



Te Kura O Ritimana

Richmond Road School

Growing Together As One

RRS RED Specific Guidelines for Whānau and Students

School is open for all students with very clear guidelines around limiting contact and the amount of people that are on the school site. These are the guidelines that whānau and students must follow if they are attending school during level RED. School hours will be back to 8.30-3.00 i.e gates unlocked between 8.30-9.00 and 2.50-3.00 for students to enter and exit

Detail	Terms	Respons.
<u>Entry to School</u> - all children to be dropped off at the right gate	<ul style="list-style-type: none"> Students in the Village - entry strictly between 8.30 and 9.00 Gate 1. Students in Hub and Vesna/Beatrice's & Elaine's class - entry strictly between 8.30-9.00 Gate 2. Students in MiM and TWW - entry between 8.30-9.00 Gate 3. Students in Florence's class - enter between 8.30-9.00 Gate 4 <p>Gate 1 - Top of Douglas Street Gate 2 - Higher Brown Street Gate 3 - Lower Brown Street Gate 4 - Douglas Street Field</p>	Staff Teachers
<p>Note: These are strict times for children to come to these gates. All Year 4-6 students must wear a mask to come through the gate and will wear these masks only when indoors during the day. Year 4-6 teachers will guide students on storage and taking these off and on during the day. Other children can wear masks at any year level. If parents need to drop off children or come close to the gates they should also wear a mask. We will be having no non-essential adults on site. All other students who are older please walk to and from school or drop off siblings by the right school gates. Hopefully siblings can help as much as possible too. All older children please go through their OWN gate, not the gate of their siblings.</p>		
<u>Bags</u> <u>Lunch</u>	Named bag. Packed lunch or can order on Kindo (All rubbish to be taken by children off site)	Parents
<u>Balls/ sports</u> <u>equipment</u>	Named Water bottle (use of taps on grounds is allowed in RED but limited). Children may bring a named ball to school. No other toys/cards or shared equipment. PE during classes will be allowed when areas are clear for groups to do so. Classes will have their own equipment.	Staff
<u>Office</u>	No visitors/contractors on site including parents unless they have gone through a process to enter the school grounds. Please refer to this on our website and in other documentation sent to families. Late children will need to be sent through the office as the gates will be locked at 9.00am. Please ensure your children are on time to school. We want to minimise people coming into our office. It will be locked so please communicate with the office (email or phone) before arrival. All parents/caregivers must ring ahead to drop off or pick up their children between the hours of the 9.00-3.00 times.	Office staff Parents Caregivers Visitors
<u>Devices and</u> <u>Headphones</u>	If your child still has a school device and charger at home please return these to school. Otherwise children will be using School devices (not home devices) only at school. OWN HEADPHONES TO BE BOUGHT TO SCHOOL (KC, MiM, L'Archipel only)	Parents Students
<u>Health and</u>	Students will be required to wash their hands and sanitise regularly during the	Students

<u>Safety Practices</u>	<p>school day: Arriving at school, leaving school, before and after eating, before and after shared activities and break times.</p> <p>Masks are optional for children from years 1-3. If you send your child with a mask please ensure they can put it on and take it off unassisted.</p> <p>Students need to be well when coming on to the school site. All students who are sick, taking medicine for sickness, feeling slightly unwell are not allowed to be at school. Please keep them home.</p>	<p>Staff</p> <p>Parents</p>
<u>Behaviour</u>	<p>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 these guidelines. 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 intentional Health and Safety breaches, parents will be rung immediately to pick up their child/children. We will be positively reinforcing our children who are adhering to our H & S practices and demonstrating our Ritimana School values during the school day.</p>	<p>Parents</p> <p>Students</p> <p>Staff</p>
<u>Exiting School</u>	<ul style="list-style-type: none"> ● Students in the Village - exit between 2.50-3.00-Gate 1 ● Students in Hub and Vesna/Beatrice's class exit strictly between 2.50-3.00 Gate 2 ● Students in MiM and TWW - exit between 2.50-3.00 Gate 3. ● Students in Florence's class - exit between 2.50-3.00 - Gate 4. <p>Gate 1 - Top of Douglas Street Gate 2 - Higher Brown Street Gate 3 - Lower Brown Street Gate 4 - Douglas Street Field</p>	<p>JED</p> <p>Staff</p>

Note: Year 0/1 children will need to be picked up by older siblings or parents from the right gates. All students who are older please walk home from school or meet parents/caregivers away from the school site. No congregating of adults and children outside gates after school and before school please. The drop off and pick-ups have a 'window' so hopefully students can arrive and leave at different times, not all at once.

Note: Please go over these guidelines thoroughly with your children before they return to school. These guidelines will be reviewed when necessary and if given further MoE/MoH advice. 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 and keep our children at school as long as possible. If you bring your child to school during RED please abide by these terms.