



ST THOMAS'S SCHOOL  
KOHIMARAMA. AUCKLAND

## Newsletter

24 April 2020

Dear Parents and Caregivers,

I want to welcome you and your family back to St Thomas's School as we open our school site for the first time in Term Two.

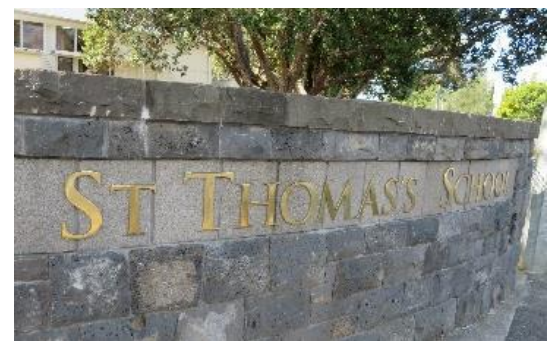
This week was particularly busy as we prepared our school site for reopening. Other than the fields having longer grass the school is in good order.

At my Zoom meeting with project managers and our construction company A-Line, we revisited progress to date and went over the new Covid-19 Alert Level 3 protocols which all A-Line staff will have to adhere to when they resume work on Tuesday. A-Line will now take control of our front carpark to allow for unloading of materials and contractors to park.

We have also been in contact with our own trades people who regularly visit our school for maintenance to go over their Covid-19 Alert Level 3 protocols for working safely on our site whenever they visit. Our cleaning company will also provide their new protocols and we ordered a large quantity of hand sanitiser through the Ministry of Education which arrived yesterday. We have placed an order for a hand-held forehead temperature scanner which should arrive next week and which we will likely use for students/staff entering the school over the next few weeks.

Contact tracing procedures are now in place for all personnel who enter our site and booths will be set up where visitors can sign in while keeping a safe distance from our front office staff. Clear acrylic screen barriers are on order for our front office staff.

Our staff have been busy with their online learning programmes and appreciate the positive feedback which many of them have received from parents. As a staff we attended a professional development course last evening which was facilitated by the Virtual Learning Network to help us further develop our online programmes. We have also engaged an external facilitator through the Ministry of Education to help the Senior Leadership Team review our distance learning programmes and find out what has worked well and areas where we could improve. We will carry out this review once we all have returned to school later this term.



## Returning to School

Thank you to those parents who completed the survey regarding which students were intending to return to school. On behalf of our staff I would like to thank our parent community for keeping their children home where they possibly could. I appreciate that this was a difficult decision for many households. We have 32 students returning to school on Wednesday and 8 students we are still trying to contact to confirm their intentions.

As the first group of families return to St Thomas's School at Covid-19 Alert Level 3, I want to provide a safe space for their children so that as parents go about their work-day they can be reassured that their children are as safe as possible. With that in mind we have put a lot of extra measures in place to protect students and staff as outlined in our protocols which are included below. This will be a steep learning curve for us all, but we are determined to make it work and support our community to get back into their businesses and workplaces and our students and staff to return safely to our onsite learning environment especially when we move to Alert Level 2.

## School Library Opening Hours

In our move toward returning to some sort of normality we are opening our school library as of Wednesday next week. Parents and their children will be able to visit the library and choose some new books for the week. **However, you must have booked a time slot during which to visit via the following link.** Please only book one session per family so that everyone has the opportunity to visit.

<https://www.schoolinterviews.co.nz/code?code=dab2h>

## The event code is: dab2h

Please do not just turn up to the library, no one will be allowed to enter the library unless you have booked a slot and you will have 15 minutes to choose your books and exit the library. On your visit to the library please return any readers or books which you received before lockdown. Pop them in a plastic bag with your child's name and room number on the bag and leave in the marked bins in the library.

If you do not wish to visit the library, we would still like to have all our readers from pre-lockdown returned and will have a bin set up outside the office door where you can deposit them. Please write your child's name and room number on the returning plastic bag.

