



7/03/2

We are delighted to return to having a school where we have parents regularly in for school events like Cultural Whānau day and sports events like our Senior Swimming Sports where parents are invited in. It is important for the safety of your child and that of the rest of the school that we continue to adhere to our health and safety guidelines regarding having people on site.

For our new families, those who have joined us recently and as a general reminder, here are our key protocols and timings.

### **Dropping off forgotten items.**

As the pool has reopened, children forgetting goggles and togs happens quite regularly! Our school protocol is that parents don't go to the classroom during the day to drop things off. This disturbs the learning of your child and the rest of the class! **We ask that if you are dropping anything off (togs, lunches etc) for your child that you come to the office and we will quietly deliver it to your child.**

### **Picking up your child for an appointment or to leave early**

It is vital that if you are picking up your child for an appointment or are leaving early that they are signed out. In the event of an evacuation, the sign out register becomes a key tool for ensuring emergency staff aren't looking for children who have left without the office knowing.

**We ask that you come to the office and WE will get your child sent to the office. Please DO NOT go to the classroom and collect your child.**

### **Reminders of school timings**

- **We ask that children are not onsite before 8.30am.** Any child arriving before this time must be in before school care. Children wait at the gates until the 8.30am bell.
- Our settling bell at 8.45am has been a huge success for settling the children ready for learning, it is important for the teacher and your children for parents to leave the rooms at 8.45am, allowing the child to spend time with friends and to have some time to talk to their teacher.
- If your child arrives after 9am they must go to the office to sign in.
- We ask that parents only come onto the site to wait for children after 2.45pm, the school is still running and the children will still be using the playgrounds, turf areas and outside benches for learning.

- The bottom car park closes at 2.45pm, and only reopens once the majority of children have left. Please do not park in the bays closest to the school as this area is a safe waiting place for children and families. If you are parked here, you will be asked to move!
- Children are not to be on the playground after school without a parent! There is no supervision of this area. Any children here unattended will be asked to either wait at the gate or be taken to the office.

### **Medications**

All medications i.e. Asthma pumps, epipens must be kept in the sick bay not in your child's bag. If your child may need medication to/from school they can leave it at the office in the morning and collect after school. If your child requires medication while at school you need to complete a Consent Form which allows the Office Staff to administer meds on a short term basis.

### **Cell phones and smart watches**

Cell phones need to be handed into the office in the morning. Each classroom has a routine to collect them. Smart watches can be worn but they are not to be used during the school day to communicate or record, due to health and safety protocols.



很高兴各位家长积极参加学校的活动，例如：近期的文化交流节和高年级学生的游泳比赛。各位家长和学生继续遵守学校的校规和准则对我们有效的开展各项活动非常重要。

对于最近进入学校的新家庭，我们将做一些关于学校准则和上下学时间的提醒。

### **忘记带东西**

随着游泳池重新开放，孩子们忘记带游泳镜和泳衣的情况经常发生！我们学校的规矩是家长白天不去教室送东西。这会影响到您孩子和班上其他同学的学习！我们要求，如果您要为您的孩子送任何东西（游泳衣、午餐等），请您来办公室，我们会悄悄地把它送到您的孩子手中。

### **接您的孩子赴约或提早离开**

如果您要接孩子赴约或提早离开，请务必到办公室签字离开。在紧急疏散的情况下，办公室登记系统能够确保老师和急救人员查找核实学生是否遗漏。

提早接孩子时，我们要求您来办公室，我们会把您的孩子送到办公室。请不要去教室接您的孩子。

### 学校上学放学时间的提醒

- 我们要求学生在上午 8 点 30 分之前不允许进入学校。任何在此时间之前到达的学生都必须送到早托班。孩子们需要在校门口等到8.30的铃声。
- 我们学校早上8点45分的预备铃非常成功地让孩子们准备好进入学习状态，对于老师和您的孩子来说，父母在早上8点45分离开教室很重要，这样孩子可以跟朋友们安静下来，并有时间和他们的老师交流。
- 如果您的孩子在上午9点之后到达，他们必须去办公室签到。
- 我们要求家长在下午2.45之后再到学校接孩子，那时学校仍在上课，孩子们还在使用操场、草坪区和户外长椅学习。
- 学校底部停车场于下午2.45关闭，只有在大多数学生离开后才会重新开放。请不要把您的车停在靠近学校的停车位，因为该区域是学生和家长的等候区域。如果您停在此处，会被要求移动！
- 孩子放学后不能在没有父母陪伴的情况下在操场上玩耍！这个区域没有监管。任何无人看管的学生将被要求在校门口等候或被带到办公室。

### 药物

所有药物，例如：哮喘药和肾上腺素药必须放在学习的医疗室而不是您孩子的包里。如果您的孩子在校期间需要用药，他们可以上午把药放在学校办公室，放学后再取药。如果您的孩子在校期间需要服药，您需要填写一份同意书，以便办公室工作人员临时给学生短期服用药物。

### 手机和智能手表

学生若带手机上学，那么他们需要到学校时就交给办公室。每个教室都有收集手机的程序。可以佩戴智能手表，但出于健康和安全准则，在上课期间不得使用智能手表进行交流或录音。