

Dear Student / Parent / Caregiver / Edgewater whānau

Warmest greetings to you all. I want to thank you all again for amazing way you have tackled the current situation as the Covid rollercoaster has come back around again. Ngā mihi nui kia koutou for the way you have supported each other and our learners during this time, it is very much appreciated.

Please know that our focus will remain on wellbeing, then learning, then assessment as we all work to do our very best in these unprecedented circumstances. As with our return after the last lockdown the mantra 'be kind' is going to continue to be vital over the weeks ahead. In particular I thought the following whakatauki was particularly relevant as we all navigate these challenging times:

He kokonga whare e kitea, He kokonga ngākau e kore e kitea
A corner of the house may be seen and examined, Not so the corners of the heart.

This whakatauki indicates that where we can visibly see the corners of a house we do not have the ability to see the inner thoughts and feelings of a person. This reminds us to take care when we are engaging with others as we are not aware of what may be happening for them or in their lives.

Please find below more detailed information about our current planning for how we will make this work for us all.

GENERAL INFORMATION

Welcome back

Our focus for the first day back will be to welcome all students and get them into our usual learning and assessment programme as soon as possible. We know that this will not be 'one size fits all' and we are here to work with you to design a learning and assessment programme that works for you and your individual circumstances.

Please know that we also appreciate many of our Edgewater families will be going through some very challenging times at the moment. We know that many New Zealanders have lost their jobs or their business during this time. If you need further support please get in touch, we will help however we can and can also put you in contact with other community groups who are able to further offer support at this time. He waka eke noa – we are all in this together.

Alert Level 2 information from Ministry of Education

- It is safe for all schools to open. Safe and sensible practices for hygiene and contact tracing will be the norm, and all students will be able to return, so long as they remain well.
- There are still likely to be new cases which may be the result of household transmission or associated with cluster outbreaks that are contained. The disease remains in New Zealand, so we need to remain vigilant and take appropriate steps to avoid transmission. People are able to leave home but are asked to do so in a safe and conscientious way.

The key principles for [Alert Level 2](#) are to:

- reduce the risk of someone getting infected in the first place
- ensure we can identify and contact anyone who becomes infected
- understand that Level 2 is not business as usual

We will also continue to focus on:

- **enabling good hygiene practices** – regular washing and drying of hands and good cough and sneeze etiquette remain fundamental to preventing spread of illness such as colds, flu and COVID-19
- **ensuring people with COVID-19 symptoms stay away** from school
- **maintaining physical distancing where practicable** - in schools at Alert Level 2 this means children, young people, and staff maintaining a physical distance so that they are not *breathing on or touching each other* (there is no minimum distance requirement for schools at Alert Level 2)
- **keeping track of people that enter our school** – through your attendance register, timetable and visitor register

HEALTH AND SAFETY INFORMATION

We know you will be excited to see your friends and teachers on your return to school. Please remember that physical touching and maintaining 'breathing space' are required at alert Level 2. Here are some ways to greet each other that keep within these guidelines:



General guidelines

- Staff and students **must not come to school if unwell or showing any symptoms of COVID-19.**
- Staff and students who become unwell during the school day **will be required to go home.**
- Your help with ensuring that your child knows who they can contact to pick them up if required is appreciated.
- In order to support good hygiene practices school wide we need to focus on:
 - Good hand hygiene: washing hands regularly with soap and water and drying them, or cleansing with hand sanitiser.
 - Good cough and sneeze etiquette: coughing or sneezing into a tissue or your elbow and then performing hand hygiene.
 - Cleaning surfaces regularly, including devices, desks and other hard surfaces that are touched frequently.
 - Physical distancing / breathing zones in classrooms and shared spaces.
- PPE is not required or recommended as necessary in any educational facility by the Public Health Service.
- Mask wearing is optional at school for both staff and students, those who choose to wear one will not be discouraged from doing so. Students traveling to and from school on public transport **will be required to wear a mask.** Masks are optional on School Buses.

Physical Distancing at Alert Level 2

- There is no bubble concept at Alert Level 2 so there are no restrictions on groups of students mixing with others on site.
- Children, young people and staff should be far enough away from each other **so that they are not breathing on or touching each other**, coupled with good hygiene practices and regular cleaning of commonly touched surfaces.
- There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.

Health and Safety information

- In these uncertain times please know that the health and safety of your children is our number one priority. To support this our Student leaders have created a series of EC Public Service Announcements about the new procedures in place. These videos are available on our Instagram page: @edgewater college

PASTORAL INFORMATION

We are looking forward to welcoming students back to school! At Edgewater College we care about each other. We will work together to ensure we are keeping each other safe, that we are clear about what we expect from you, and that we are kind.

Our usual EC Expectations for behaviour apply, along with some additional expectations to ensure we are all kept safe. Please see the "Keeping ourselves safe" and "Student Expectations at Level 2" at the end of this document.

