

14th May 2020

Dear parents,

We are really looking forward to getting our fabulous children back in school. There are several big 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. I have already outlined some of the changes in my previous email regarding level 2.

**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 their designated gate and allow them to come in on their own, with a friend or supported by a teacher, who will be at the gates. Children must also be picked up from outside the designated gate, not within the grounds.

#### **Drop off/Pick up**

This is going to be the biggest change for you as parents with only these four access points:

- The bottom gate by the courts
- The two gates by the Greenhithe Road staff car park
- The Isobel Rd main gate.

These gates are allocated to particular year groups, please see the chart below.

The bottom car park will change its formation for now (see attached diagram). The current drop off area will be a pedestrian kiss and drop (in the morning) or pick up area for parents to wait off the site, where there is no need to sign in. The classes will be walked to their exit by the teacher. The car drop off will be in the car park lane nearest the road, marked by cones. **Obviously this reduces our parking, so please, if you are able, walk your child to and from school, or park a little way from the school.** 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, please use the designated entry gate listed below. 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 designated gates to welcome our children back and we are thoroughly looking forward to seeing them!

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.

Year Group	Pick up Time	Gate for pick up by a parent (Teachers will walk class to the Gate) <b>Please do not come on the site to collect/drop your child.</b>
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

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, 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, ensuring 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. Your child will be sent to the office to meet you, where they will be signed out.

### **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
- 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 new 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](mailto:office@greenhithe.school.nz)).

These are unprecedented conditions for a school to open with. We have worked hard to ensure we have met or exceeded all of our obligations. We appreciate your support in enacting these new processes, as they have been put in to protect and care for your child.

Ngā mihi

Stephen Grady