

## **Students collecting items from school: Important information**

Kia ora Parents and Caregivers,

At Level 3, WGHS is permitted to allow students briefly onsite to collect items from lockers, or instruments from the Music Department.

This needs to be done in a very controlled manner, so please carefully read the information below.

We are allowing students onsite tomorrow, **Thursday 23 September, from 11.30am to 1.30pm** only. Please note students are not required to wear uniform.

The school will be open to students to retrieve items from these areas:

- Music Block (instruments)
- Student lockers in A, B C, D, H and S block

***Students will not be able to collect items left in classrooms, as classrooms will remain locked.***

To limit the number of students onsite at any one time, we have allocated the following time slots alphabetically by last name:

### **A – G**

11.30am – 12noon

### **H – M**

12noon – 12.30pm

### **N – S**

12.30pm – 1pm

### **T – Z**

1pm – 1.30pm

All students coming onsite to pick up items must adhere to the following:

1. Students must not come into school if they are unwell or have any underlying health issues which put them at risk.
2. If a student is being driven to school, the driver and any others in the vehicle need to wait in the vehicle. Please have the fewest number of people as possible in the vehicle. Vehicle access to the school is by the main gate entry beside Smales Farm bus station only. The lower gate and car park between S and A blocks is closed under Alert Level 3.
3. Students must wear a face covering (eg, mask) inside any school building and preferably also outside when on the school grounds.
4. Students must stay at least 2 metres from any other person when outside onsite and 1-2 metres from any other person when inside school buildings.

5. Students **MUST first sign in** at the main office in the Administration Block. They must not go anywhere else on the school site until they have done this. The process for signing in is:
  - a. Use the administration back door entry by the Payments Office to come into the admin block to sign in.
  - b. Scan the school QR code on entry.
  - c. Sanitize hands once inside the administration building door by Payments ( they can bring their own or use the hand sanitizer just inside the door).
  - d. Walk the corridor towards the Health Centre where there will be a sign in desk. If a student is already signing in at the desk, they should form a queue down the corridor and be 2m from the student in front of them. They will need to bring their own pen for signing in.
6. After signing in at the main office they will be given instructions to either access their locker or going to see a Music staff member to get their musical instrument.
7. Students cannot collect an item on behalf of any other student.
8. **When a student has collected their items from the locker or Music Department, they MUST immediately come back to the Admin Building and sign out.** They will then need to leave the school and not stay to talk to other students, etc.

Thank you in advance for adhering to these instructions, which will help to ensure that everyone stays safe and well.

Kindest regards

The Team at Westlake Girls High School