

Procedures/Protocols @ Level 2

www.thegardens.school.nz



13th May, 2020

The Gardens School: Alert Level 2

We have been working with the Ministry of Health and Ministry of Education guidelines and the below outline the procedures/protocols we have put in place for Level 2 at The Gardens School.

Parents/Caregivers need to familiarise themselves with these, as they take effect, Monday 18th May.

Of most importance:

NO PARENTS/CAREGIVERS may enter the school buildings or any of the fenced in areas of the school, at any time, for any reason. This must be strictly observed, for health and safety and contact tracing purposes.

The number involved in keeping our students, staff and families safe is well over 1000 people and we require everyone to do their bit and follow the rules and we thank you in advance for your support.

Protocols and procedures outlined in this notice:

- Managing congestion at key times of the day - drop off and pick up
- Managing physical distancing during the school day
- Expectations of Parents/Students
- Cleaning at School
- Teaching and Learning programmes

Managing congestion at key times of the day: Drop off and pick up

To reduce congestion in high traffic areas, there will be specific entry and exit points for each Hapori. We realise this may complicate pick up for families with multiple children and we suggest parents of older students (Years 4 - 8) arrange alternative meeting points for after school e.g., the school field

Specific Information for Kiwi and Pukeko Hapori

Central Park is NO LONGER the meeting place for Year 1-3 pick up

Kiwi Students may only enter and exit school at the Arua Park gate closest to the office. Parents should not come through the gate.

Pukeko Students may only enter and exit at the Arua Park gate closest to Central Park. Parents should not come through the gate. Until further notice, Pukeko students will no longer be using the Bag Huts and will bring their school bags inside with them.

Arua Park is CLOSED to all other students, with the exception of those who are collecting younger siblings at the end of the day.

Arua Park is CLOSED to all parents, at all times, until further notice.

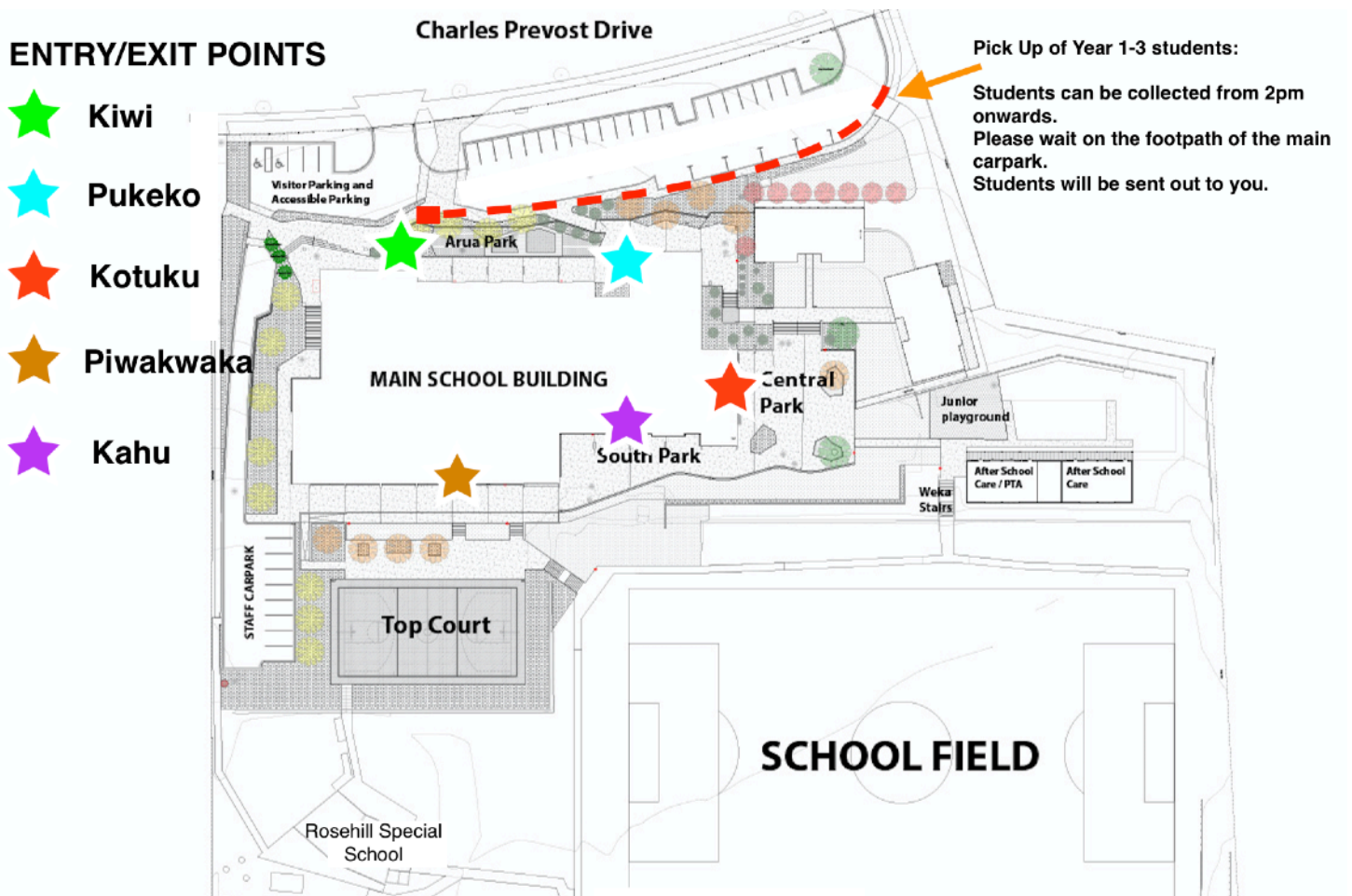
Students in Years 1-3 (Kiwi and Pukeko) can be collected anytime from 2pm onwards

- Parents must wait on the footpath of the main carpark, outside Arua Park, so that you are visible to staff in Arua Park, who will send your children out to you.
- Please practice safe distancing while waiting for your child and be patient as children are dismissed to you.

