



St Margaret's  
College

Balanced  
foundations,  
bright futures.

# Alert Level 2



# What to Expect

At Alert Level 2, schools are open, with a requirement to put in place a number of measures for the safety of students and staff.

After three weeks at Alert Levels 3 and 4, a number of our girls will naturally feel anxious about a return to in-person learning. Our teaching staff will be providing reassurance, and our school counsellors will remain available for counselling support.

The wellbeing of our students continues to be of paramount importance, so please contact your daughter's tutor, dean or heads of school should you have specific concerns we should be aware of.

## Establish school boundaries – limit who we mix with

- ▶ While Pre-School parents will stagger the drop-off and collection of their children, we request that all other parents stay outside the school gates.
- ▶ Visitors to the campus are limited to those invited or on business, they will enter via Winchester Street only, register their attendance and adhere to our health and safety guidelines.
- ▶ All students, including boarders, will remain on campus during the day unless attending a specific school or pre-approved activity.
- ▶ Boarders under the age of 14 will be required to stay on campus. Boarders over the age of 14 will be permitted to leave campus outside of school hours based on parent or caregiver guidance.
- ▶ Clear signage will be on entrances to the campus advising the campus is only open to staff and students.
- ▶ The campus will feature signage reinforcing the key health, safety and hygiene messages.

- ▶ The wearing of masks in a school environment is not compulsory under the current Alert Level 2 rules, however, your daughter is welcome to wear one should she choose to do so.
- ▶ Maggie's will be open for those essential coffees. Please follow the signage for pick up and ordering protocols and all customers must complete the contact tracing register. Uniform fittings are by appointment only with a limit on the number of families inside at any one time.
- ▶ Our general fitness, social and committee events will resume gradually on our return to school.
- ▶ Co-curricular activities will resume in the coming weeks, as appropriate.

## Keep our environment clean

- ▶ Hospital-grade disinfectant is being used throughout the school and the school will be fully cleaned prior to reoccupation.
- ▶ Our cleaners will undertake three cleans a day and will include all toilets, change rooms and kitchens.
- ▶ The property team will undertake a wipe down of all handrails and internal and external door handles and any obvious exposed areas throughout the day.

## Stay at home if you are unwell

- ▶ Students and staff are required to stay home if they are unwell.
- ▶ Isolation areas will be in place to accommodate anyone who shows symptoms of being unwell during the day.
- ▶ Anyone leaving school due to suspected illness will be referred to a medical practitioner for advice on safe return to school.

- Content will be available via Google Classroom for students required to self-isolate at home.

## Keep your hands clean

- Two sanitizer dispensers will be fixed to the walls of the front and rear Junior School playgrounds.
- Sanitisers to be placed in each classroom, office and facility throughout the school and be refilled every evening by our cleaning staff.
- Multiple cleaning cloths and disinfectant will be placed throughout the buildings for wipe down of any regularly used or shared equipment.
- Hand sanitizers and wipes will be placed alongside common-use sporting, musical, computer and technology equipment.

## Protect your personal space

- 'Staying Left' will be the new rule when moving through the hallways and stairwells.
- Extra time will be allowed to allow for controlled classroom exits and transitions.
- Staggered meal times will be in place for the boarders, with increased table spacing and no self-service of food items.

- Middle and Senior School chapels and assemblies will continue to be hosted online via Livestream during Alert Level 2. Groups of students will alternate between attending in person and watching online in homeroom or tutor classes to allow safe spacing in the chapel.
- Junior School chapels and assemblies will be combined into one event during Alert Level 2 to reduce the number of gatherings for our younger girls and allow them to be safely spaced throughout the chapel.
- Controlled entry and exit procedures will be in place in the Cafeteria.
- Cafeteria menu items will be adapted to allow ease of morning tea and lunch service during Alert Level 2.
- Desks will be arranged to respect proximate space and maximise physical distancing.
- Smaller classrooms will be rescheduled to larger spaces to allow greater physical distancing.
- Classroom doors will be wedged open during the day so door handles are not in constant use.
- Alternate classroom entry/exits will be considered where available.

