



North East Valley Normal School
We Teach Children and Train Teachers
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Procedure for drop-off and pick-up Alert Level 1

Given the lessons learnt and the response to our recent survey we will trial the following protocols at the start of and the end of the day. Please note that these are guidelines only and parents and caregivers can accompany their child onto the school property if they so wish. We will trial this process for the remainder of term two.

Morning:

- The school is open from 8:30am.
- Children can be dropped at the gates – a staff member will be at the Longworth Street gate to welcome junior children.
- Parents and caregivers who enter the gates may wish to record their presence using the QR codes at the gate or the office.
- Children go straight to the classroom.

Afternoon:

- Senior children will be released from their block at 3:00pm to head home or to be collected.
- Junior and Middle syndicates will be brought down to the asphalt inside the Longworth Street gate just before the 3:00pm bell by the teachers for collection.
- Te Rōpu Manaaki juniors will be handed over to parents and caregivers outside the Senior Block.
- Families are welcome to play in the school grounds once the hand over is completed.

Please note:

- New entrant newcomers and anxious children should be accompanied to the classroom until they settle.
- Parents and caregivers who need to visit the office may do so.
- Assemblies: Friday assembly will continue on Zoom for the time being. Zoom invites will be published on Friday mornings.
- Friday mornings: Parents and caregivers are encouraged to visit the classrooms on Friday mornings to see the children's work.
- Parents and caregivers are always welcome to make an appointment to see classroom teachers or to catch them once children have been released after school.

John McKenzie
Principal