

## Alert Level 2 Student Procedures 18 February 2021 onwards

### At all times students will:

Maintain their personal space and respect that of those around them

Practice good personal hygiene: cough into elbow, regular handwashing and sanitising, not sharing belongings

Follow instructions of staff including: classroom and school processes

If unwell, remain at home and seek advice from Healthline

Attendance	Communication	Wellness	In classrooms	In corridors	Break times and end of school day	Student Services and Health Centre	Learning	Activities	Other Spaces
<ul style="list-style-type: none"> <li>Attend school if well, do not attend if unwell.</li> <li>Lateness and attendance matters must be addressed at the external attendance office window at all times.</li> <li>Lessons start at 8.45am M, W, Th and F and 9.15am T. Students are expected to be at school at least 5 minutes before lessons start.</li> <li>Maintain regular communication between home, attendance office and whānau teacher.</li> <li>Practising good personal hygiene and maintain personal distance while travelling to and from school.</li> <li>Make arrangements to be collected and dropped off outside of school grounds if travelling by car.</li> <li>Arrive no earlier than 8.00am and be off school grounds by 3.45pm.</li> </ul>	<ul style="list-style-type: none"> <li>Listen carefully to messages given by staff.</li> <li>Check emails daily for important information.</li> <li>Use email to communicate where possible with teachers and staff rather than visiting other classrooms/offices.</li> <li>Ask parents to contact school office if address or contact details change.</li> <li>Talk to your whānau teacher if you have questions or need help.</li> <li>Parents and family members cannot come to school. If they need help or have a questions they will phone or email the school office for assistance.</li> </ul>	<ul style="list-style-type: none"> <li>Practice good personal hygiene.</li> <li>If you are unwell, do not come to school.</li> <li>Wear correct uniform – including a jacket on cold or wet days.</li> <li>Eat breakfast before school.</li> <li>Water bottles should be filled at home.</li> <li>Set and keep to a regular reasonable bedtime.</li> <li>You may wear a mask. It must be worn correctly.</li> <li>If you become unwell at school let your teacher know and wait on the blue chair outside student services to be seen.</li> <li>Talk to your whānau teacher if you need help.</li> </ul>	<ul style="list-style-type: none"> <li>Sit at your allocated desk as per the seating plan.</li> <li>Assemble according to teacher instruction in practical subjects.</li> <li>Use hand sanitiser upon entry to classroom spaces.</li> <li>Remove jackets and jerseys in classrooms to avoid becoming too hot</li> <li>Music practice room procedures are to be followed for students during itinerant music lessons.</li> <li>All rubbish is to be carefully placed in rubbish bins.</li> <li>Assist staff as requested with the cleaning of equipment and surfaces.</li> </ul>	<ul style="list-style-type: none"> <li>Keep left when moving in corridors.</li> <li>Line up as instructed by teachers before entering classrooms.</li> <li>If you are not in your timetabled classroom during class time you must carry a written note from your teacher.</li> </ul>	<p><b>CANTEEN</b></p> <ul style="list-style-type: none"> <li>The canteen will be open at break times. Students are to line up according to the markings on the concrete.</li> </ul> <p><b>COMMONS</b></p> <ul style="list-style-type: none"> <li>Whānau commons should not be used on fine days.</li> </ul> <ul style="list-style-type: none"> <li>Students should maintain personal space at break times and not congregate in groups of more than 10.</li> <li>Drinking fountains cannot be used to drink from. Water bottles can be filled from Gym and Kowhai bottle fill taps</li> <li>At the end of school day all students must make their way directly home. All students are to be off school grounds by 3.45pm unless participating in a sanctioned and supervised sports team</li> <li>Students waiting for school buses must follow instructions of staff on bus duty.</li> <li>Students must follow government rules for school buses, public transport, taxis and ubers including the wearing of masks.</li> </ul>	<ul style="list-style-type: none"> <li>There are no waiting areas in Student Services.</li> <li>Student cannot enter Student Services reception unless called for.</li> <li>If you need assistance from the Student Service reception or need to make a payment email <a href="mailto:ssc@onetreehillcollege.school.nz">ssc@onetreehillcollege.school.nz</a> and an appointment time will be made for you.</li> <li>Payments are to be made by internet banking or eftpos.</li> <li>Bags and equipment cannot be stored at Student Services.</li> </ul> <p><b>Counselling /Social Worker</b></p> <ul style="list-style-type: none"> <li>Students will be seen by appointment only.</li> <li>Students will need to book a counselling/SW appointment using the online booking system (details on the school website).</li> </ul> <p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>Students will be seen for non-urgent matters by appointment only. Students will need to book a nurse appointment using the online booking system (details on the school website).</li> <li>Students will be seen by the school nurse for urgent medical matters by sitting in the blue chair waiting area outside Student Services. Someone will come to you and speak with you. If in class time you will require a note from your teacher.</li> </ul> <p><b>Physiotherapist</b></p> <ul style="list-style-type: none"> <li>Make an online booking for the nurse for a referral</li> </ul>	<ul style="list-style-type: none"> <li>Students must bring their laptop to school. Laptops are listed as required items on all 2021 stationery lists.</li> <li>Keep your timetable in a safe place. The school will not reprint timetables for students after the first day.</li> <li>Communicate with your teachers if you are worried about progress or achievement.</li> <li>Meet the deadlines for assessment set by teachers.</li> <li>Achievement results are updated regularly in the KAMAR Portal.</li> <li>Any students with class or option changes or timetable issues MUST email <a href="mailto:MrsMcKnight@onetreehillcollege.school.nz">MrsMcKnight@onetreehillcollege.school.nz</a> for an appointment. Students will not be seen by turning up to her office unless they have been called for)</li> </ul>	<ul style="list-style-type: none"> <li>Most sports, clubs, groups, activities are not running at present.</li> <li>Students should not organise meetings or practices for sports/activities.</li> <li>Information about the start-up of activities will be communicated with plenty of warning and with specific health and safety processed that must be followed.</li> </ul>	<ul style="list-style-type: none"> <li>The Knowledge Centre is open during break times with a 50 student capacity</li> <li>Whānau commons, marae and student services kitchens are closed.</li> <li>The Gymnasiums and Auditorium are closed before and after school and at break times.</li> <li>Uniform will not be loaned from the Uniform Room – students must attend school in correct uniform.</li> <li>Pay attention to taped areas on floors.</li> <li>Report any hazards to a teacher immediately.</li> </ul>