Step	Dates
Principals and school staff can access site	Tuesday 21 April
Site preparation, including cleaning, maintenance, floorplans and logistical management of health and safety requirements	Tuesday 21 April to Tuesday 28 April.
First day at Alert Level 3 Teacher/Staff Only Day	Tuesday 28 April
First Day that some children and young people can attend from	Wednesday 29 April

## School Protocols

***The remainder of this newsletter is only relevant to those who will be sending their child to school during Level 3.***

### Attendance at School

1. The school will only be open for students whose parents have completed the survey form informing us that their child will attend.
2. No casual or unplanned attendance allowed.
3. School uniform must be worn.
4. If your child needs to come to school, it is expected that they attend each day starting from Wednesday 29<sup>th</sup> April. If you are keeping your child home on days when you are not involved in essential work, you must first discuss this with a Deputy Principal or Principal. It is not acceptable for parents or students to pick and choose which days the student will attend.
5. If a student cannot attend due to illness, then you must contact the school office before 9am on the morning of their absences.
6. If your family situation changes and your child can work from home, then inform the school office and have your child work from home.
7. Parents of students who are attending must complete a [pre entry survey](#) identifying any issues the school need to be aware of to ensure a safe environment for all students and staff. [The survey can be accessed via this link.](#)

### Transport

1. Parents must inform the school how their child is going to travel to and from school via the survey mentioned above.
2. During pick up and drop off we request that social distancing be observed by parents and students.
3. Once school is over, students must immediately leave the school site and no loitering allowed outside of school boundary.

## **School Operations**

1. At school learning will involve staff monitoring students to ensure they are completing their learning e.g. Year 1-3 Learning Task Sheets, Year 4 Google Classroom and Year 5-8 Student Portal work.
2. There will not be separate classroom programmes as teachers will still be providing an online teaching service to the majority of students. Most teachers and students will be working from home.
3. Students must bring their own food and must not share food.
4. There will be no lunch orders.
5. Students must bring their own drink bottle and all school water fountains will be switched off.
6. Students will be placed into a learning bubble of no more than 10 students. Siblings will be placed in the same bubble, irrespective of their year levels.
7. The students will be allocated a specific room and a specific seat. There will be no mixing between groups. The students will be in the same class, the same seat and with the same group of students each day.
8. In the learning environment there will be 1-metre distance between all students and staff. They must maintain a 2-metre distance outside and a 1-metre distance inside during breaks.
9. Breaktimes will be staggered to reduce the chance of students mixing bubbles.

## **Health and Safety**

1. All students must be kept at home if unwell. Please seek medical advice if you think your child requires Covid-19 testing.
2. If your child presents with one or more of the following symptoms, then they must remain at home
  - High temperature
  - A cough
  - Shortness of breath
  - Sore throat
  - Sneezing and runny nose

3. If a student arrives at school sick, then they will be sent home. Parents or nominated primary caregivers must be available and contactable.
4. You will assist the welfare of other students by making sure you maintain your family bubble outside the school environment and that you are following good hygiene practices.
5. Contact tracing registers will be set up.
6. Hand sanitisers will be available at the entrance to every classroom and in the bathrooms.
7. Temperature screening may be in place on entry to school.
8. Staff will explain the general Health and Safety expectations to all students, especially regarding personal space between student to student and student to staff member. Non-compliance with Health and Safety expectations may result in parents being asked to remove their child.
9. We ask that parents go over these protocols with their child before they come to school on Wednesday.

**In summary, your child can only attend school (starting Wednesday 29<sup>th</sup> April) if:**

1. They need to be at school (i.e. no adult supervision at home);
2. They are not ill in any way;
3. You have completed the initial parent survey and informed us they will be attending and completed the ['Additional Information Questionnaire'](#)

**Before and After School Care will NOT be Available at Level 3**

At Level 3 there will be no Before and After School Care available and no lunchtime or after school activities such as music lessons, art clubs etc running during this period.