COVID Tracer QR Code. We recommend that you download this App to your phone and scan to record your visit.



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HEALTH AND SAFETY PROCEDURES AT ALERT-LEVEL 2

WELLNESS AND ATTENDANCE

- Please only send your child to school if they are well. It is recommended that your child does not come to school even with a cold. We realise that typically we would still attend school and work with a mild cold, but these are not typical times. Our staff will also be following these guidelines as well.
- If your child is unwell and/or will not be attending school for any reason, please text the school cellphone 022 324 3942 or phone 834 5467 and leave a message. We need to code attendance accurately for contact tracing and this will save time contacting you for your child's absence.

HAND HYGIENE

- Children will be required to clean their hands on arrival at school in the morning. They will sanitise their hands on entry to the classroom. The teacher will be there to support them with this. At this time, the teacher will also carry out a wellness check.
- Children will regularly clean their hands throughout the day. They will wash or sanitise their hands at the following times; before and after learning outside, before and after break times and outside play, before and after any sports lessons outside, before eating, after going to the toilet and before and after handling any shared equipment, such as devices, shared toys and crayons etc.

PHYSICAL DISTANCING

There are no specific requirements in school for physical distancing. The recommendation is that children stay out of people's moist breath zone. We will be reminding children of the following strategies;

- Instead of hugging or high-fiving to greet others - try an elbow bump, a foot five, a smile or a wave.
- Maintain a personal bubble around yourself and don't go into other people's bubbles.

MASK USE

The Ministry of Health and the Ministry of Education have advised that mask use in schools is not necessary. If your child would like to wear a mask, they may do so. If your child uses a mask, please remind them of the following guidelines to keep the mask as clean as possible;

- Try not to touch the mask.
- Limit the amount of times you take the mask on and off.
- If you need to take your mask off, do not put it down on a table or the ground and then back on.

LUNCH ORDERING

- Lunch ordering will be available. All local businesses we work with are practicing suitable Alert Level 2 procedures.
- Children will order at the office as usual, but will not fill in the form themselves. A staff member will help them with that.
- For younger children please write a note describing what your child would like to order, and put it in a bag along with the payment.
- Lunches will be delivered to classes.

ARRIVING LATE TO SCHOOL

- If children arrive late to school, they must report to the office.
- Michelle or Diane in the office will record their name and the time they arrive.

CLASSROOM COMFORT

We will be aiming to keep our classrooms warm, however with the changeable weather at the moment we recommend children come prepared.

- Please make sure your children have warm clothes with them, including jumpers and socks and shoes.
- It is a good idea for younger children to have a change of clothes at school. We have limited emergency clothing.

WATER BOTTLES

All water fountains will be turned off at Alert Level 2.

- Please send your child to school with a named water bottle.

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.

Finally It is a good idea this week to talk to your children and remind them about some of the ways school will be different next week and beyond.

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

Kia kaha - He waka eke noa.

Nga mihi nui
Amanda Bennett
Principal