

## Communication 3 - 20th August 2021

### Distribution of devices and hard copy materials

I hope you are doing well in your bubble. Remember if you need support please contact us. A list of all staff emails is on our school website at [www.wairoacollege.school.nz](http://www.wairoacollege.school.nz). If you look back at Communication 2 you will also find useful phone numbers if you are concerned about your child's wellbeing.

We have received information from the Ministry of Education that we can under strict health and safety measures allow whānau to come to school to collect devices or hard packs of work for students. This process will happen **Monday 23rd August 2021**.

### **Roster - Monday 23rd August 2021**

To ensure a steady flow of caregivers/students collecting work and devices we have a roster as below. This is based on your child's surname. Please stick to these times as much as possible as we have limited staff on-site.

10am-11am	Surname <b>A-F</b>
11.30am-12pm	Surname <b>G-L</b>
12pm-1pm	Surname <b>M-R</b>
1pm-2pm	Surname <b>S-V</b>
2pm-3pm	Surname <b>W-Z</b>

To collect a device(s)	Go to S1 and S2 (science block) and line up	You will be asked to sign an agreement as acknowledgement of receipt of the device and care of the device
To collect hard copy work	Go to the hall and line up	We will have all students timetables printed so we can put together their hard pack as needed

### Conditions

- Masks must be worn
- To avoid large gatherings of whānau and caregivers we will be rostering and staggering families for when they can pick up their resources
- There will be physical distancing (2m) by those attending to pick the resources up. We ask that wherever practical **only one family member** comes on site to collect devices or hard copies.
- Good contact tracing systems will be in place including checking in via the COVID Tracer App and a register
- Anyone who is unwell must stay at home and seek advice from Healthline on getting tested
- We will have limited staff onsite at any one time
- Staff working onsite are physically distanced (one metre), and will be using personal protective equipment (gloves and masks) and will practice good hand hygiene
- High-touch surfaces will be regularly cleaned in between use by different staff

We know that these are unusual times. Please if you can come in on this day it will help your child with their distance learning particularly if we are in Level 3 and 4 for a period of time.

Jo Vennell

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