



Ka Manaaki, Ka Rapu, Ka Whakamanawa tahi ai tātou
Caring, Exploring and Inspiring Together

Monday 11th May 2020

Kia ora te whanau

We now know that school will be back at level 2 on Monday 18th May. We are very excited to have everyone back!

To ensure we can keep our tamariki safe, we have been given a number of procedures that we need to put in place. We want to share these procedures so that you know what to expect at school under level 2. We also ask that you discuss this with your child/ren so that they know about these changes too in advance of returning to school. During the day we will be allowed to do most of the normal stuff we could do before which is great.

Teachers will be working at school on Thursday 14th and Friday 15th May preparing classrooms and planning for the weeks ahead. They will not be available to students during this time. We will also be closed to all learners as we prepare during these two days.

Here are the things to note:

For the kids:

1. They need to make sure they bring their lunch and drink bottle (water fountains will remain closed for the next few weeks)
2. That they must wash their hands or sanitise when they arrive at school each morning and go directly to their classroom.
3. During the day they will also need to sanitise, hand wash, avoid touching their face and cough or sneeze into their elbow, and follow the rules around no touching of other people, especially their mates
4. No toys or equipment from home (pencil cases are fine)
5. Be ready to have some FUN!

Drop off:

1. All students need to come through the entrances on Houghton Bay Road or through the gate at the carpark
2. All students must arrive between 8.30am and 9.00am. No students will be allowed onsite before 8.30am (teachers need to be able to set up for the day)
3. We ask that unless your child needs extra support that you don't enter the school site or any of the school buildings.
4. All parents/whanau who come onsite to drop off children must sign in for contact tracing. We have created QR codes to make this as quick and easy as possible.
5. There will be hand sanitiser for you to use as you enter a room (Our toilets are solely for students and staff)

During the school day:

1. If anyone enters the school they must still scan the QR code and then come directly to the school office. We ask you don't go to any classrooms.

Pick up:

Whānau Pick Up Plan

We would like every whānau to create a plan for pick up. This is going to be a challenging time to get children out in smaller groups. We are going to release students at different times. It would be helpful for all children to know the new procedure that you as a whānau will use for pickups. We are going to release the oldest children first so that they can get their younger siblings. This will help to reduce the amount of adults that need to come onsite.

School Pick-up Procedure

1. Teachers will release all students from the classroom using the exterior doors. We ask that no one uses the internal corridors or doors to enter classrooms. People need to provide plenty of space for children to exit the rooms.
2. Rooms 4, 9 and 10 will release children at 2.45pm
3. Rooms 1- 3 will release children at 2.50pm
4. Rooms 5- 7 will release children at 2.55pm
5. Parents must be at least 2 metres from one another while waiting
6. Students must go directly home and not play in the school playground
7. Kelly Club will be operating and the children who attend will go straight to the Hall. They will have use of the school field and playground. We ask that no other groups use these areas while they are onsite 3-6pm

Kelly Club - After School Care



Kelly Club can't wait to get back to school and have been working hard in the background during the Lockdown to prepare for their return. You can rest assured that they will be well prepared with all the necessary procedures in place to ensure your children are kept safe while in their care and we'll be doing whatever we can to support them. Kelly Club will provide more detailed information in the coming days about what their new procedures will look like. If you have any questions, you can email them at houghtonvalley@kellyclub.co.nz. The programme will go live on their website soon and you can enrol at <https://www.kellyclub.co.nz/houghton-valley>.



Information on QR Codes

How do I scan the QR codes?

For iPhone: QR codes are super easy to scan - you simply open your camera and point it at the code - it will pop up a banner on the camera that, when you tap, will take you to the app with your location details already filled in.

For Android: some Android phones allow you to scan using the camera like the iPhone. Others will need to have a QR code reader app installed. There are plenty of free options available - a few popular options include: i-nigma, Kaspersky's QR Scanner, and QR Droid.

Further information on QR Codes in relation to contact tracing:

For visitors

Free

Works on any device

Requires nothing to download

Requires no account creation

Use your own device for a 'no-touch' check-in

All personal information is kept private and secure

Your personal information will only be used by health staff for contact tracing

Your personal information will be deleted after 60 days

Uses QR codes or location codes to easily check-in

Remembers your information for next time to speed up check-ins

Allows you to check-in later from home (if you can't do it while you are out and about)

Allows you to check-in on behalf of someone else

Thank you again for your amazing support throughout the 7 weeks. We are excited to be coming back to school and look forward to seeing you on Monday 18th May!

Nga mihi nui,

HVS Staff