Our usual health and guidance systems will be operating from next week including nurses, counsellors and youth workers. Please note that students are not be able to 'turn up' at the Student Centre without an appointment. Appointments can be made by emailing our health and guidance staff:

Nurses: <ul style="list-style-type: none"> • Mrs Ginn A.Ginn@edgewater.school.nz • Mrs Holmes J.Holmes@edgewater.school.nz 	Counsellors: <ul style="list-style-type: none"> • Ms Daynes: R.Daynes@edgewater.school.nz • Mr Williams: M.Williams@edgewater.school.nz
Physiotherapist: <ul style="list-style-type: none"> • Eoin Lonergan eoin.lonergan@physioaction.co.nz 	Youth Workers: <ul style="list-style-type: none"> • Rebecca: R.Bowlin@edgewater.school.nz • Sarah: WKS@edgewater.school.nz

Your Mentor and your Dean will continue to support you with academic progress and any other support you may need. If in doubt, please ask your Mentor, your Dean, your teachers – we are all here to support you!

You need to wear full school uniform to school. If you need to purchase new uniform items, please see the 'Uniform Shop' section below for how to order uniform. If you are wearing an incorrect item of uniform, we ask that you please bring a note from home. Please ensure you collect a uniform pass from the Dean's Office in the morning. Deans can also help with supporting students in getting the uniform items they may need.

Managing attendance

- You **must not come to school if you are unwell**. Your parent/caregiver needs to let us know that you will be absent from school by text/email/phone: attendance@edgewater.school.nz OR 09 576 9039.
- Students who become unwell during the school day will be required to go home.

If you are late to school, you must go straight to class, **do not go through the front office**. Your teacher will mark you as late. Your Mentor and Dean will be following up lateness – it is important that you try your best to get to school on time.

TEACHING AND LEARNING INFORMATION

Timetable

We will be continuing with the timetable we were using when we moved to Alert Level 3. Please see below for bell times.

Bell Times – 2020 Term 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 0	8.15	Choir practice 8.30	Staff PLD 8.30-9.30	8.15	8.15
Mentor	9.00	9.00	9.40	9.00	9.00
Session 1	9.20	9.50	9.50	9.20	9.20
Interval	10.50	11.10	11.10	10.50	10.50
Session 2	11.20	11.40	11.40	11.20	11.20
Lunch	12.50	1.00	1.00	12.50	12.50
Session 3	1.30	1.40	1.40	1.30	1.30
Mentor	3.00	3.00	3.00	3.00	3.00
End of day	3.10	3.10	3.10	3.10	3.10

Advice for students about learning

- Your mentor teachers will go over safety and other information at an extended Mentor Time on Monday and will be able to answer any questions you have.
- Your classroom teachers have prepared our learning spaces to ensure that your safety is the number one priority. They will give clear instructions about seating, cleaning and hand washing routines.
- Please do not worry about how much learning you have been able to continue with. We are here to help you get organised and pick up from whatever stage you are at.
- Senior students please see further information about NCEA in the section below.

We know that some students will be unable to return to school at Alert Level 2 as they are unwell or have been asked to self-isolate. For those students not at school we will be maintaining the 'learn at home' spreadsheet throughout Level 2 so that distance learning can occur for those students that may need to do so.

Devices

Following the last lockdown students were given access to a device to use whilst on site at the College. During this recent lockdown a number of these devices were collected by the students or were delivered to homes.

Our expectation is that these devices will return with the student on their first day back at school. They will use them on site for their learning.

Purchasing devices

Again, we would like to promote the idea of a student having their own device. This would enable the student to be able to take this home each night to continue their studies at home.

If you are in a position to be able to provide a device for your child then PB Tech do offer special prices for Edgewater College parents as well as the option to pay off the device over time. Please go to

https://www.pbtech.co.nz/education/byod/edgewater-college?qr=pb_byod to see the options available.

- To unlock the special pricing for parents, type in BYOD2020 at the top of the page.
- You can then add the device and / or accessories to the cart and proceed to the checkout.
- On checkout there are a range of payment options available such as finance. You can also include insurance or a PB warranty if you wish.

Please note this is *completely optional*. We will continue to give students access to devices at school for those who do not have one of their own.

College devices are collected by the student at morning Mentor, used during the day, then returned during afternoon Mentor time and locked away over night for re-distribution the following day.

Device Care

It is very important for all students to care for their device and charger that they have to use throughout the school day. For this reason we ask that all students please bring a school bag each day in order to store their issued device and carry it between sessions. Please note that under Alert Level 2 devices cannot be shared.

