



17 May 2020

Kia ora koutou

Firstly a huge thank you to all our parents and caregivers for their efforts in maintaining your child's learning over the last seven weeks. The remote, long distance has certainly been a challenging experience and my immense gratitude goes to all our community for their hard work, endurance, flexibility, patience and resilience over the last two months. Well done to everyone. We are excited to be back tomorrow and looking forward to seeing our Marshall Laing students again.

Here is some important information for tomorrow's return to school.

Visitor register for contact tracing

The school needs to keep a record of everyone who comes onto the site during the school day. This includes parents/caregivers at the start of, during and at the end of the day if they come onto the school grounds.

This will be a challenge especially at the end of the day where we can normally have anywhere from 100 -120 parents on the school grounds. From the return of school on the 18th May, each of our three entrances (Battersby Avenue, Kimber Hall Avenue and Marshall Laing Avenue) will have a staff member on the gate recording the names of adults who are entering the school site at the start and end of the day. At these busy times, we believe this will be quicker and safer than this number of parents going to the school office to sign in.

Marshall Laing Avenue, Battersby Avenue and Kimber Hall Avenue school gates will be unlocked and open from **8.15am-8.50am** and **2.40pm-3.15pm** for the recording of parents coming on to the school site.

How can parents help with this

- Download the school app onto your phone (see instructions below). You will need to show this to the staff member at the school gate.
- Be on time for the start of school and at the end of the day
- Always go to the school office if you need to visit the school during the school day.

- Try not to come onto the school grounds unless it's necessary. **Essential visits only.** We appreciate that this can be difficult in the junior school but it might be a good time for you to help your child grow some independence by letting them walk themselves to their classroom and by meeting you at the gate or at a designated spot at pick up times
- Keep physical distancing amongst the adults of 2 metres. Please remember this when you are at the school gate, waiting outside a classroom and if you need to come into the school office.

School Mobile App Contact tracing

Our school mobile app is now activated with the Covid-19 Contact Tracing feature. This is only available on App version 2.4.0. If you already have our mobile app installed, please check the version or go to the App Store to update your app to version 2.4.0. The Marshall Laing Primary School Mobile App is **FREE** to download from your mobile App Store or Click on this link to download the app:

<https://marshallaingprimaryschool.apps.school.nz/install/>

Or scan this QR code to download our App.



Here's a video with instructions on how to 'check in and out' of our school:

<https://www.youtube.com/watch?v=7M2OVW-Mefs&feature=youtu.be&hd=1>

When a visitor checks in and out using the App, their details will all be automatically recorded to our App. Our office will be able to see the visitor log instantly. Visitors only need to show the 'check in' screen on their mobiles to staff when they come on site. Remember to 'check out' on your App when you leave.

Our usual open door policy - some slight changes in the first week

Our teachers are normally available to have quick conversations with parents before school about your child's learning but at COVID-19 Alert level 2 this will be very difficult. The teacher's attention and focus needs to be on the morning organisation, health and safety routines and on all the children. If you have any queries or concerns about your child's learning or how they are settling back into school I encourage you to contact your child's classroom teacher by email. If the school has any immediate concerns about your child and how they are integrating back into school we will contact you - basically no news is good news. Please also remember to keep your child at home if they are unwell.

Kimber Hall Avenue and Battersby Avenue entrances

These entrances will be locked between **8.50am and 2.40pm**. If you wish to do an essential visit to the school you will need to use the Marshall Laing Avenue entrance.

If your child is sick - keep them at home

More than ever families need to follow this directive. If your child is sick they need to stay at home. If your child is not feeling well at school we will ask for them to be picked up as quickly as possible.

Cleaning of the school

The school is cleaned every day by a commercial cleaning company and high contact surfaces such as tables, chairs, door handles and light switches will be disinfected at the end of the school day.

Drink bottles

Children are encouraged to bring their own drink bottles.

Hand sanitizers

Each classroom will have its own hand sanitizer but a child is welcome to bring their own if they wish. Hand sanitizer will be used regularly throughout the day e.g.

- Before and after playtimes and eating
- Entering and leaving classrooms
- Before and after using the playground or sports equipment

Before and After school care (OSCAR Programme)

This will operate as per usual and the programme will implement their own contact tracing register of adults who come onto the school site.

Remote learning

Remote learning finished on Friday 15th May as teachers will be back to usual classroom teaching roles from tomorrow. Thank you to all those parents who contacted our Deputy Principal, Shilpa Soysa, to discuss how we can continue to support your child with their learning if your child is unable to attend school due your child being at a higher risk of a severe illness from COVID-19 (e.g. those with underlying medical conditions). Your child's teacher will be in contact with you about this learning.

For more information on learning for students not returning to school please go to the school website: <https://www.marshall.school.nz/support-learning/>

Take care and keep safe

Ngā mihi

David White