

ELLERSLIE SCHOOL - Alert Level 2

Welcome Back Information



Friday 28 August, 2020

Kia ora koutou Parents, Caregivers and Whānau

We can't wait to welcome everyone back on Monday 31st August when Auckland will be in Alert Level 2 and Ellerslie School will once again be filled with our awesome students and staff as we return to start Term 3, Week 7. We have been here before and the key is to get all the students and staff back to school connecting and learning as smoothly and safely as possible. A huge thank you to everyone for helping to get through this second Covid experience, particularly our amazing staff who have worked incredibly hard to remain connected to their students and continue the learning.

ATTENDANCE

All children are expected to attend school at Alert Level 2. If anyone is sick, they should stay home (phone Healthline or their GP and get tested if a doctor or health professional recommends to do so). Anyone who is self-isolating, or who has been advised by health authorities to remain at home while they wait for their COVID-19 test results, must stay home. Please follow the normal absentee procedures if you will not be attending school. If your child is away for 5 or more continuous days, please note that you are required to either:

- Before Travel - complete an "Application for Student Extended Leave Form" - [link](#)
- Illness - provide a Medical Certificate.

ABSENCES

If your child/ren are going to be away from school, please do one of the following **BEFORE 9:00 am** 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
- use the Absence submission form on the school website.

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

ONLINE HOME LEARNING

Thank you for all the support you have provided your child(ren) during their home learning. The school will only be providing online home learning for any student who is unable to return due to a COVID-19 related reason as indicated by the Ministry of Education. Please contact the school if this may apply to your child(ren).

IMPORTANT HEALTH AND SAFETY MEASURES

Just a reminder that while everyone is onsite at Alert Level 2, from next week, we must adhere to key health measures including:

- Staying away if sick
- Staggered breaks
- No school assemblies - this will continue to be delivered on Google Meets each Friday at 9:10am
- Good hand hygiene, including using hand sanitiser and properly washing / drying of hands
- Sensible coughing and sneezing practices - using your elbow or tissues
- Hand sanitiser stations set up at the entrance to the school and at classroom entry and exit points
- Keeping the appropriate physical distance from others where possible (in class this means no touching each other and keeping out of breathing distance)
- Extra cleaning and disinfecting of our high touch surfaces daily
- Displaying QR code posters at our entrances and encouraging all of our community to download the NZ COVID Tracer App and use it if they come onsite
- Keeping a visitor register for anyone who cannot use the app and for other visitors who come onsite for a period of time
- Additional signage will continue to be displayed around the school promoting hygienic practices
- Drinking fountains will be closed

FACE MASKS / SCHOOL BUS

It has been confirmed by the Ministries of Health and Education that students are not required to wear face masks at school or on the school bus. Of course students are welcome to wear face masks if they choose to do so as long as parents can provide the masks.

DROP OFF AND PICK UP PROCEDURES

These will be very similar to the procedures back in May, however, there have been a few minor changes. Please click [HERE](#) to familiarise yourself with all the details.

RETURN OF SCHOOL DEVICES

Any Ellerslie School devices that have been borrowed during the lockdown period are to be returned to the Music Room before school on Monday 31st of August for sanitising before being redistributed to the correct pod. Please be punctual with the return of these items, as they are critical for learning in class. If you have had any issues with the device that was allocated to you, can you please contact **Mark Drummond** (markd@ellerslie.school.nz) so that the issue can be resolved before students begin to use them in class.

BEFORE AND AFTER SCHOOL CARE

This service will resume from Monday 31st August with a limited capacity. It is important those families who regularly require before and after school care to please contact Lorraine Fifita (L_fifita@xtra.co.nz or Ph 021399145) as soon as possible to confirm your place. The health and safety of this programme will also be tightly managed and controlled. Playgrounds will not be available before 10:30am and after 2:45pm.

WATER BOTTLES

The drinking fountains in the school courtyard will be closed until the end of Term 3. Please ensure your child returns to school with their own, named water bottle. These will be able to be filled up from the classroom taps.

SCHOOL LUNCHES

School lunches will be available as normal from next week. Please order as you have done so previously.

UPCOMING SCHOOL EVENTS

The calendar is full of events and activities that have been interrupted by recent changes in alert levels. The school and ACES are working hard to reschedule events. Our preference is not to cancel any events or activities if possible. Naturally, some of the decisions being made are out of our hands. We will keep the community informed of all upcoming changes as soon as we know.

VISITORS TO SCHOOL

To ensure we follow all health and safety guidelines closely we are asking that for at least the next 2 weeks parents and caregivers avoid going into classrooms where possible. Teachers will continue to communicate with parents and caregivers when necessary and are available to meet online if required. Any visitors to school during the day, outside drop off and pick up times, must sign in at the office and use the contact tracing QR code. **PLEASE BE AWARE THAT THE BACK GATE WILL BE CLOSED FOR AT LEAST TWO WEEKS.**

PREPARING YOUR CHILD TO RETURN TO SCHOOL

It is important to have a talk to your child(ren) about what they can do to help when they return to school. Please remind them that school is a safe place and that the staff are here to help and support them.

- Be super kind, helpful, friendly, responsible and respectful- Yes the 5Bs!
- Be brave and when you get to the front gate walk into school by yourself.
- Avoid hugs or high fives.
- Try and keep out of everyone's breathing zone.
- Regularly wash hands with soap at one of the sinks - dry your hands.
- Cough and sneeze into your elbow or use a tissue - put the tissue in the bin.
- Use hand sanitiser when you enter school and when coming and out of the classrooms.
- Only drink from your own water bottle.
- No hanging around school after 3:00pm - the playgrounds will be closed.
- Tell an adult if you are feeling unwell and go to the sick bay.



IMPORTANT CONTACT INFORMATION

Please contact the school if you have any questions:

1. Email or call the school office - office@ellerslie.school.nz / Phone 09 579 5477.
2. Email your child/ren's Guardian Group teacher. Contacts are available on our website.
3. Email a member of the Senior Leadership Team (Nick Butler, Jillian Mitchell, Kate Giebel, Mark Drummond).
4. Check the school website, app and Facebook page.

Thank you for reading this information carefully. We are all really keen to get Term 3 back on track to ensure it finishes on a successful note on Friday 25th September.

Ngā mihi nui

Nick Butler - Principal