



BERKLEY
Normal Middle School EST. 1971
TAKE UP THE CHALLENGE

12 May 2020

Kia ora Whanau,

We are excited to receive the Prime Minister's decision yesterday that face-to-face learning will resume from **Monday 18 May 2020**. The Berkley staff and I are looking forward to welcoming all learners back to school and are busy making the necessary preparations to ensure that we are ready to accommodate learners under the requirements of alert level 2. Please be assured that actioning the requirements set by the Ministry of Health will be an absolute priority for us to ensure that all learners, staff and our community will be safe and continue to support the government's actions to eliminate the COVID-19 virus.

Along with the normal high standards we expect of behaviour and respect at Berkley, we are implementing the following plans so that Berkley is a safe place for all. Please take time to talk through the following requirements with your child before school begins on Monday:

- Any children and staff are to stay at home if they are sick. Children will be sent home immediately if they show any symptoms of being unwell.
- All students will be expected to use high standards of hand hygiene - That is washing hands regularly with soap and water, especially after toileting and hand sanitising when entering and exiting all teaching spaces (All classroom spaces have supplies of sanitiser).
- Coughing or sneezing into a tissue or elbow and then performing hand hygiene.
- We expect that all our learners will ensure to follow the physical distance expectations. Hugs and handshakes are not appropriate at this time.
- Our site will have a strict cleaning schedule with surfaces regularly wiped and sanitised. Along with the daily, detailed clean by our CrestClean team, all classes will have a daily protocol for wiping down hard surfaces and shared devices.
- No sharing for food, including shared lunches.
- The canteen will be open.
- Use of drinking fountains is permitted, however we are encouraging students to bring their own named water bottle from home.
- School assemblies and team hui's will not be happening for the first 2 weeks of Level 2. We will continue to monitor the guidelines from the Ministry of Health and resume these activities once we are confident that we can do so safely.
- All students who received a Berkley device during lockdown are asked to return these to school on the first day back (Monday 18 May). Devices will need to be delivered to their identified team table in the Learning Centre.
- All school transport services will resume.
- The office will not be open for parents during the first week of Level 2. Parents and whanau are asked to contact the office via email or telephone in the first instance. Likewise, we ask that parents and whanau use email or telephone to make contact with classroom teachers during the first few weeks of Alert Level 2. We will review this protocol once our systems have settled.
- To comply with contact tracing requirements, all visitors to the school grounds will be required to sign in at the office (Berkley Ave).

If for any reason you are not expecting your child to return to onsite learning on Monday 18 May, please contact your classroom teacher directly via email. Alternatively you can phone the office and report an absence.

We are looking forward to seeing all Berkley learners at school on Monday 18 May. We are well aware that many students will be excited about returning to school and seeing their friends, however to avoid unnecessary gatherings, **all learners are asked to report directly to classrooms on arrival at school on Monday**. The staff and I will be escorting students to their classroom on arrival. Normal Berkley entry and exiting protocols will resume on Monday - Pick up and drop offs, walkers, students on scooters and bikes to enter the school via Mullane Street; Buses will resume pick up and drop offs using the Berkley Ave bus bay.

All students who have been attending school under Alert Level 3 are expected to continue attending as usual this week. Distance learning will continue this week for all other students. On Friday 15 May all staff will be onsite to attend meetings and prepare classrooms for the return to face-to-face learning and therefore will not be available for meetings with students and classes on that day.

Finally, I want to extend a huge thank you to every member of our community for the work we have collectively done to get our school and country back up and running again. Let's continue to follow the guidelines, stay safe, stay well and support our local businesses.

Looking forward to welcoming Berkley Learners back to school on Monday 18 May.

Nathan Leith
Principal