



Te Kura O Ritimana

Richmond Road School

Growing Together As One

RRS Level 2 Specific Guidelines for Whānau and Students

School is open for all students at level 2 with very clear guidelines around limiting contact and the amount of people that are on school sites. These are the guidelines that whānau and students must follow if they are attending school during level 2 until further notice. School hours 8.40-3.05pm

Detail	Terms	Respons.
<p><u>Entry to School</u> - all children to be dropped off at the right gate</p>	<ul style="list-style-type: none"> Students in the Village - entry strictly between 8.40-9.00 Gate 1. Students in Oliver/Uala/Vesna/Beatrice's class - entry strictly between 8.40-9.00 Gate 2. Students in Florence's/Niu's class - Gate 3. Students in Rebecca's/Elaine's/Moana MiM/TWW - entry strictly between 8.40-9.00 Gate 4. <p>Gate 1 - Douglas Street Village Entrance Gate 2 - Douglas Street Main Gate 3 - Douglas Street Field Entrance Gate 4 - Brown Street</p>	<p>JED Staff</p> <p>Teachers</p>
<p>Note: These are strict times for children to come to these gates. We will be limiting parents on site as we have to continue to 'contact trace' all adults/students who come onto our school site during level 2. We are asking that one adult accompanies Year 0/1 children to come on to site only where needed to leave children with teachers at class/rōpū doors. All other students who are older please walk to and from school or drop off by school gates. Hopefully siblings can help as much as possible too.</p>		
<p><u>Bags Lunch</u></p> <p><u>Balls/ sports equipment</u></p>	<p>Named bag. Packed lunch only - no ordering through level 2 until further notice Named Water bottle (no use of taps on grounds until further notice). Children may bring a named ball to school. No other toys/cards or shared equipment. PE during classes will be allowed, notices about across school sports will be shared through newsletters. Classes will have their own equipment.</p>	<p>Parents</p> <p>Staff</p>
<p><u>Office</u></p>	<p>Office is 'one in, one out' for all visitors on site including parents. There will be signs and markings for visitors to follow. We are limiting the amount of adults on site as we are required to 'contact trace' all people on our school site. Late children will not be permitted unless there is a reasonable reason that is communicated to the office (email or phone) before arrival. All parents/caregivers must ring ahead to pick up their children outside of the 9.00-2.55 times.</p>	<p>Office staff</p> <p>Parents</p> <p>Caregivers</p> <p>Visitors</p>
<p><u>Devices</u></p>	<p>If your child has a school device and charger please bring these back to school on the first day and hand it on to their teachers.</p>	<p>Parents</p> <p>Students</p>
<p><u>Health and Safety Practices</u></p>	<p>Students will be required to wash their hands and sanitise regularly during the school day: Arriving at school, leaving school, before and after eating, before and after shared activities and break times. Students need to be well when coming on to the school site. All</p>	<p>Students</p> <p>Staff</p>

	students who are sick, taking medicine for sickness, feeling slightly unwell are not allowed to be at school. Please keep them home.	
<u>Behaviour</u>	It is a Health and Safety issue and a mandated Public Health requirement for children to follow these guidelines and staff instructions at all times. Children must listen to all staff and follow physical distancing rules. We will be using 1 metre as a guide and talk about not touching anyone or being close enough to breathe on others. If there are any instances of Health and Safety breaches, parents will be rung immediately to pick up their child/children.	Parents Students Staff
<u>Exiting School</u>	<ul style="list-style-type: none"> ● Students in the Village - exit between 2.55-3.05-Gate 1. ● Students in Oliver/Uala/Vesna/Beatrice's class exit strictly between 2.55-3.05 Gate 2. ● Students in Florence's/Niu's class - exit between 2.55-3.05 - Gate 3. ● Students in Rebecca's/Laepa, Moana MiM/TWW - exit between 2.55-3.05 Gate 4. <p>Gate 1 - Douglas Street Village Entrance Gate 2 - Douglas Street Main Gate 3 - Douglas Street Field Entrance Gate 4 - Brown Street</p>	JED Staff
<p>Note: We will be limiting parents on site as we have to continue to 'contact trace' all adults/students who come onto our school site during level 2. We are asking that one adult picks up Year 0/1 from teachers at class/rōpū doors. All other students who are older please walk home from school or meet parents/caregivers away from the school site. Hopefully siblings can help as much as possible too.</p>		
<p>Note: Please go over these guidelines thoroughly with your children before they start on Monday. These guidelines will be reviewed after 1 week . We need to ensure our tamariki/whānau are adhering to these guidelines during this time as we want to ensure the health of ALL our school community. If you bring your child to school during level 2 you are agreeing to abide by these terms.</p>		