

14 May 2020



Dear Parents/Caregivers of GBS

## **COVID-19 Alert Level 2**

New Zealand is now at Alert Level 2 and all students are welcome to return to school from Monday 18 May. We know many students will be excited about getting back to see friends and to their regular studies. Our classrooms have been fully cleaned and disinfected, and every classroom has been provided with hand sanitiser (compliments of the Ministry of Education). The daily sanitising of our classrooms, along with provisions of sanitiser, soap and paper towels plus continuous coaching of hygiene standards will be the focus for staying on top of health and safety requirements for our students whilst at school. We also ask you to play your part too, by keeping your child at home if they are sick.

Our senior leadership team have been busy over the last few days implementing Parent Alert Level 2 Protocols under Ministry guidelines, reinforcing the wellbeing of our students, staff and parents/caregivers as top priority. It is crucial that parents/caregivers follow these Alert Level 2 protocols from Monday until further notice.

- School starts at 8:50am and finishes at 2:55pm.
- Pick up and drop off times must be adhered to in order for smooth running of the school timetable.
- School gates will open at 8:30am and only students will be permitted to enter. This is a health and safety process while we are under Alert Level 2 and helps with our contact tracing. We will review this as we go along.
- No parents are permitted to enter school grounds.
- School gates will reopen at 2:45pm. Please drop off and collect your child from the designated school gates, as follows:
  - ❖ New Y1 students (who have started during Lockdown and subsequent Alert Levels) are to meet Cheryl McElroy inside the main teacher carpark on Godley Road at 9:15am
  - ❖ Year 1 students - 9:00am drop off and 2:30pm pick up from the main teacher carpark on Godley Road
  - ❖ Y2 & Y3 students - 8:30am drop off and 2:45pm pick up from either the hall gate, entrance on Godley Road or the back gate, off Cajero Place. Staff will bring students to these gates at 2:40pm to be collected
  - ❖ Y4-8 students - 8:30am drop off and 2:55pm pick up from the main gate outside the school office or the back gate, off Cajero Place. Students are expected to walk on their own.
  - ❖ Siblings can arrive at the same time.
  - ❖ GBKO (Green Bay Kids Own – before and after school care) entry and exit will be the gate by the hall, entrance on Godley Road. This will be controlled by GBKO staff.
  - ❖ Oaklynn Special School entry and exit will be via the back gate, off Cajero Place. Entry at 9:30am and exit at 2:30pm. This will be controlled by Oaklynn staff.
- Teachers will be in class waiting for their students.
- Bikes and scooters are allowed provided helmets are worn and other bike safety rules are being met.
- If you need to enter the school property urgently or for any reason, call the school office first and wait at the main office gate. Please practise the 2m social distancing rule whilst waiting.
- All students are to be in correct school uniform.
- Chromebooks need to be brought to school by students that have them (Y4-8).
- All students to bring a named water bottle filled with water daily. Water fountains can be used to refill water bottles but are not to be used for drinking.

- For inclement weather, please provide a raincoat and change of clothes for younger students.
- There will be no sharing of food and drinks among students.
- No Tuesday sausage sizzles until further notice.
- Monday Sushi and Friday Pita Pit orders will continue (through the classroom teacher).
- Please do not send your child to school if they are sick; a runny nose, a cough or any flu like symptoms, the best place for them is at home.
- You will receive a call from the office if your child is sick and they need to be collected.
- If you need to contact your child's classroom teacher, please do so via email.
- Please update your contact details with the school office.
- ***School rules will be strictly adhered to, if any student puts others at risk, parents will be called immediately to collect their child***
- Be kind and respectful to others.

It has been a long and challenging time for all, but we are looking forward to seeing our students return to school.

Regards



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