NCEA

- Please do not panic / worry about NCEA – we will continue to work with you and make a plan to get the qualifications / credits you need this year.
- To meet the needs of each of you we will continue to adapt how we implement NCEA at Edgewater in 2020. If you are coming back to school next year then it may be best for you to focus on just getting the credits you can this year, and then completing two levels of NCEA next year. Please talk to a staff member to discuss your specific needs/ concerns.
- Art and DVC portfolio due dates have also been extended by two weeks as a result of Covid-19.
- NCEA examinations now start on the 16 of November and finish on 9 December, and your teachers will discuss any changes to your external entries.
- The learning recognition credits that were introduced after the previous lockdown and these remain available to all students this year.
- Your job for this week is to settle back into school, keep up hygiene practices, establish school and home learning routines and set Assessment goals.

Sport and Physical Education

In school sport and PE is able to go ahead at Alert Level 2. It is important to follow strict hygiene practices – washing hands before and after sport, cleaning of equipment and we will be keeping accurate registers of who was playing sport at any one time. Any spectators must follow physical distancing rules.

More information will become available from College Sport about inter-school tournaments and games.

FURTHER INFORMATION

School office

- The office will be the only point of entry for any visitors to the site, including families of students. *Please note - this does not include students.*
- The office will operate with limitations on the number of people in the office at one time.
- All visitors will sanitise on entry and exit to office and will be asked to scan the QR code.
- A register will be kept for all visitors to the site, noting when, where, time etc as per MOE guidelines.
- During Alert Level 2 we ask that only visitors with essential business come on to the school grounds.

Tuck shop

- The tuck shop will be available to students to purchase morning tea and lunch items from Monday 31 August.
- Students will need to queue up outside and follow all Level 2 health and hygiene rules as indicated on signage at the Tuck shop.
- Only one student will be allowed into the Tuckshop at a time.
- The Tuck shop will take cash and card payments.

Please note students **will not be allowed offsite during the school day** and we will be unable to deliver food to students via the front office. If your child does forget their lunch on a particular day they can see their Dean who can arrange something for them.

Uniform shop

At Alert Level 2 families will be able to buy from the Uniform shop through one of the following two ways:

1. By appointment – you must make an appointment by either phoning Mrs Ross on 576 9039 or email ecshop@uniformgroup.co.nz for a 1:1 consultation before school in the Uniform shop *or*
2. Complete an order form [Ec Prices 05 08](#) and email it to ecshop@uniformgroup.co.nz.

For further information you can go to our school website: <https://www.edgewater.school.nz/students/uniform>

When the order is ready, Tina Green will contact the family by phone to confirm payment arrangements. Payment will be required prior **or** at the time of pick up from the Uniform shop.

If you have any questions about this process or need further help please email s.wolffgram@edgewater.school.nz.

Getting to and from school

- Students will not be allowed to enter school before 8:30 am when the school gates open.
- Students must leave as soon as school finishes at 3.10 pm

Please know that all students **will need an AT Hop Card** for all school and public transport during Alert Level 2 and cannot pay with cash. As with the new government guidelines wearing a face covering will be mandatory on all public transport from Monday 31 August and they will also be expected to follow all instructions of bus / train drivers. Whilst masks are not compulsory on school buses they are still highly recommended.

Please note you may need to plan for increased traffic with the opening up of schools and resumption of significant roading works in the area.

At break times – interval and lunchtime

Physical education during learning and break time activities can include access to sports equipment. Hygiene practice will be enforced before and after playing with equipment.

Drinking fountains will not be available. All students will need to bring a named drink bottle to school. Bottles can be filled in classrooms or the E Block kitchen.

We do ask that rubbish from morning tea and lunches is taken home to be disposed of wherever possible.

At the end of the day you will be dismissed from school by your Mentor teacher and need to make your way directly home.

Please ensure you have read through the information on the **following two pages** which give further information about our expectations during this time. Parents / caregivers could you please carefully discuss all of this information with your child so they feel prepared and ready to attend school on Monday.

Please know we will do everything we can to support you and your child(ren) during this time. If you need any further information or have any questions then please email principal@edgewater.school.nz.

Ngā mihi maioha
Ms Addison

CHECKLIST FOR STUDENTS

Please go through this as a whānau to ensure your child is aware of how we will keep them and others safe during Alert Level 2.

