



23rd October 2022

## Communication to Community

Tēnā koutou katoa e te whānau whānui o Rangitoto,

Please see below for further guidelines in preparation for Y11-13 students returning to school on Tuesday. Yesterday we had a mobile Covid testing station on site to enable staff to undertake a swab prior to their return and have processes in place which meet all the public health requirements passed to us by the Ministry of Education. Please see below for health and safety advice and guidance for students to ensure that we are all prepared for next week.

### **Student's Return to School**

With the return to school for Year 11-13 students on Tuesday 26th October we wish to remind all students of our core school values. One of these values is respect and it will be important we show respect to one another when complying with Covid-19 Level 3 protocols.

All students are reminded of the school's key Alert Level 3 protocols to stay at home if sick, to ensure high standards of hygiene practice and it is mandatory for facemasks to be worn in an indoor environment.

**We also remind students of the need to maintain a social distance of at least 1 metre at all times - in classrooms and all other inside spaces, and all outside spaces during break times, when arriving and departing school, when moving between classes, and when waiting to go into a room.**

Students are required to attend all scheduled assessments and other scheduled classes as per their Google Calendar (e.g., practical subjects, etc.). To minimise contact with others on site, students should return home as soon as they have finished their scheduled assessments or classes for the day. Between assessment or classes, students can study quietly using one of the dedicated indoor study areas (Auditorium, Library, Rangitoto Centre (Y13 only), an available classroom, or a suitable outdoor space. Where possible, when finished, they should use an available spray bottle and paper towel to clean their desk. Social distancing will be enforced in the dedicated study areas.

Students should arrive to their classroom early to allow for controlled, single file, spaced entry, and hand sanitising. It would be preferable for students to have their own personal sanitiser. Phones must be turned off and placed upside down on the floor under their desk. Exit from the classroom will again be controlled, single file, and spaced.

Under Alert Level 3 protocols drinking fountains are not to be used and students should use a drink bottle instead.

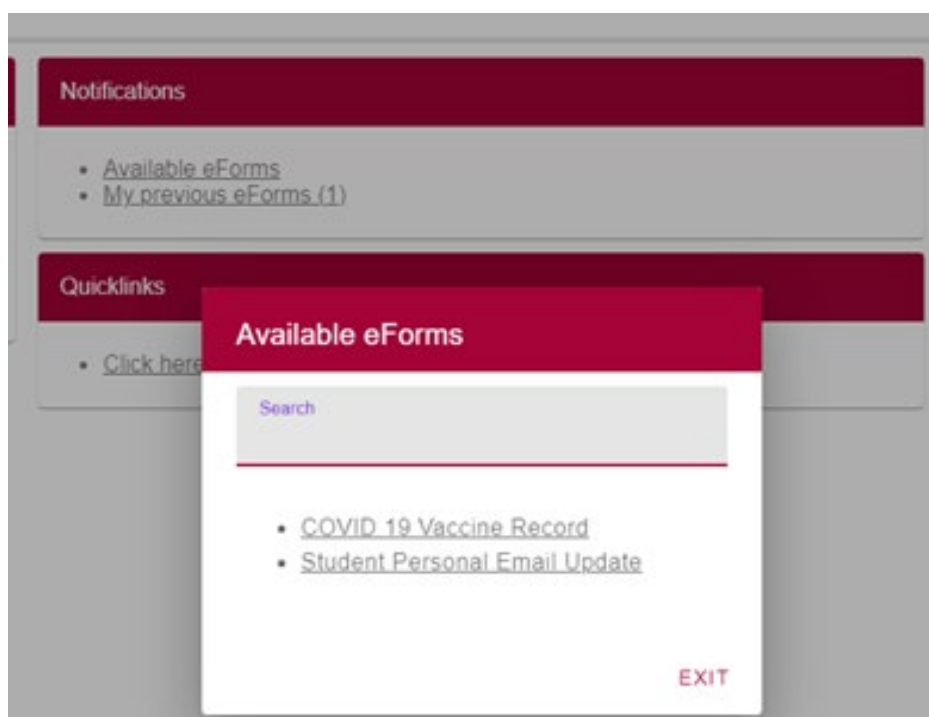
The top Tuckshop will be operating under strict health and safety protocols.

### **Student Vaccination Records**

Under the Covid-19 Public Health Response (Vaccinations) Order 2021, secondary schools are required to maintain an up-to-date register with the vaccine status of all eligible students. Details of this, including the purpose of the vaccination register, collection of information and privacy requirements are contained in the attachment. This information will be collected using the process outlined below.

