

Students collecting items from school: Important information

Kia ora Students,

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.

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

You 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. You must not come into school if you are unwell or have any underlying health issues which put you at risk.
2. If you are being driven to school, ask the driver and any others in the vehicle to wait in the vehicle for you. 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. You must wear a face covering (eg, mask) inside any school building and preferably also outside when on the school grounds.
4. Please 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. You **MUST first sign in** at the main office in the Administration Block. Please do not go anywhere else on the school site until you have done this. The process for signing in is:

- a. Please use the administration back door entry by the Payments Office to come into the admin block to sign in.
 - b. Please scan the school QR code at the entry door as you come in.
 - c. Please sanitize your hands once you enter the administration building door by Payments (you can bring your own or use the hand sanitizer just inside the door you come in by the payments office – a dispenser is on the wall to your left).
 - d. Then walk through the corridor towards the Health Centre where there will be a sign in desk. If a student is already signing in at the desk, please form a queue down the corridor and be 2m from the student in front of you. Please bring your own pen for signing in.
6. After signing in at the main office you will be given instructions on either accessing your locker or going to see a Music staff member to assist you to get your music instrument. Instructions will be at the sign in desk on where to access each block.
 8. You cannot collect an item on behalf of any other student.
 9. **When you have completed collecting items from your locker or the Music area, you MUST immediately come back to the Admin Building and sign out.** You then need to leave the school. Please do not wait on the school site and 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