



15 May 2020

Dear Parents and Caregivers,

School begins for all of our children next Monday, 18th May. We are very much looking forward to welcoming them all back into our classrooms. The purpose for this newsletter is to update you with general information about returning to school for Covid-19 Level 2. We are guided by the principles and information provided to all schools by the Ministry of Education in the document "Managing Health and Safety in Schools at Alert Level 2.

For further information from the Ministry of Education including frequently asked questions please [click here](#).

Winter Uniform:

As previously stated, please do not feel under any pressure to have your child/children in winter uniform. We have complete understanding that circumstances have meant many timeframes are pushed back. We are very flexible over the coming weeks. If there are items you do wish to purchase, please use our online Winter Uniform Order Form. Here is the link [Winter Uniform Order Form](#) you can also find this link on our website at any time.

Kids Club update:

If your child attends Kids Club then all these listed school hygiene procedures will apply at Kids Club along with a Contact Tracing Register which will need to be filled out for the Ministry. Feel free to bring along your own pen to use.

All OSCAR run after school care centres have been encouraged to not have parents enter their venues and to wait and have your child brought to you with their bag. If you are unwell or unable to pick up your child from the front of the hall then please arrange with Deb to have your child brought to the closest gate to you.

General information for Covid-19 Level 2 at SCCS:

Unwell children

- Parents are asked to keep any sick children at home.
- If a sick child comes to school, we will send them home.
- If a child becomes unwell during the day, parents will be required to pick them when contacted

Please ensure that your contact details and emergency contact details are updated if they have changed recently.

Distancing

Physical distancing is a good precaution to prevent the spread of disease.

- Education facilities, like our school, have measures in place so that our students and staff will be far enough away from each other, so that they are not breathing on, or touching each other. These include staggered break times for students and staff.
- Parents are to drop their children off in one of the four designated drop-off areas. These are: 1) the front of school where the children then go through the front gate at the side of the main entrance, (2) the gate by Koromiko/Totara, 3) the temporary side gate adjacent to the Church car park or 4) at the bottom of the Church driveway accessing through the gate beside Harakeke class.
- For parents who normally walk their children into school there is a change. You need to say goodbye either in your car or after walking them to the gate. Please ***do not*** walk your child/children into school, the office or to their classrooms. Please say goodbye to them at the side gates. ***Before Monday, please take some time to explain to your child/children that you will need to say goodbye at their closest gate.*** If your child requires extra support, there will be staff at those entrance points to provide support and to help them to their class if they need it. You will ***not*** be able to accompany them onto school and to their classroom. Thank you for your understanding about this.
- Parents and caregivers are asked not to come on to the school grounds unless it is absolutely necessary and only if you have called ahead to the office on - 8479322.
- All parents, caregivers and visitors who do need to come into school must go directly to the office. If the doors do not open automatically, a staff member will come out to help you. All visitors to the school must use the sanitiser, sign in for contact tracing purposes and remain in the office area only. There will be no pick-ups or drop offs to classrooms.
- Classes - teachers have worked out the most practical set-up of furniture, mat areas etc so that children are far enough away from each other, so that they are not breathing on, or touching each other. When and where possible a 1 metre distance is used as a guide. As identified by the Ministries of Education and Health, this is not always practicable.
- Playground - Classes will be taking their interval and lunchtimes at different times to halve the number of students needing to use outside space.
- Staff areas - Staggered breaks will lower the demand on areas like our staff room and other common areas. Staff will use a 1 metre space guideline whenever possible.
- Non-essential events and activities will continue to be limited to those that allow us to comply with all Covid-19 Level 2 guidelines.

Hygiene Practices

- Good hygiene practices are in place and will be well communicated at all times.
- Children will wash hands (with either soap or sanitiser) before entering classroom and before leaving classrooms at all times
- Drinking fountains are off limits - All children are to bring named drinking bottles.
- Children will wash hands before going out to the bathroom, after using the bathroom and upon return to classrooms.
- Children will only use their own stationery items. Teachers will communicate what that will look like for their particular classrooms via Seesaw.

- We have procedures in place for regular cleaning of commonly touched surfaces. Hand sanitiser at entry to classrooms and in shared spaces has been provided. Soap, water and the ability to dry hands is available in all classrooms and toilets.
- Children will be reminded regularly about the correct cough and sneeze protocols (into their elbow, and try to avoid touching their face, handwashing etc).
- Classes will have access to sports equipment including our playgrounds. Hygiene practices will be observed after playing with equipment.
- All surfaces are disinfected and cleaned daily by our commercial cleaners who follow strict hygiene protocols.
- All students and adults are included in either electronic classroom attendance registers or via our electronic tablet to ensure effective contact tracing registers must be in place.

As a staff we have talked through what transition back to school might look and feel like. Well-being, both emotional and physical is our priority. All staff have been asked to carefully consider the following, especially for our younger and more vulnerable children

- being welcoming, responsive, and inclusive
- reconfirming behaviours and expectations specific to their class
- providing a structured and predictable environment with clear guidelines and routines
- asking how the student is feeling about returning to school
- encouraging the student to engage in peer and group activities
- keeping instructions simple, breaking tasks into small chunks, allowing extra processing time especially for students exhibiting signs of stress or anxiety
- acknowledging and valuing the experiences that children have had in their family bubbles

One of the many things we have cherished and appreciated during Covid-19 has been the communications between home and school. If you are concerned about your child/children, please share these concerns with their teachers. Working as a home-school partnership, we will get through this together.

Kind regards and God Bless

Gareth Duncan - Principal

Karyn Rastrick - Board of Trustees Chairperson