



# Ellerslie School

EST 1877

"To be the best we can be."

## SCHOOL REMINDERS

Term One 2022 | Week 1 | Friday 4 February | [www.ellerslie.school.nz](http://www.ellerslie.school.nz) | [www.facebook.com/ellerslieschool](https://www.facebook.com/ellerslieschool)

### BACK TO SCHOOL 2022

*Tena Koutou Parents and Caregivers,*

It was fantastic to see all the students coming back to school yesterday, reconnecting with friends and teachers. Thank you to all the parents and caregivers who quickly dropped their children off and moved off site. This is an essential part of keeping us all safe by not having large groups of people gathering at school for too long. At pickup time please encourage your children to walk over to meet you at the village if they are able to, or to meet you outside the school entrance.

#### **Covid-19 Protection Framework**

Please refer to the Ellerslie School Red setting framework [here](#).

While the school bases its safety measures on advice from the Ministry of Education we are taking extra precautions in a number of ways:

- all staff are wearing face masks indoors
- operating 3 different timetables to avoid learning pods crossing over
- all students need to arrive and depart from school wearing a face covering
- parents and caregivers are encouraged to remain off the school site

#### **School Covid Positive Case - Protocols**

We would like to inform the community about the School's protocols if there is a suspected case of COVID19 at Ellerslie School that may affect the operations of the school. These have been put into place by the Ministries of Education & Health and Public Health. Once we have been informed of a positive case the school will:

1. Communicate with the Ministry of Education and Public Health to confirm that a case has been infectious at school.
2. Follow Ministry of Education and Health guidelines to identify close and casual contacts within the school.
3. Inform identified close contacts and parents of close contacts regarding the steps that need to be taken. This may include the need to self-isolate and get tested.
4. Inform the whole school community about the case including the steps taken and any further action or outcomes.
5. Continue to communicate with the Ministry of Education and Public Health to further monitor the situation.

To help the above process the Ministry of Education has provided schools with a 'single point of contact' who is there to support the school from start to finish. The Ministry of Education has stated that: *The public health measures in place in schools and kura mean that approaches to case and contact management can be refined to better reflect the infection risk. It may no longer be necessary for a school or kura to immediately close when a case has been identified as infectious while in attendance.*

#### **Student Support**

*Learning Support Coordinator:* Sarah Murphy continues her full time role as the LSC. This involves supporting students with a variety of learning differences, as well as running life skills programmes and specialised working groups. She works closely with students, staff and parents and can be contacted at [sarahm@ellerslie.school.nz](mailto:sarahm@ellerslie.school.nz).

*Guidance Counsellor:* Rebecca Dam, our school Guidance Counsellor returns for her third year with us this year and will be available to support students from Term 1, Week 2. Rebecca, who is a member of the New Zealand Association of Counsellors, holds a Master of Counselling alongside her Bachelor of Education (primary teaching) degree and has had 20 years experience working with children in school settings. She works with students who may be experiencing a number of

issues including anxiety, stress, anger management, identity exploration, grief and loss, family issues and self esteem. As well as parents being able to refer their child to Rebecca, students can also self refer through email - or via asking a parent/teacher to do this on their behalf. Teachers may also refer a student that they have concerns for too. Rebecca can be contacted via her email: [rebeccad@ellerslie.school.nz](mailto:rebeccad@ellerslie.school.nz). Rebecca is bound by the New Zealand Association of Counsellors Code of Ethics to maintain confidentiality with the students she works with, unless they present as "at risk". Nick Butler, the principal would then be notified by Rebecca in this situation, and appropriate pathways would then be taken to ensure student safety. If you would prefer for your child to be excused from a guidance session should an opportunity/referral arise, please feel free to email Nick at [nickb@ellerslie.school.nz](mailto:nickb@ellerslie.school.nz) to have this documented.