Years 4 - 8

- Kotuku students will enter and exit school via the Library doors at Central Park
- Piwakawaka students will enter and exit school via the Action Station corridor
- Kahu students will enter and exit school via the Manapouri/South Park doors

MAP: Please check the map for entry and exit points and pick up zone for Years 1-3



After School Care:

Students who attend After School Care will be collected by Great Times staff in a staged process, beginning with Kiwi and Pukeko students collected from Arua Park at 2.30pm.

Year 4-8 students will make their own way to After School Care as usual, at the end of the school day.

Late arrivals:

Children who are late to school must wait outside the office and a staff member will collect them and bring them to the right place.

Late pick up:

All children must be collected by 3.00pm at the latest.

Managing physical distancing during the school day

Each Hapori will run as an independent group, with minimal physical interaction between teams.

Each Hapori will remain within their own teaching space, wherever possible.

We aim to have safe practices for physical distancing, both inside and outside.

Breaks will be staggered throughout the day, to ensure that each Hapori has enough room to spread out and play and to ensure adequate supervision is provided.

Shared spaces e.g., library, hall, art space will be used on a rostered basis, with no more than one Hapori accessing these spaces each day. This will allow for cleaning to be carried out overnight, before the space is used by a different Hapori.

No large gatherings will be held until further notice, this includes school assemblies.

Lunch ordering options are currently being reviewed and further information will be made available shortly.

Expectations of Parents/Students

Expectations of Parents:

- Parents are not to enter the school buildings or fenced-in areas of the school, at any time.
- The school buildings, including the office are closed to all parents and any contact into school should be via email and/or phone. We ask that you strictly observe this and do not enter the school at all, including for drop off and pick up.
- Parents needing to drop off items during the day will need to phone ahead and make arrangements with the office to do this non-contact, however we ask you to avoid needing to do this, wherever possible
- Until further notice, our Friday morning parent drop-in is cancelled
- If your children are unwell, even slightly, please keep them AT HOME
- If children are suspected of being sick at school they will be sent home immediately

- If anyone in your bubble is suspected of having Covid-19, or is awaiting the results of a Covid-19 test, please keep your child AT HOME
- Support your child to maintain the student expectations outlined below and the hygiene practices which can be found on the last page of this document

Expectations of Students:

- High levels of personal hygiene must be maintained at all times. This means:
 - *showering/bathing daily*
 - *uniforms washed more frequently*
 - *nails trimmed, hair tied up etc.*
- All students will have hand-sanitiser applied as they enter school in the morning and exit in the afternoon
- Regular hand washing will be expected during the day
- No additional toys, clothing, sports equipment etc. should come to school e.g., Bey Blades, Basketballs, stuffed animals, key chains on school bags etc.
- Named personal water bottles are essential for all students
- Named lunch boxes are essential for all students
- School hats are NOT required

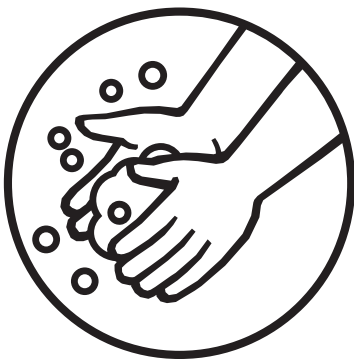
Cleaning at School

- We have a cleaner onsite throughout the school day, who will continue to clean surfaces, handles, stair rails and any high use surfaces, as well as toilets, sinks and drink fountains.
- Our cleaning company has done a very thorough clean of the school prior to Level 2 commencement and will clean the entire school, each evening.
- Each teacher will have spray solutions and will organise for their area to be wiped down after each teaching session (tables, benches, chairs, electronic devices etc.)

Teaching and Learning Programmes

- It is our aim to get teaching programmes back to normal as quickly as possible, with our focus on literacy and numeracy and student wellbeing.
- For this term, specialist teaching is on hold as this involves mixing between groups
- Children who remain at home will have access to remote learning and our teachers are working on this at present, this will continue to be sent via the usual means.

Protect yourself and others from COVID-19



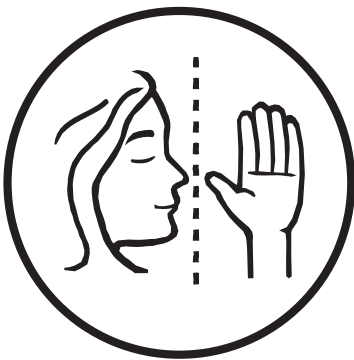
Wash your hands with soap and water often (for at least 20 seconds). Then dry.



Cough or sneeze into your elbow or by covering your mouth and nose with tissues.



Clean and disinfect frequently touched surfaces and objects, such as doorknobs.



Don't touch your eyes, nose or mouth if your hands are not clean.



Put used tissues in the bin or a bag immediately.



Stay home if you feel unwell.

For updates and more information on keeping yourself safe, visit [Covid19.govt.nz](https://www.covid19.govt.nz)

New Zealand Government

Unite
against
COVID-19