

## Letter template from the Ministry of Education to parents, whānau, caregivers, and family

Kia ora koutou e te whānau

We have started into a new phase of New Zealand's response to COVID-19 and it is very different than anything most of us have ever experienced. I wanted to reassure you that our school staff and Board of Trustees will continue to be available to support your child's learning and wellbeing in the next weeks.

You will understand the importance of routine for your family. If your routine has been shaken up, like you're now working from home, it's good to structure your time. Routines are reassuring, and promote health and physical wellbeing. The below timetable (targeted at children) could be something your household adapts to use over the next weeks. A school holiday version will likely look a little different, but some form of routine will still be important as we go through the lockdown period.

### **Daily Schedule**

Before 9:00am	Wake up	Eat breakfast, make your bed, get dressed, put any dirty clothes in the laundry
9:00-10:00	Morning walk	Family walk with the dog, bike ride, Yoga if it's raining
10:00-11:00	Learning at home	School-led learning or Sudoku, books, flash cards, study guide, journal etc
11:00-12:00	Creative time	Legos, magnatiles, drawing, crafting, play music, cook or bake etc.
12:00 pm	Lunch :)	
12:30	Helping at home	# wipe all kitchen tables and chairs # wipe all door handles, light switches and desktops # wipe both bathrooms - sinks and toilets
1:00-2:30	Quiet time	Reading, puzzles, nap, radio NZ stories
2:30-4:00	Learning at home	School-led learning or iPad games, Prodigy, Educational show
4:00-5:00	Afternoon fresh air	Bikes, walk the dog, play outside
5:00-6:00	Dinner :)	
6:00-8:00	Free TV time	Kids shower time
8:00	Bedtime	All kids
9:00pm	Bedtime	All kids who follow the daily schedule & don't fight

*\*Adapted from a resource developed by Jessica McHale Photography*

There are links below to more wellbeing information to support your family during the lockdown.

Some good news to support you either working at home and/or studying at home - Spark, Vodafone, Vocus/Slingshot, 2Degrees and Trustpower have all advised they have removed their data caps and the possibility of any extra charges based on usage.

For our Pacific families, if you are not aware the Ministry for Pacific Peoples' has been working to ensure useful information is available to Pacific peoples. A one-hour special will be aired on Tagata

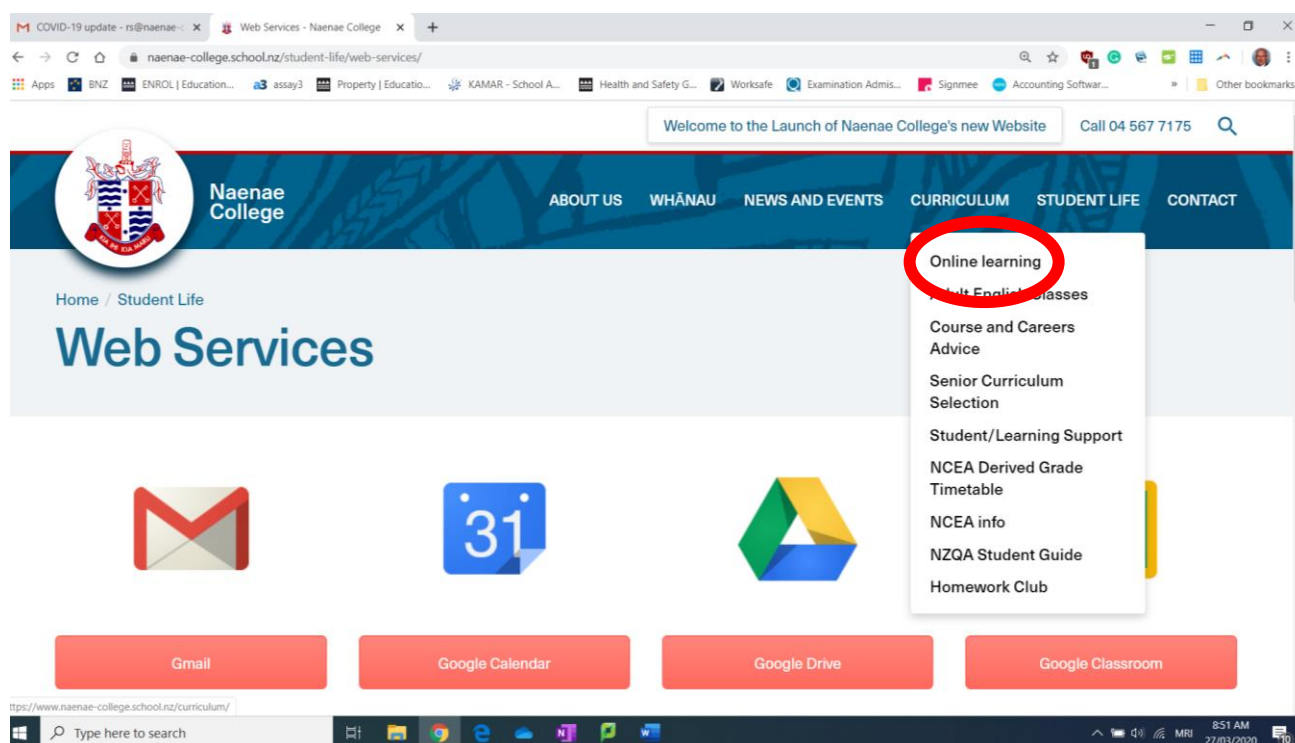
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Pasifika's segment on **Saturday at 9am**; and on **Sunday at 7.35am**, Tagata Pasifika will share messages from community leaders. The Ministry is asking you to reach out to all your family members, community groups, friends and group chats to ensure our Pacific community groups are watching the programming on both days.

A big thank you to all of you for taking the lockdown so seriously. As the Prime Minister has noted staying at home will break the chain and save lives; breaking the rules could risk someone close to you and if the rules are not complied with, this could risk the lock down period being extended or could risk the virus being spread to thousands

*Add here how parents can get support from the school if needed, during the school holidays and plans for 15 April onwards.*

- Communication with LAR teachers if you need support with internet connection or devices
- Let LAR teachers know if your child requires resources to be sent home
- Support you child to attend online meetings for learning via Google meet, Zoom, Skype or other avenues
- Email us if you have questions
- Please use the Naenae College website to connect with *Online learning*.
- All News regarding updates from the Ministry of Education are on our Home page



The screenshot shows a web browser displaying the Naenae College website. The page title is 'Web Services' and the URL is 'naenae-college.school.nz/student-life/web-services/'. The navigation menu includes 'ABOUT US', 'WHĀNAU', 'NEWS AND EVENTS', 'CURRICULUM', 'STUDENT LIFE', and 'CONTACT'. The 'CURRICULUM' menu is open, showing a list of options: 'Online learning' (highlighted with a red circle), 'Adult English classes', 'Course and Careers Advice', 'Senior Curriculum Selection', 'Student/Learning Support', 'NCEA Derived Grade Timetable', 'NCEA info', 'NZQA Student Guide', and 'Homework Club'. Below the navigation menu, there are icons for Gmail, Google Calendar, Google Drive, and Google Classroom. The page also features a search bar and a contact number 'Call 04 567 7175'.

Ngā mihi

Nic Richards  
Naenae College Principal

Sarah-Jane McCosh  
Naenae College Board of Trustees Chair