### School Timetable

Please note the school timetable under the current RED setting of the Covid Protection Framework. To ensure we maintain our Covid19 mitigation strategies by keeping groups safely separated, the school is operating 3 timetables. STEAM, Music and student support programmes and services will continue. During the long teaching sessions, teachers will be giving their pods and guardian groups brain breaks as required.

	<b>Rimu / Miro / Kauri Teams 1 &amp; 5 Years 1, 7, 8</b>	<b>Rata / Pohutukawa Teams 2 &amp; 4 Years 2 5, 6</b>	<b>Matai Team 3 Years 3, 4</b>
8.30am Bell	Learning areas are open for all students.	Learning areas are open for all students.	Learning areas are open for all students.
Session 1	8.50am-10am	8.50am-10.25am	8.50am-10.50am
<b>Break</b>	<b>10.00am</b>	<b>10.25am</b>	<b>10.50am</b>
Session 2	10.20am-12.00pm	10.45am-12.35pm	11.10am-1.10pm
<b>Break</b>	<b>12.00pm</b>	<b>12.35pm</b>	<b>1.10pm</b>
Session 3	12.30pm-2.40pm	1.05pm-2.40pm	1.40pm-2.40pm
End of the Day	2.40pm	2.40pm	2.40pm

### School Fully Open

At the Red Covid setting the school is fully open to all students. On Thursday 3rd we had 94% of students return to school which was fantastic! While the school is in full operation we are unable to offer options for online / home learning except in situations when students are required to stay home if isolating due to a Covid19 case or for medical reasons. Students are required to be in their learning environments by 8.50am each morning.

### Drop off and Pick up Procedures

We ask that students not arrive onsite before 8.30am. They must go straight to their pods upon arrival in the morning. During drop off time parents and caregivers are not permitted to go past the Pohutukawa tree. If your child is late to school, no late slips are required under the Red setting.

At the end of the day the students will be released in whanau house groups:

### **2.40pm: Whero / 2.45pm: Kowhai / 2.50pm: Kakariki / 2.55pm: Kikorangi**

- Adults coming for pick up should wait until their allocated whanau group time and wait behind the Pohutukawa tree for your child(ren).
- All students in Teams 1 and 2 will be released in whanau groups by the teachers from their classrooms. **Adults picking up Team 1 and 2 children are permitted to move into the school courtyard at their allocated time. Adults must scan in, face coverings must be worn and hand sanitizer is to be applied.**
- All students in Teams 3 and 4 will be dismissed by their teachers in whanau groups at the scheduled times. Students who need to meet siblings will be dismissed to the central courtyard.
- Students who are not collecting any siblings will exit through the pathway behind the main building, out to the carpark.
- Team 5 students will exit through the back gate unless picking up siblings. Then they will meet them in the central courtyard.
- All students attending an after school club should proceed to the correct meeting place when their whanau group is dismissed. **Parents & caregivers are not to go into classrooms and are asked to leave the site quickly.**

### **Face Masks**

As with last term, all students are to wear a face covering when entering and leaving school from 3 February. Students in Years 4 to 8 and all Ellerslie School staff will continue to be required to wear face coverings when indoors as an added layer of protection. This remains mandated by the Health Order. Exemptions can only be granted for a medical reason. Please refer [here](#) for more information and consult your child's GP. Face coverings must be worn by all visitors when onsite.

### **School Office**

Under the current Red setting, the Ellerslie School office is currently operating a one-in-one-out policy in the office. If you are waiting outside, please remain socially distanced from others before entering. We take this opportunity to remind everyone that the online Kindo system is our preferred form of payment. You are welcome to contact the office team for assistance - [office@ellerslie.school.nz](mailto:office@ellerslie.school.nz) / Phone: 579 5477.

### **Medication at school**

If your child requires the school to hold any medical equipment such as asthma inhalers or epi pens, please deliver these to the school office with a completed medical form, which can be found on the Ellerslie School website under "Forms and Info".

