



Thursday 14th May 2020

Dear Parents and Caregivers

The last two months have been challenging and I'm aware for many of you it has been a particularly difficult time. With the return to school next week, please be assured we want to do all we can to support students and families.

As we move to Alert Level 2 there are a number of things to bring you up to date with. In accordance with requirements from the Ministries of Health and Education we are operating as follows:

The overriding principles for Alert Level 2 are:

- *To minimise the risk that someone gets infected in the first place*
- *To ensure we can identify and contact anyone who has been in close contact with a person, if someone in our school is infected*
- **Alert Level 2 is not business as usual**

Key principles we need to follow:

- *Ensure people with COVID-19 symptoms or feeling generally unwell stay at home*
- *Maintain physical distancing (in schools this means children, young people, and staff maintaining a physical distance so that they are not breathing on or touching each other)*
- *Enable good hygiene practices - hand washing and sanitising*
- *Keeping track of **all** people that enter our school*

With the above in mind, please note that at Alert Level 2 the following applies:

Health and physical distancing

- **Students who are unwell with any of the following symptoms: a runny nose, sneezing, a sore throat, a cough, high temperature, shortness of breath, or temporary loss of smell must not come to school.** Students who develop these symptoms while at school will need to be collected and must not return until **they have been symptom free for 48 hours**. The current Ministry of Health guideline is to seek medical advice from your GP or contact Healthline 0800 611 116.
- Staff will be going over expected hygiene practices **especially around hand washing**. Students will be washing or sanitising their hands around breaks, before eating and as needed during the day.
- **At school students need to keep distance from each other and from staff.** We realise there are challenges with this and will manage it as best we can. The Ministry of Education guidelines state children and staff should maintain a physical distance so they are not breathing on or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces.
- **All parents and visitors to our site** must meet the Ministry of Health guidelines of maintaining physical distance of 1 metre inside, and 2 metres outside.
- **Students need to bring their own FULL named drink bottles** (water only), as the drinking fountains will not be available to use. Lunches/snacks cannot not require any cutting, heating or other preparation and there cannot be any sharing of food or drink bottles.

Contact tracing

- **Anyone coming on our school site, other than students and staff, MUST sign in via a contact register. This includes when you take your child to class or meet them outside their class. If you come in the gate you MUST sign in!** Please bring your own pen for this. The details we need on the contact register are your name and the child's name you are with, we do not need any other personal information. All classes have a contact register. This is at the main (external) point of entry, or inside the classroom. **If you do go into a classroom, it must only be into your child's class. Please don't go through other spaces. Please note preschoolers must stay with parents/caregivers and be included on contact registers too.** We recommend you sanitise or wash your hands before you come to school, and again once you leave the school grounds.
- **Please don't come to the school office unless you have to. There is now an electronic sign in, in the office to assist with contact tracing.** The main office door on Hilton Street will be locked, the best access is up the main ramp across from the hall.
- **We will not be having whole school whānau times at Alert Level 2.** Teams (Inanga, Patiki, Tuna and Kahawai) will be having their own assemblies. Also **at breaks times students will have their breaks in a designated area with their team. Our Teams are the level 2 bubbles for students ☺.**
- **Students arriving late to school** need to go up to the sign that is on the main ramp to the office (near the hall), to let the office staff know they have arrived.

Other organisation

- **Wherever possible, please use the drop off/pick up zone. If you don't get out of your car you don't need to sign a contact register.** Please be aware that with additional use of the drop zone it will be busy, watch out for children and reduce your speed.
- Please **plan ahead for wet day pick ups and drop offs.** Use the drive through wherever you can.
- **If you need to collect your child for any reason during the day, please phone ahead to the office** and we will arrange for your child to come to you.
- **Students who were issued with a school device need to return these to school as soon as possible,** in the box they were issued in, **with the power cord.** We need these back so they can be cleaned and re-issued for classes to use.
- **The scooter track is NOT available for use before school. During the day it can be used by individual classes at scheduled times. At break times it will only be used by the team who is designated for that area.**
- Please don't send toys or other items from home to school. The learning packs do not need to come back to school either ☺

Thank you for reading all of this! As always, if you have any questions, or we can help in any way please let us know. You can contact me via email: principal@kbs.school.nz or on my mobile: 021 082 50118.

Ngā mihi nui



Murray Overton

Principal