We would ask that you have your child do the following:

1. Students should log on to PCSchool Spider through the Portal (with the necessary documents already scanned and ready for uploading). This documentation may be in the form of a picture of Covid-19 Vaccination Record card, a screenshot of your Ministry of Health '[My Covid Record](#)', or alternative evidence which you may have. If you are unable to provide evidence at this point please email the Health Centre directly on [healthcentre@rangitoto.school.nz](mailto:healthcentre@rangitoto.school.nz) once you have obtained this evidence.
2. Once logged in, they will go to Available eForms and the COVID-19 Vaccination Record eForm will appear, they need to complete this and upload the document and submit (screenshots of the process below).



**COVID 19 Vaccine Record**  
 ID:0 | 22/10/2021 |  
 Recipient:  
 Student Associated with this eForm:  
 Originator:

Rangitoto College

\* Mandatory fields | Select Language | Print

**PLEASE USE THIS FORM TO RECORD YOUR COVID-19 VACCINATION STATUS AND ATTACH DOCUMENTS**

If you have NOT been vaccinated, have you got an exemption or is no documentation available  
 Not Selected  Got an exemption  No documentation available

If you have been vaccinated please complete the relevant dates below.

Date of 1st Dose  
 dd/mm/yyyy

Date of 2nd Dose  
 dd/mm/yyyy

Vaccination Record COVID 19. Upload pdf, document or image only, please.  
 Choose file No file chosen

Date of exemption  
 dd/mm/yyyy

COVID 19 Exemption. Upload pdf, document or image only, please.  
 Choose file No file chosen

Temporary Save Save & Submit Close

Please have your child complete this process by Friday 29<sup>th</sup> October to enable us to understand the vaccination status of students who have returned to school. You will note there is the choice to not share vaccination information within this eForm by selecting 'not selected'.

Each year we collect the vaccination status of all students who enrol into the College and the information which is shared by parents/guardians, is then available to our Health Centre along with any other medical details parents/guardians include in the enrolment process. The Covid-19 vaccination information will be added to a student's health record at school.

Should the vaccination status of your child change beyond completing this process, please email the Health Centre directly on [healthcentre@rangitoto.school.nz](mailto:healthcentre@rangitoto.school.nz)

### **Senior NCEA Assessment Programme**

Students are asked to regularly check their Google Calendars for details on upcoming assessments and classes. Students are asked to bring fully charged laptops to each class. They must have all stationery requirements for the exam as sharing of equipment is not permitted. No pencil cases will be allowed on the tables – all calculators, protractors, pens, and pencils should be in a clear plastic bag. All phones or smart watches are to be turned off and left in bags. Students may bring water to drink, in a clear drink bottle and no food is permitted. Students must wear face masks at all times and should be in school uniform.

All classrooms will have windows and doors open in order to increase ventilation and we ask that students wear warm clothing (e.g., school jacket and school jumper) if the weather necessitates this.

### **Study Leave for Year 11-13**

As requested on Wednesday, any individual Y11-13 student unable to attend school for health reasons (e.g., underlying health issues) should contact their Dean to discuss a way forward. Please be prepared to provide medical certification if needed.

### **Special Assessment Conditions**

For students in Y11-13 with Special Assessment Conditions, please check the email from Learning Support and use the contact details within the email if needed.

### **Unexpected Grade Entries**

Unexpected Grade Entries (UEG's) will be generated by Rangitoto and submitted to NZQA for each student following the completion of all teaching programmes in 2021. The evidence gathered from assessed work in each standard across the year (including that from the upcoming exams) will be used to generate a grade in the same way as the Derived Grade process operates. We have been informed of the following by NZQA:

- The Minister "expects" students to attend NCEA exams, if possible (i.e., they are not managing a specific and current COVID disruption or have another illness or injury).
- NZQA will award the better of the UEG grade or the exam grade.
- If a student is not able to attend an examination their UEG grade will be reported.
- It is in the best interests of students to sit examinations where possible. The data from 2020 supports this.

Students attending exams will not do worse than any UEG provided, however NZQA have stated that data from 2020 shows many students performed better in the exam than their UEG grades would suggest. It is therefore imperative that students remain focused on achieving at a high level and sit exams if possible.

### **Buses**

All buses will be running as from next Tuesday, on normal services and timetables with the exception of 029 Northcross and Rangitoto College to Red Beach. We ask that students follow the protocols below:

- All of the buses have QR codes and students are encouraged to use those and scan on to the bus.
- Masks will be required to be worn by students and drivers, but this won't be enforced by the drivers.
- The students will need to tag on and off as usual (AT hop card for payment) – no cash will be accepted
- It is likely that rear door boarding will be used.

We wish our Y13 International Bacculaureate students the best of luck with their exams starting on Monday and look forward to seeing all returning students on Tuesday.

I hope you enjoy the long weekend.

Best wishes



Patrick Gale

**PRINCIPAL**