



# KAUKAPAKAPA SCHOOL

977 Kaipara Coast Highway

Kaukapakapa

Auckland

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*Be strong, aim high Kia kaha, runga rawa*

**Andrea Clarke**

**PRINCIPAL**

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Thursday 27th August 2020

Dear Parents, Whānau, and Caregivers

Kia ora koutou

The Prime Minister has advised that Auckland will move to Alert Level 2 at midnight on Sunday 30th August, meaning that schools can safely open from **Monday 31st August**. Yippee! Please excuse both the amount and repetitive nature of this communication as there is much to recover.

As we have done for Alert Level 3, you can be assured that in Alert Level 2 we will know who is at school, who our staff and students have been in close contact with, and take appropriate measures to keep everyone safe. As a school we will return to the plan that worked well for us last time.

Physical distancing is challenging in schools, so importantly our focus will also remain on good hygiene practice, and maintaining an extensive cleaning process. This includes staff and students coughing into their elbows, handwashing, staying as much as possible out of each other's breathing space (moist breath zone), trying not to touch each other, and regular cleaning of commonly touched surfaces. As should always be the case, we expect all students and staff to stay at home if they are sick, and we will immediately isolate and send anyone home if they show even the slightest of respiratory symptoms.

We have a detailed health and safety plan in place that outlines our key controls and is based around information from Public Health requirements, as well as guidance from the Ministries of Health and Education. It's important however that not just at school but at home, safe hygiene habits are practiced by everyone.

Should our school have a confirmed or probable case of Covid-19 we will be advised by the Auckland District Health Board, and will close on an individual or possible group basis e.g. Kaipara College as we share transport, for 72 hours, to allow for contact tracing, and then potentially for a further 14 days. I will communicate this immediately with you via our usual platforms.

As a priority, please return any school loaned devices on Monday to the library. To save us time, please log out of the device and delete any photos taken. This will ensure they will be cleaned and returned to classrooms as quickly as possible.

Information from the Ministry of Education remains the same as last time and we will be following all of the recommendations as closely as possible.

- PPE is not currently required or recommended in schools. If you do expect your child to wear a mask, then we ask you to talk through your expectations with them as this is not something teachers will manage.

- Our office will be operating a 'one in, one out' system to manage possible queues. Anyone entering the school grounds, other than staff or students must sign in to the school's visitor register or use the COVID QR code.
- Parents/caregivers will not be allowed on site for drop off and collection, a staggered collection time will operate (please see below for more details).
- Distance learning will be available for those who are unable to attend school e.g. need to continue self-isolation due to high risk.
- School buses will resume under Level 2. Ritchies will also have a detailed health and safety system in place including sanitising vehicles and surfaces after each journey. Masks are not required.
- The mass gathering rule does not apply at schools but there are some exceptions e.g. inter school events cannot happen.
- There are no restrictions on groups of students mixing with each other on site. We will however, not be having whole school assemblies while we are in Alert Level 2 because we are unable to spread out appropriately.
- Drinking fountains will be closed.
- Children to bring a large, filled drink bottle.
- Children to bring their own pencil case to limit the sharing of stationery.
- Our playgrounds will be open.
- The library will open.
- All sports can be played, the PE shed can open.
- Kapa haka can go ahead, with physical distancing maintained, especially when singing.

### Drop Off and Collections

- ❖ Like last time, parents and caregivers will not be permitted on site during Alert Level 2. If you need to deliver or collect your child within school hours, please go directly to the school office and sign in on either the paper register or scan the COVID QR code.
- ❖ A senior member of staff will be there to greet your child at the drop off zone or hall car park from **8.00am onwards**. Our student leaders will also be on hand to support our younger students if needed. We know from last time that a quick kiss and goodbye works best if anyone is feeling anxious. Juniors may bring a special toy if you think that will help.
- ❖ Those students who are **Year 0/1**, and started school *after* our last return at Alert Level 2, may be delivered directly to their classrooms by a parent/caregiver between 8.30am and 8.45am. Adults will not be allowed in the classroom but will need to sign in via the paper form or COVID QR code.
- ❖ We will send out a Google form for those of you able to collect your child at the earlier time of **2.00pm** to stagger our finish time, from the hall carpark. This will be re-sent for the following week on a Friday for the remainder of Alert Level 2.
- ❖ As always, children being delivered or collected outside of these times should go directly to the school office.

If you have any questions about our health and safety plan, or have a child who might be vulnerable to serious illness and would like to discuss a plan for them, please contact me.

Our 'Grandparents Morning' will go ahead as planned if we are in Alert Level 1. As a leadership team we will be looking at the logistics around rescheduling the missed Learning Conversations, but these will not happen during the school day.

Take care, kia haumaru te noho

Andrea Clarke  
**Principal**

- Public health measures at Alert Level 2, you can visit the [covid19.govt.nz](https://covid19.govt.nz/) website: