

Alert Level 3 Student Procedures 26 October 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"> Attend school if well, do not attend if unwell. Lateness and attendance matters must be addressed at the external attendance office window at all times. Lessons starts at 8.45am Monday and Wednesday. Tuesday, Thursday and Friday starts at 9.00am. Students are expected to be at school at least 5 minutes before lessons start. 8am classes will run as normal starting Maintain regular communication between home, attendance office and whānau teacher. Practising good personal hygiene and maintain personal distance while travelling to and from school. Follow all rules for public transport including the wearing of masks. Make arrangements to be collected and dropped off outside of school grounds if travelling by car. Arrive no earlier than 8.15am and be off school grounds by 3.30pm. 	<ul style="list-style-type: none"> Listen carefully to messages given by staff. Check emails daily for important information. Use email to communicate where possible with teachers and staff rather than visiting other classrooms/office s. Ask parents to contact school office if address or contact details change. Talk to your whānau teacher if you have questions or need help. Parents and family members cannot come to school. If they need help or have questions they will phone or email the school office for assistance. 	<ul style="list-style-type: none"> Practice good personal hygiene. If you are unwell, do not come to school. Wear correct uniform – including a jacket on cold or wet days. Eat breakfast before school. Water bottles should be filled at home. Food, drinks and personal belongings are not to be shared. Set and keep to a regular reasonable bedtime. You are required to wear a face mask. It must be worn correctly. If you become unwell at school let your teacher know and wait on the blue chair outside the Attendance Window (next to the AV Room) Talk to your whānau teacher if you need help. 	<ul style="list-style-type: none"> Sit at desk or table allocated to you by your teacher. Assemble according to teacher instruction in practical subjects. Use hand sanitiser upon entry to classroom spaces. Remove jackets and jerseys in classrooms to avoid becoming too hot There will be specific requirements for practical subject including: PE, Dance, Music and Technology. Please carefully follow all instructions given by staff. All rubbish is to be carefully placed in rubbish bins. Assist staff as requested with the cleaning of equipment and surfaces. 	<ul style="list-style-type: none"> Keep left when moving in corridors. Utilise outside routes to classes as much as possible to avoid crowding. Line up as instructed by teachers before entering classrooms. If you are not in your timetabled classroom during class time you must carry a written note from your teacher. 	<p>CANTEEN</p> <ul style="list-style-type: none"> The canteen will not be open at break times. <p>COMMONS</p> <ul style="list-style-type: none"> Whānau commons will be closed on fine days. <p>SCHOOL LUNCHES</p> <ul style="list-style-type: none"> Line up outside the Commons in an orderly manner and follow instructions. Students should maintain physical distance from others at break times and not congregate in groups of more than 10. At the end of school day all students must make their way directly home. All students are to be off school grounds by 3.30pm unless participating in a sanctioned and supervised school activity Students waiting for school buses must follow instructions of staff on bus duty. Students must follow government rules for school buses, public transport, taxis and ubers including the wearing of masks. 	<ul style="list-style-type: none"> There are no waiting areas in Student Services. Student cannot enter Student Services reception unless called for. If you need assistance from the Student Service reception or need to make a payment email ssc@onetreehillcollege.school.nz and an appointment time will be made for you. Payments are to be made by internet banking or eftpos. Bags and equipment cannot be stored at Student Services. If you need to drop off any form or paperwork for a teacher/staff member please put in the Drop Box outside of Student Services. This will be cleared at the end of each day. <p>Counselling /Social Worker</p> <ul style="list-style-type: none"> Students will be seen by appointment only. Students will need to book a counselling/SW appointment using the online booking system (details on the school website). <p>School Nurse</p> <ul style="list-style-type: none"> 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). Students will be seen by the school nurse for urgent medical matters by sitting in the blue chair waiting area outside the Attendance Window next to the AV Room. Someone will come to you and speak with you. If in class time you will require a note from your teacher. 	<ul style="list-style-type: none"> Students must bring their laptop to school. Laptops are listed as required items on all 2021 stationery lists. Keep your timetable in a safe place. The school will not reprint timetables for students after the first day. Communicate with your teachers if you are worried about progress or achievement. Meet the deadlines for assessment set by teachers. Achievement results are updated regularly in the KAMAR Portal. Any students with class or option changes or timetable issues MUST email MrsMcKnight (cmcknight@onetreehillcollege.school.nz) for an appointment. Students will not be seen unless they have been called for). 	<ul style="list-style-type: none"> All school activities and sports will proceed once checked and approved by the Senior Leadership Team Students should not organise meetings or practices for sports/activities. Information about school activities will be communicated with plenty of warning and with specific health and safety processed that must be followed. 	<ul style="list-style-type: none"> The Knowledge Centre is closed. Whānau commons, marae and student services kitchens are closed. The Gymnasiums and Auditorium are closed before and after school and at break times. Uniform will not be loaned from the Uniform Room – students must attend school in correct uniform. Pay attention to taped areas on floors. Report any hazards to a teacher immediately.