

Term 4 Procedures/Protocols

www.thegardens.school.nz



12th November, 2021

The Gardens School: Term 4, 2021

These protocols will be familiar to many of you, as they remain largely unchanged from those previously in place following the March 2021 lockdown. These protocols are in line with Ministry of Health and Ministry of Education guidelines.

We require all parents/caregivers to read these carefully - this includes any other adults who are involved in the pick up or drop off of your children.

These protocols will be in place UNTIL FURTHER NOTICE.

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 and masks must be worn at pick up and drop off. This must be strictly observed, for health and safety and contact tracing purposes.

Any children who are unwell, for any reason, MUST be kept home from school.

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
- Keeping your family safe

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

Please see below for specific information for our younger students.

Kiwi, Kakapo Hapori (Year 1 and Year 2) - Drop Off

Kiwi and Kakapo Students may only enter and exit school at the Arua Park gate closest to the office. Parents should not come through the gate. Students will enter the building via the usual doors.

Kiwi and Kakapo Hapori (Year 1 and Year 2) - Pick Up

There is no change to our current pick up system for Kiwi and Kakapo students.

- ▶ Students in Kiwi and Kakapo can continue to be collected **anytime from 2.30pm 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 one by one.
- **Masks are required for adults collecting children**
- Please practice safe distancing while waiting for your child and be patient as children are dismissed to you.

Pukeko Hapori (Year 3) - Drop Off

Pukeko Students may only enter and exit at the Arua Park gate closest to Central Park. Parents should not come through the gate. Students will then walk up to the bag huts and on inside the school buildings, via the library, as usual. Staff will be at the gate as usual, to point them in the right direction.

Pukeko Hapori (Year 3) - Pick Up

- **Pukeko students will be dismissed at 2.45pm** from the same gate they entered, at the eastern end of Arua Park. Teachers will walk students down to the gate and they will be seated until they see you arrive and will come out to you.
- Parents should wait out on the footpath and we ask that you do not block the gate.
- **Masks are required for adults collecting children**
- Please practice safe distancing while waiting for your child and be patient as children are dismissed to you.

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

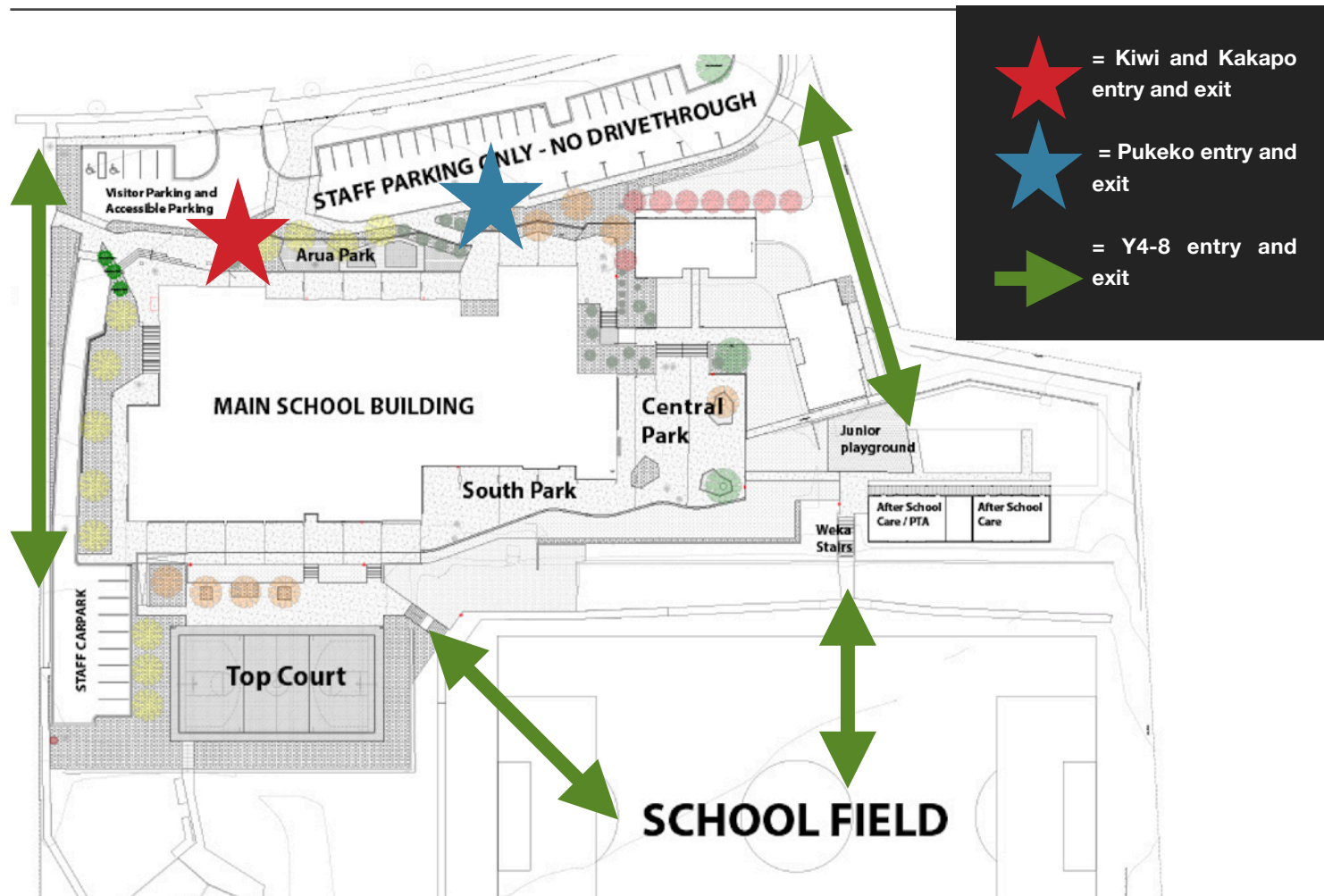
Arua Park is CLOSED to all parents, at all times, until further notice.

