



Update to parents-15 May Returning to School COVID-19 Alert Level 2

Dear parents and caregivers
Kia ora koutou

We are preparing for and looking forward to welcoming your child back to school on Monday 18th May as the Ministry of Education and Ministry of Health state that under Alert Level 2 it is safe for schools to open. When students (and our staff) return to school in Alert Level 2 their health and wellbeing will be our number one priority. We will structure the day and the learning programme to provide a supported transition back to school.

Alert Level 2 is not life as normal and our procedures at school will reflect the guiding principles set out by the Ministry of Health and Ministry of Education. In short these are the most important things you can do to help us keep your child and our staff safe at this level:

- COVID-19 is still out there. Play it safe.
- Keep your distance from other people in public.
- If you're sick, stay home. Don't go to work or school. Don't socialise.
- If you have symptoms of cold or flu call your doctor or Healthline and get advice about being tested.
- Wash your hands. Wash your hands. Wash your hands.
- Sneeze and cough into your elbow, regularly disinfect surfaces.
- If you have been told to self-isolate, you must do so immediately.
- Keep a track of where you've been and who you've seen.

For those returning to school please note the following:

- Children will need to bring their own lunch and a drink bottle (drinking fountains are operating however we would prefer use of own named drink bottles)
- Wear the school uniform as normal
- Children will be reminded to practise good hygiene – washing hands regularly and using the hand sanitiser that is supplied to each classroom and teaching space
- All class trips, school wide events and interschool events scheduled for Term 2 have been put on hold until further notice
- Syndicate and full school assemblies are on hold until further notice
- Neither Waimea College Kiosk lunches nor Subway lunches are available at the moment
- Our Office will be open in a limited capacity as we are required to operate under public health requirements – please consider whether your physical visit is necessary
- Safe and sensible practices for hygiene and contact tracing will be the norm
- Road patrols will operate as normal
- If you need to see the class teacher please make an appointment via the office on 544 8904 or office@henley.school.nz
- Keeping children home who are unwell will be very important at Level 2

Drop offs and Pick-ups at Alert Level 2:

- As we are required to maintain contact tracing records for visitors to the site (including parents) we ask you to **drop your children at the William Street or Gilbert Street entrance**. To make it easier for your child please pick them up from the same gate you drop them at in the morning
- In order to maintain social distancing and to avoid a large gathering we will utilise the top hard court (near the Waimea Kindergarten) as a drop off/pick-up point for those entering via Gilbert Street.
- The William Street entrance gate will be closed and we will be utilising the area outside the Community Oral Health Centre as a drop off/pick-up point.
- Teaching staff will be at both entrances to greet and ensure children are taken to the correct classroom. All the Junior Syndicate teachers will be meeting the younger children.
- At the end of the day the Junior Syndicate will be released at 2.50pm and will be supervised until released into the care of their parents and caregivers in the pick-up areas.
- The Middle and Senior Syndicate children will be released at 3pm as usual.

Any parent/caregiver who **needs** to come on site (beyond the pick-up/drop off areas) must sign in at one of the Contact Tracing stations. We have been asked to **discourage** parents and/or visitors under Alert Level 2 to reduce unnecessary contact tracing should the need arise. If you do need to speak to a staff member, please contact them by telephone or email the office to make an appointment.

For further information on Covid-19 Alert Level 2 and the most recent Ministry of Education advice please follow this link: <https://parents.education.govt.nz/essential-information/news-stories/covid-19-preparing-for-alert-level-2/>

I hope this information clarifies things for you. If you have any further questions, please email office@henley.school.nz or phone the school on 544 8904

Kind regards
Ngā mihi nui



John Armstrong
Principal