



Guidelines for Level Two

Keeping our students, staff and community safe is paramount while operating our Head Office classes in Level Two. Please take a moment to read this information carefully.

Drop off and Pick up procedure

Parents will be asked to drop children off without entering the classroom itself.

Feel free to enter the Wharehuia | Stanley Road courtyard with your child while observing social distancing.

A staff member will be at the entrance of the classroom with the sign-in sheet and record the students arrival.

Children will be asked to sanitise their hands.

If parents need to speak to the teacher or enter the classroom, we ask that face masks will be worn when on site and that the Covid Tacker QR code is scanned.

The classroom will open at 8.30am.

At pick up time students will remain in the classroom, a staff member will be at the entrance of the classroom, call students outside if the parent/caregiver has arrived, ask the student to sanitise hands before leaving and sign them out.

Face masks & Hygiene

Students over the age of 12 can wear masks if they wish. Masks will be available in the classroom.

Students are asked to respect the personal space of others to allow for social distancing.

We encourage everyone to frequently wash their hands and cough and sneeze into their elbow. Hands need to be sanitised on arrival and when leaving the premises.

Students must bring their own water bottle to class.

Cleaning & Ventilation

Extra care will be taken to clean high-use surface areas and shared devices after each Head Office class. The classroom itself will be ventilated frequently.

Sickness

Children with cold or flu-like symptoms are asked to stay at home and inform the Head Office teacher and their school of the absence.

Should a student start feeling unwell while attending a Head Office class, staff will contact the family to arrange an early pick up.

Thank you for your cooperation.