

## Highfield School – Alert Level 2, In School Learning Parent Information

**Please read this important information before arriving at school on Monday 18th May  
– it will give you a clearer picture of what school will be like during this time.**

Sick children **must** stay at home. If a sick child comes to school, or shows symptoms during the day, you will be required to pick them up as soon as possible and keep them at home until they are well for 24 hours. If your child(ren) will be absent from school for any reason, please contact the main office as you normally would on the school absence line ph 686 2763, or send a message via skool loop. This is a legal requirement.

Physical distancing is a good way to prevent the spread of disease. In an Alert level 2 school environment, this means children and staff keeping a physical distance so that they are **not breathing on or touching each other**, along with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.

Children will need to wear their school uniform and bring a full lunch box and full drink bottle of water in their own school bag each day - no food that needs to be heated and all food wrappers and lunchbox waste must be taken home in their lunchbox. Food items must not be shared.  
**Please do not send any other items.**

### **Arrival to school at the start of the day (No earlier than 8.45am)**

- Parents are advised **not to come** in, apart from parents of new entrants and new children:
  - Please drop your child at the gate if walking with them, or from the car if driving.
  - Staying 1 metre apart is recommended – please move away from the gate area and keep it as clear as you can.
  - If you do need to enter, please fill in your details, time in and out and where visited in the contact register that will be located under the covered entrance area. You will be required to sanitize your hands before and after recording your details.
  - Danielle or Heather will be at the main gate to meet any Team Rata children who may need extra support.
  - Te Whare Maru children are to be dropped at the school car park from 8.45am. A staff member will meet the children in the car park and walk with them to class.
- The main gate on Rimu St will be the only accessible gate onto school premises for parents and other visitors. Please observe this rule during Alert Level 2.
- Remember you can drop children off on Wai-iti Rd, Barnes or Kauri Streets and they can walk down. Please observe the 8.45am drop off and school entry, and remind your children of the safe road crossing rules. There are three gates you can use – this helps to reduce contact and ease traffic.
  - The back gate on Puriri Street (more parking available)
  - The driveway gate by Room 12 on Rimu Street (limited parking)
  - Wai-iti Road and walk through the alleyway
  - The main gate on Rimu Street (5min time limited parking – drop and go)
- Our Road Crossing on Wai-iti Road will be manned from 8.35 - 8.50am and the Rimu St crossing from 8.40 - 8.55am.
- The entry gates will be held open. Please do not touch the gate area
- Everyone will sanitize their hands as they enter their classroom.
- Children put bags on their individual hooks and shelf spaces.
- Under alert level 2 there will be no play before school, children must go straight to their classroom.
- Children can bring scooters but must ensure it is cleaned and walk it through the school premises. No sharing of scooters.
- Contact tracing registers will be completed with the morning roll.

**During the day** – including break times and eating times

- o Everyone will sanitize their hands when coming into the class in the morning, after using the toilet and before and after eating (along with washing hands with soap and water) and throughout the day.
- o Everyone will sanitize their hands before leaving and when entering the classroom at playtimes or visiting other areas of the school.
- o Equipment and surfaces will be cleaned regularly throughout the day.
- o Water fountains will remain off and children must bring their own water bottle. When filling the bottle it must not touch the metal tap and regular cleaning of taps and washing of hands after touching the taps must happen.
- o Children are permitted to bring their scooter and bike, but please ensure this is cleaned daily.

**Leaving school at the end of the day**

- o Everyone will sanitize/wash their hands as they leave their classroom.
- o Parents **do not** come in – please wait for your child at the gate if walking with them, or in the car if driving. Stay 2 metres apart – please keep the gate area clear and free of any congestion.
- o Remember children can walk via the alley way to Wai-iti Rd, or to Barnes or Kauri Streets to be picked up
- o Our Road Crossings will be manned after school for as long required to ensure the safe crossing of all students.
- o Te Whare Maru children - a staff member will walk with the child to the staff car park to the waiting parent/ caregiver at 2.45pm.
- o Team Rata will leave school first at 2.40pm and will be walked to the main school gate at Rimu Street, where they can be picked up. Please note there is a limited 5min parking restriction outside school so therefore please do not park and wait for longer than 5 min in this designated area.
- o Team Rimu will leave at 2.45pm and teachers will direct the students to the three applicable exits.
- o Team Totoru and Kauri will leave at 2.50pm and they will be able to use all three school gates: The back gate on Puriri Street (more parking), The driveway gate by Room 12 on Rimu Street, The main gate on Rimu Street.
- o Siblings of Team Rata and Team Rimu will leave at the same time as their younger brothers or sisters.
- o There will be no playing in the school grounds after school.

If you have any questions please contact Stu Wilcox [swilcox@highfield.school.nz](mailto:swilcox@highfield.school.nz) or the school office on ph 6861419.

**What a day will look like:**

8.45am	Children are able to enter the school grounds and go straight to class Sanitize hands on arrival in room
8.55am	Warning bell goes.
9.00am	Morning Roll taken / Contact Register Learning begins, regular cleaning of surfaces, sanitizing and washing of hands.

10.15 - 10.30	Children wash / sanitize hands before leaving room Interval break Children must not be in each other's breath zone or touching each other No use of sports equipment but scooter track can be used as long as there is no swapping of scooters or helmets.
10.30am	Children come in and wash / sanitize hands Read and Feed time Milk will be available from 3 areas - table in front of Senior Block for Rm 9 - 12 Table in front of Junior Block for Rm 1 - 6, Table in front of Room 15 for Rm 13 - 14
10.55am	Learning starts, regular cleaning of surfaces, sanitizing and washing of hands.
12.15pm	Lunch Children wash / sanitize hands before leaving room Lunch break play Children must not be in each other's breath zone or touching each other No use of sports equipment but scooter track can be used as long as there is no swapping of scooters or helmets.
12.45pm	Children come in and wash / sanitize hands Lunch eating Children will be spread out to not be touching each other
1.00pm	Children come in and wash / sanitize hands Afternoon Roll taken Learning starts, regular cleaning of surfaces, sanitizing and washing of hands.
1.50pm	Children wash / sanitize hands before leaving room Afternoon Break
2.00pm	Bell goes Children come in and wash / sanitize hands Learning starts, regular cleaning of surfaces, sanitizing and washing of hands.
2.40pm	All hard areas in the classroom need to be cleaned (desks, chairs, equipment)
2.40pm 2.45pm	Team Rata leave Team Rimu leave
2.50pm	End of day bell - Team Totara / Team Kauri leave Children wash / sanitize hands before leaving room Children need to be keeping distance from others while leaving the school grounds