

Monday 18th May

Level 2 Drop off and Pick up Plan

Please read this information carefully as this has been updated since our last communication to you. **Changes are in Red and updated on our map. Everything else remains the same.**

Wet Weather Plan

If it is raining all sign in will be done in the hall. Staff members will be stationed at each entry to welcome students on site and direct parents to the hall. There will be a staff member at the entrance to give you instructions, please keep the 2 metre distance rule.

There will be 5 lines available to sign in. You must exit via the hall to sign out when you leave for both drop off and pick up.

We aim for an orderly and calm arrival and exit from school. To achieve this we are asking everyone to follow this plan. In the short term, if you want to bring your child to school a little later, please do so as this will help to reduce congestion. **If you arrive after 9:15 you will need to sign in at the school office. Please remember to exit at the school office to sign out. to ensure we can contact trace.** If you are planning to arrive after 9:30am please email vlewington@kns.school.nz.

We encourage children that usually walk, scooter and cycle to and from school to continue to do so. The scooter and bike racks remain in the same place. Please remember to bring a bike lock to secure these. **To ease congestion we encourage children to come through the Child only entrance with their bike or scooter.**

Drop off

- **The purpose for entering the school is to take your child to the building their classroom is in. We prefer you not to enter the buildings. You are unable to enter the classroom.**
- **The 2 metre distance rule** applies when you are waiting to enter the school and when you are on the school grounds.
- **Contact tracing all adults on site is a priority.** All Adults will be asked to line up outside the school prior to entering so we can record name, telephone number, times of entry and exit and room/s you have visited on site. The entrance you come in must be the way you also exit the school.
- **Children do not need to line up for contact tracing if they are coming by themselves. They can enter at any entrance.**
- **There is now a Child only entrance through the carpark between the cones. See Map**
- Please don't stay on the grounds, you are welcome to have conversations with other parents off site.
- The entrances are:
 - Karori Road Main entrance,

- the school office entrance on Donald street - **This entrance is only for new parents. Children can not enter through the office.**
- Donald street Main entrance,
- **Children only entrance through the carpark between the cones.**
- Donald street by tui block and,
- the gate by the swimming pool

Pick up

For parents picking up year 1 and 2 students early, you are welcome to pick up older siblings at the same time. If you would like to do this, please communicate with your child's classroom teachers so they can ensure the children are ready.

For parents with children in Rooms 6,9,10,12,13, and 14,15,16 and 17 (Years 1 and Years 2), if possible, you are able to line up **at 2:30pm** to complete contact tracing and then walk to the designated pick-up area (see table below). We will arrange for your child to meet you there earlier at 2:45 pm. This will help to reduce congestion. Please then exit from the entrance you came in promptly. We aim to have the majority of these children collected before other parents are able to enter the other entrances. If you are unable to collect your child until 3pm, that is fine, they will remain with their teacher.

For our older children, if you can organise a meeting place away from school, for example, Marsden village, Karori Library, Campbell Street, etc, that would be great.

Gates will open at 2:45pm. You can start lining up before this time if you like. Please enter through the designated gate and wait in the designated pick-up area. It is important that you discuss this with your child. Teachers will remind the students where to go if they are being picked up. For families with more than one child at KNS, please choose the most convenient meeting spot and meet there. We want to avoid too many children/parents walking all around the school. We ask that you leave promptly to avoid congestion.

Rooms	Gate/s	Pick-up area
Tui (1, 2), 4 and 5	Tui Block Gate or Swimming pool gate	Junior playground/Area outside Tui
6, 9, 10, 12, 13	Tui Block Gate or Swimming pool gate	Junior quad outside room 9
14, 15, 16, 17	Donald Street Main Entrance	Monkey Bars area
22, 23, 23A	Donald Street Main Entrance	Area in front of container.
Kereru (33, 34, 35), 24, 25 , 28, 29,	Karori Road Entrance	Katherine Mansfield Court
18, 19, 20, 21, 26, 27	Karori Road Entrance	Turf

After School Care - Dynamic Being, SKids, and Smash have communicated that they are open next week. The pick and drop of meeting places remain the same.

The busiest spaces are likely to be the junior areas, so please take extra care around these areas. Students may be allowed to leave early if they are ready and the teacher sees their parent/caregiver waiting. Children will come to you to avoid parents coming into the buildings.

Please encourage your children who are walking home to leave the school promptly once the bell has gone. Thank you for your understanding and patience as we try to navigate this process. **We will keep you updated if we need to tweak the drop off and pick up plan after the first day.**

If you have any questions about these instructions, please contact Andrea or James apeetz@kns.school.nz or jappleton@kns.school.nz