### **Uniform Shop**

Due to current Covid Protection Framework restrictions limiting activities on site, we are currently unable to provide our usual uniform try-on sizing service or sell second-hand uniforms at school until further notice.

### **Before and After School Care**

The team from Kelly Club are back providing before and after school care. They will be operating on site between 7:00am-8:30am and 2:45pm-6:00pm. Their base at school will continue to be the first portacom classroom next to the senior school, up near the main field. Kelly Club has been operating in schools for over 10 years and currently have programmes in 70 schools across New Zealand. More information on their engaging programme and what they offer can be found [www.kellyclub.co.nz](http://www.kellyclub.co.nz). Please contact Kelly Club at:

Contact: Natalie Peters  
Email: [ellerslie@kellyclub.co.nz](mailto:ellerslie@kellyclub.co.nz)  
Facebook: @KellyClubEllerslie  
Phone 021 0263 9944



### **2022 School Contributions**

Thank you to those families who paid their donation contribution in 2021. Funding from donations does make a significant difference to the overall financial position of the school and allows us to ensure that the school is as well-resourced as possible. Remember school donations are tax deductible, so please keep your receipt safe if you wish to claim a tax rebate. The 2022 school donation contribution has been set at \$340.00 per student (third child is free). To ensure we adhere to Ministry of Education guidelines we are not permitted to offer any discount for early payment. Thank you for supporting the school.

### **Health and Safety - Update Red Setting - Covid19**

We are asking everyone to continue to follow a number of safety measures:

- Stay home if you are sick. If this is the case– stay home and get tested. If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on 0800 3585453 for advice about getting tested.
- Adhere to the face covering rules.
- Keep a physical distance away from other people where possible
- Use the Covid-19 Tracer app at all times.
- Inform the school if you need to pick up your children outside pickup and drop off times and only come to the office
- No entry into pods and class spaces by parents / caregivers.
- Keep the school informed of any important Covid-19 related information.
- Reinforce the importance of good hand washing and drying.
- Reinforce good cough and sneeze etiquette.
- Ensure all indoor spaces are well ventilated by opening windows, doors, and any vents.
- All staff are fully vaccinated and are receiving boosters



*Nga mihi nui*  
*Nick Butler - Principal*  
*'To be the best we can be''*

## REMINDERS

### 2022 SCHOOL DATES

- **Term One - Thursday 03 February to Thursday 14 April** (Holiday - Waitangi Day 07 February, Good Friday 15 April)
- **Term Two - Monday 02 May to Friday 08 July** (Holiday - Queen's Birthday 06 June, Matariki 24 June)
- **Term Three - Monday 25 July to Friday 30 September**
- **Term Four - Monday 17 October to Friday 16 December** (Holiday - Labour Day 24 October)

### ABSENCES

If your child/ren is/are going to be away from school, please do one of the following **BEFORE 9:00am** each morning:

- call the school (579-5477), press option 1 and leave a message on the answer phone
- use the Absence submission template on the Ellerslie School App
- send an email to [office@ellerslie.school.nz](mailto:office@ellerslie.school.nz)
- use the Absence submission form on the school website

Please clearly state your child/ren's name, Guardian Group and reason why they are absent.

### IMPORTANT - UPDATING YOUR DETAILS

Do we have your correct contact details? Have you changed your phone number, address, email or emergency contacts over the holidays? Are we able to contact you or an alternative person in an emergency? Are you receiving our school newsletters to your correct email address? If you need to update any of these, please email [office@ellerslie.school.nz](mailto:office@ellerslie.school.nz) with your child/ren's name and updated information.

### CHANNELS OF COMMUNICATION

We always encourage feedback both positive and anything you think we need to work on to keep making our school a great place for our learners. The Concerns and Complaints procedure encourages concerns to be resolved informally through discussions with the person concerned. If this is appropriate, please contact the relevant person directly. If this is not appropriate, the procedure provides for other avenues to resolve issues. Copies of our procedures can be found on the [school website](#).