- ☐ If I am travelling by public transport – I must wear a face covering and use my AT HOP card.
- ☐ Wear school uniform / bring a note from home if I do not have correct school uniform at the moment
- ☐ Greet others with wave / smile / head nod only. We know this will be hard as you will have missed your friends, but it is important for everyone's safety :)
- ☐ Maintain physical distancing by keeping a 'breathing zone' around you and maintaining a distance of 1 m (inside) and 2 m (outside) from others wherever possible, including on my way to and from school.
- ☐ Follow all safety procedures and instructions given by teachers.
- ☐ Wash my hands regularly, with soap and water for at least 20 seconds, or hand sanitise including at the beginning and end of school sessions.
- ☐ We will be working on the same timetable as when we went into Alert Level 3.
- ☐ The school day is from 9 am to 3.10 pm on Monday, Tuesday, Thursday and Friday.
- ☐ The school day is from 9.40 am to 3.10 pm on Wednesday.
- ☐ **I will not come to school if I am unwell in any way.**
- ☐ **I will be required to go home if I become unwell during the school day.**
- ☐ I need to bring my own named drink bottle.
- ☐ I need to bring a school bag for taking care of my school device and charger.
- ☐ I need to bring my own lunch or purchase from the tuck shop – there will be no food deliveries to the front office.
- ☐ I will not be allowed offsite during the school day without a note from home and a leave pass from school.
- ☐ If I arrive after 9 am (9.40 am on Wednesday) I will go straight to my first class and sign in with my teacher there.
- ☐ I will be kind to my fellow students and teachers.
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KEEPING OURSELVES SAFE AT EDGEWATER COLLEGE DURING COVID-19 ALERT LEVEL 2



At the start of the day

On arriving at the school grounds

- Please go directly to a student bathroom and wash and your hands thoroughly using the soap provided. You need to wash your hands for 20 seconds and dry them thoroughly.
- Please remember you must not physically greet any other student or staff member – keep 1-2 m apart where possible.
- On entering your Mentor classroom please go to your allocated desk. Place your bag at your feet.
- If you have brought your device from home then please sanitise your hands, clean the device and then re-sanitise your hands.
- If you do not have a device, you will be issued a school device for the day. All school devices must be returned to your Mentor teacher at the end of each school day.
- Tissues **MUST NOT** be placed in rubbish bins, if you need to use a tissue then please ensure that you take this home with you. You may wish to bring a plastic bag with you for this purpose.

Lesson times:

- Please go directly to your classroom and sit at your allocated desk. You need to wash and dry your hands thoroughly before entering any classroom space.
- If your lesson is in a computer room, please use the hand sanitiser (1 pump only) before you use the keyboard.

Break times:

- Please wash / sanitise your hands at beginning and ends of each break time (one at a time)
 - Students in Science rooms, T block, C2, C4 use the sinks in the classrooms
 - Students in A and E block – use the toilets behind the library
 - Students in D, B block – use S block toilets
 - Students in the gym – use the gym bathrooms

What to do if....

- The **Fire Alarm** goes off follow the normal routine. Go with your Teacher to the evacuation point and then find your Mentor class line. Please remember not to physically touch others and keep 'breathing space' between you.
- The **Lock-down bell** sounds: move under your desk, stay out of sight of any external windows. Follow all instructions that are given to you.

At the end of the day

- Please put your chairs up at the end of each day.
- All students **must** go to Afternoon Mentor time to return their school device.
- You must leave the school grounds when you are dismissed by your teacher at the end of the school day.
- Walk with your friends as you normally do, however please remember no physical contact.
- Take care and be kind 😊

**AT EDGEWATER COLLEGE WE SHOW
MANAAKITANGA | CARE, MĀIA | COURAGE
AND MANAWA REKA | CURIOSITY
DURING COVID-19 ALERT LEVEL 2 BY...**



Showing “EC Cares” about ourselves, others, learning and the environment

- Wash your hands frequently, especially at the allocated times – before school, after Mentor, before interval, after interval, before lunch, after lunch, and at the end of school day.
- Remain within your assigned physical space and/or in your assigned seat for all of each learning session.
- Remember to cough and sneeze into your elbow.
- Any used tissues must be taken home with you, please do not put into rubbish bins.
- Follow teacher’s instructions in all spaces.

Being respectful and courteous

- Keep appropriate physical distance from others – this means no physical touching and staying far enough away that you can’t feel anyone breathing on you.
- **Be kind!**

Learning hard and doing our best

- Give your best effort to your learning. Ask for help when you need it.
- Stay in your seat, your teacher will come to you or provide support from a safe distance.

Being organised, on time and ready to learn

- You must make your way to school safely, observing physical distancing of 2m from people you don’t know.
- If you are catching public transport you must follow all instructions given by bus or train personnel – these are for your safety and the safety of those around you.

Representing EC with pride

- Correct uniform or pass. You can get a pass from your Dean during morning Mentor time if needed.

Using technology for learning

- If you are in a Computer Room, you must only use the computer allocated to you.
- Follow the cleaning instructions for computers and workspaces as directed by your teacher.
- During Alert Level 2 you may be allocated a device to use throughout the school day. Please take care of it as if it was your own. You may also bring your own device from home to use if you have one.
- Use all technology appropriately – it is there to help you with your learning.
- Ensure that your kindness extends into the cyber world as well as in person.

Give it a go – we’ve got this EC!