



14th August 2020

Dear Parents and Caregivers

### **URGENT ACTION NEEDED PLEASE**

I hope this letter finds you all safe and secure in your bubbles. While we were hopeful we would not return to Level 3 or 4, this was always a possibility. The staff at GIS are well prepared for this latest challenge.

We are currently planning for a number of scenarios and one of these is remaining at Alert Level 3 or moving to Alert Level 4. To assist with the planning we require some information from you.

#### **1. Attendance at Level 3**

The key message for parents remains that if you can, you need to keep your child at home. Only students that cannot be supervised at home (as their parents are essential workers and there is no other option for childcare) can attend school. If parents are at home, your child must be at home.

The survey will ask you to indicate if you will be keeping your child home, or if you NEED to send your child to school and intend to register for COVID-19 Level 3 attendance. We can not have students arriving at school on a casual basis.

#### [Attendance Survey COVID19](#)

If you would prefer to email the school please send the following information to Mrs Somerville Smith (Deputy principal) via email: [ismith@glenfieldint.school.nz](mailto:ismith@glenfieldint.school.nz)

1. Student's name & class
2. I will be keeping my child home OR I need to send my child to school as no one is at home to care for them
3. If your child must attend school, please indicate who the designated caregiver is that will be dropping them off and collecting them from school
4. Parent/s' contact details eg mobile number.

Students that NEED to attend will need to go to the school library on Monday morning for a meeting before being placed into their bubbles. Once the Alert Level 3 School Attendance register and bubbles are in place, more specific instructions will be emailed to families.

#### **2. No device or Internet**

We are aware that a number of families may not have access to the internet or a device. GIS has a number of devices available for students to borrow during the enforced isolation period (Level 3 and 4), as well as paper copies of schoolwork. If you require a device or a paper pack please email me [mwhitford@glenfieldint.school.nz](mailto:mwhitford@glenfieldint.school.nz)

**P:** 09 444 6582

**F:** 09 443 4528

**E:** [enquiries@glenfieldint.school.nz](mailto:enquiries@glenfieldint.school.nz)

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Both devices and paper copies will be available from the school office on Monday 17th August between 12pm and 3pm. For safety reasons only one person from each family can visit the office to collect these and a parent must sign an agreement before the device will be issued. Social distancing and hygiene procedures will be strictly adhered to including the wearing of face masks.

As always, if you have questions, please do not hesitate to contact the school office or email your child's teacher.

Take care and stay safe.

Ngā mihi

Mark Whitford  
**Principal**