Years 4 - 8

- All students in Year 4-8 must wear a mask when entering and exiting school and at all times while inside the school buildings
- Kotuku students will enter and exit school via the Library doors at Central Park
- Piwakawaka students will enter and exit school via the Mahi Tahi corridor
- Kahu students will enter and exit school via the hall doors, keeping school bags with them.

All Year 4-8 students will be dismissed at 2.50pm and will make their way out of the school grounds via the field, or the western or eastern footpaths. If you plan to meet your child after school, please ensure you have agreed where you will meet them, to avoid any confusion.

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



After School Care:

After School care will NOT be operating until further notice.

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.

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

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
- Any parents who are asked to come into the school office **MUST** scan in using the Covid-19 App e.g., collecting a sick child.
- 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 until a negative result is returned.**
- 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.*
- **Mask wearing is compulsory for Year 4-8 students, while inside the building and during pick up and drop off.**
- 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

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 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.)

Additionally, we encourage all families to follow good practices to keep yourselves safe:

- check in using the NZ COVID Tracer app everywhere you go (the sooner you get notified that you were at a location of interest, the easier it will be to keep yourself and your whānau safe)
- switch on the Bluetooth function on the app (go to the dashboard in the app to do this)
- always stay home if you are unwell and seek advice from Healthline (0800 358 5453) or your GP
- get tested if recommended to do so. Testing is free to everyone in New Zealand!
- wash and dry hands thoroughly and frequently
- practise good cough and sneeze etiquette
- regularly clean and disinfect high-touch surfaces in your home
- wear face coverings as directed by alert level requirements
- for those of you who think you might have been at a [location of interest](#) at the specified time, follow the instructions on the [Ministry of Health website](#) or if you are unsure what to do, contact Healthline (0800 358 5453) for advice about getting tested

Protect yourself and others from COVID-19



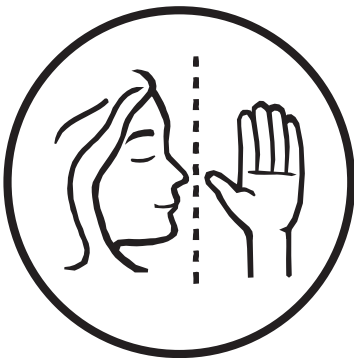
Wash your hands
with soap and water
often (for at least 20
seconds). Then dry.



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**

New Zealand Government

Unite
against
COVID-19