



# GREEN BAY SCHOOL

RespectWhakaute PositivityMatika InitiativeAuahatia

11 November 2021

Dear Parents/Caregivers of GBS

## COVID-19 Alert Level 3 Parent Protocols

We would like you to please speak to your children about the social distancing rules as outlined by the Ministry prior to returning to school. That is, ***everyone must maintain a two-metre physical distance from each other outside, and one metre inside as much as practicable.***

Parent and student protocols for coming to school from Wednesday 17 November 2021:

1. School starts at 8.50am and finishes at 2.55pm, all students to be in uniform
2. All school gates (office gate, hall gate and back gate on Cajero Place) will open at 8.50am and only students are permitted to enter (***no parents/caregivers permitted***)
3. Student arrival times will be staggered: Y0-3 arrive at 8.50am, Y4-8 arrive at 9.00am (siblings can arrive at the same time)
4. A staff member will be at the gates to supervise and answer any questions you may have
5. Teachers will be in the classroom waiting for students
6. All parents are to wear masks and social distancing (2 metres apart) on arrival to the school gates
7. New entrant students can meet Mrs McElroy outside her office in the main teacher (office) carpark at 8.50am
8. Students will not be coming to school every day but rather on a part-time basis. Further details to follow based on outcome of [survey](#) results
9. All Y4-8 students need to be wearing a mask
10. Chromebooks need to be brought to school by students that have them (Y4-8)
11. The school gates will reopen for parents/caregivers of ***Y1-3 students*** at 2.45pm. Parents/caregivers must scan the COVID-19 QR code and be masked before they come on-site to the junior school to collect their child/ren from outside their classroom (older siblings will be called via the office speaker to join you down in the junior area for the same pick-up time). Please leave the school grounds promptly.
12. The school gates will reopen for parents/caregivers of ***Y4-8 students*** at 2.50pm. Parents/caregivers must scan the COVID-19 QR code and be masked before they come on-site to pick up their child/ren from outside their classrooms. Please leave the school grounds promptly.
13. For students Y4-8 leaving the school grounds on their own, please have set plans in place and reiterate these plans with your child every morning
14. We ask that all parents/caregivers are fully masked, observe 2 metre distancing, and scan the COVID-19 QR codes which are on every gate. Please do not congregate and allow children to play on the school playgrounds.
15. If you need to contact your child's classroom teacher, please do so via email
16. Be kind and respectful to each other
17. No lunch orders or milk will be available
18. Please provide a hat, water bottle and a lunchbox; ensuring food is not heavily packaged for easier handling
19. If your child is sick, please keep them at home
20. School rules will be strictly adhered to, if any student puts others at risk, parent/caregivers will be called immediately to collect their child
21. Please update your contact details via email to [admin@greenbay.school.nz](mailto:admin@greenbay.school.nz) if you think they are not current

**These protocols are subject to change as we get further information.**

**Thank you for your understanding and patience.**

**Remember, we are fighting the virus not each other.**

Regards

Anand Muthoo  
**Principal**  
**Green Bay School**