

25th August 2020

Dear parents,



Reopening at level 2- MONDAY 31st August

Following the Prime Minister's announcement, we are preparing to reopen to all students on **MONDAY 31st AUGUST**. For the rest of this week we will continue with online learning. Please email your child's teacher if you have any questions regarding this.

We are really looking forward to getting the children back in school. There are several changes we are having to make in order to meet our obligations to the Ministry of Education and Ministry of Health and keep your child safe at school. These adjustments are very similar to how level 2 looked at school previously. The resilience and independence of our children amazed us as we returned to school after the previous lock down. We know they will take these changes in their stride and adjust quickly, with your support and encouragement.

Due to the requirement for us to record the details of anyone, including parents, who enter the site, only staff and students will be allowed on the school grounds (other than if a parent has an urgent need to visit the school office). Therefore we are requiring ALL parents to drop their child at the gate and allow them to come in on their own, with a friend or supported by a teacher, who will be at the gates. Please note there are NO DESIGNATED GATES IN THE MORNING THIS TIME. However, to reduce congestion and help maintain safe distancing after school, children must be picked up from outside their designated gate at the end of the school day, not within the grounds (See chart below).

Drop off/Pick up

The bottom car park will maintain its current formation, we ask that you maintain social distancing while waiting. The junior classes will be walked to their exit by the teacher. Please ensure only one family member comes to collect your child, this will help reduce congestion at the gates.

Entry/Exit Gates and Finish times

In the morning, the gates will remain closed until 8.30am. Please drop your child at the gate or allow your child to walk to school where possible, and we will ensure they get to class and are safe once on our site. Teachers will be at the gates to welcome our children back and we are thoroughly looking forward to seeing them! Children can enter the site through any of the gates in the morning.

If your child is walking home independently or is going to meet you further away from the school they may use the top gate (Isobel Road) where a staff member will be. No classes will be brought to this area, it is just for children leaving the site independently. **We ask parents not to**

wait here at the end of the day, as it will block the path. The crossings will be operated, but only by staff and volunteers initially.

Pick Up Gates

Year Group	Pick up Time	Gate for pick up by a parent (Teachers will walk class to the gate) Please do not come on the site to collect/drop your child.
Year 1	2.45pm	Bottom Gate (With safe pedestrian pick up area)
Year 2	3pm	Greenhithe Rd Staff Car park (no car access) Parents can use the side car park to wait safely
Year 3	2.45pm	Greenhithe Rd Staff Car park (no car access) Parents can use the side car park to wait safely
Year 4-6 (Not collecting siblings)	3pm	Bottom Gate

Note: Isobel Rd gate is for anyone walking independently, including sibling groups (to avoid congestion by a road and crossing).

Any older children will collect the siblings from the classroom and come to the bottom gate at 2.45pm, **if they are meeting a parent**. If they are walking independently, they can use the top (Isobel Rd) gate as well, which will help ease congestion and allow them to safely use the crossing.

The teachers will support your child to get to the right place! We ask that you talk to your child to ensure they know what their after school routine will be, especially if picking up siblings!

If you have any questions about individual pick up routines, please email your child's classroom teacher.

All gates, other than the top gate will be locked between 9.10am and 2.45pm. This is to ensure we can contact trace anyone who comes on site, which is a Ministry of Education requirement. At the office we are operating a one in, one out process. Please wait outside, and scan the Covid-19 Tracing App poster, please ensure you stay socially distant from anyone else.

Please note, as we have to trace everyone on our site **all gates will be locked until 8.30am**. Please DO NOT send or drop your child before this time. When they arrive at school the children will be going straight to their rooms, not outside to play as was normal in the morning. The teachers will be in the rooms to receive the children from 8.30am, ensuring the hygiene and safety measures are being followed in the class.

After school care will be operating, using the mandated health and safety measures. Please contact the providers directly for more information.

Appointments

If your child has an appointment during the day you will need to come through the top gate and into the office, where you will have to sign the contact tracing form and use the Covid-19 Tracing App. Your child will be sent to the office to meet you, where they will be signed out. Please do not go to the classroom.

Children arriving

In the past we have been able to assist parents with children who have been upset. Unfortunately, we can no longer 'take' a child off a parent who is upset or reluctant to come in. If your child is visibly upset we will have to ask you to take your child home. In this unlikely event we will work with you.

Break times

We are staggering our break times to allow the children more space to play. Children will be washing hands before and after every break time.

Key Factors For the Ongoing Safety of the Children

Again, our overriding priority is the safety of the children in our care. Please support this by talking to your child about:

- The importance of handwashing/sanitizing hands
- Coughing into elbows
- No sharing food or stationery/devices they are bringing from home
- The need to stay home if they are unwell
- Your child will require a water bottle, as fountains are closed
- The need to stay out of each others' breathing zone
- Ensure they are clear on their after school pick up routine

Over the next little while we hope to be able to reopen facilities like the library, bring in some of our outside facilitators, restart lunch orders and begin withdrawal groups. We believe we need to ensure our school based routines and hygiene processes are embedded first.

Finally, if your child is not coming back into school at Level 2 initially, can you please let us know. Please email Judi at the office (office@greenhithe.school.nz).

We have worked hard to ensure we have met or exceeded all of our obligations again. We appreciate your support in reintroducing these processes, as they have been put in to protect and care for your child.

Ngā mihi

Stephen Grady