# Key Contacts

If you need to contact a staff member,  
the email structure is:

[firstname.lastname@stmargarets.school.nz](mailto:firstname.lastname@stmargarets.school.nz)

## Deans

**Y7&8 – Mrs Godfrey-Chatterton**

[elspeth.godfreychatterton@stmargarets.school.nz](mailto:elspeth.godfreychatterton@stmargarets.school.nz)

**Y9 – Ms Surridge (current contact)**

[amanda.surridge@stmargarets.school.nz](mailto:amanda.surridge@stmargarets.school.nz)

**Y9 Dr Hickford**

[sarah.hickford@stmargarets.school.nz](mailto:sarah.hickford@stmargarets.school.nz)

**Y10 – Ms Harrison**

[sarena.harrison@stmargarets.school.nz](mailto:sarena.harrison@stmargarets.school.nz)

**Y11 – Ms MacDonald**

[helen.macdonald@stmargarets.school.nz](mailto:helen.macdonald@stmargarets.school.nz)

**Y12 – Mrs Vesty**

[paula.vesty@stmargarets.school.nz](mailto:paula.vesty@stmargarets.school.nz)

**Y13 – Mrs Price**

[caroline.price@stmargarets.school.nz](mailto:caroline.price@stmargarets.school.nz)

## Heads of faculty

**English – Ms Matheson**

[deborah.matheson@stmargarets.school.nz](mailto:deborah.matheson@stmargarets.school.nz)

**Humanities & Social Sciences – Mr Walker**

[chris.walker@stmargarets.school.nz](mailto:chris.walker@stmargarets.school.nz)

**Creative Technologies – Ms Keys**

[trudy.keys@stmargarets.school.nz](mailto:trudy.keys@stmargarets.school.nz)

**Mathematics – Ms Sharman**

[jane.sharman@stmargarets.school.nz](mailto:jane.sharman@stmargarets.school.nz)

**Science – Ms Rod**

[stacey.rod@stmargarets.school.nz](mailto:stacey.rod@stmargarets.school.nz)

**Physical Education & Health – Ms Chambers**

[leanne.chambers@stmargarets.school.nz](mailto:leanne.chambers@stmargarets.school.nz)

**Visual Art – Mr Arnold**

[callum.arnold@stmargarets.school.nz](mailto:callum.arnold@stmargarets.school.nz)

**Performing Arts – Ms Woods**

[amanda.woods@stmargarets.school.nz](mailto:amanda.woods@stmargarets.school.nz)

**Languages – Dr Hossbach**

[stefanie.hossbach@stmargarets.school.nz](mailto:stefanie.hossbach@stmargarets.school.nz)

**Learning Enhancement – Ms Bell**

[catherine.bell@stmargarets.school.nz](mailto:catherine.bell@stmargarets.school.nz)

## Senior student assessments

**(NCEA) – Mr Belcher**

[grant.belcher@stmargarets.school.nz](mailto:grant.belcher@stmargarets.school.nz)

**(IB) – Ms Rouse**

[beth.rouse@stmargarets.school.nz](mailto:beth.rouse@stmargarets.school.nz)

## School contacts

**Head of Junior School – Mrs Calder**

[julie.calder@stmargarets.school.nz](mailto:julie.calder@stmargarets.school.nz)

**Head of Middle School – Ms Gray**

[kathryn.gray@stmargarets.school.nz](mailto:kathryn.gray@stmargarets.school.nz)

**Head of Senior School – Ms Evans**

[sian.evans@stmargarets.school.nz](mailto:sian.evans@stmargarets.school.nz)

## Other support services

**Head of Sport – Mrs Belcher**

[helen.belcher@stmargarets.school.nz](mailto:helen.belcher@stmargarets.school.nz)

**Head of Performing Arts – Ms Woods**

[amanda.woods@stmargarets.school.nz](mailto:amanda.woods@stmargarets.school.nz)

**Associate Principal – Ms Nairn**

[jennie.nairn@stmargarets.school.nz](mailto:jennie.nairn@stmargarets.school.nz)

**Deputy Head of Middle School – Ms Williams**

[lisa.williams@stmargarets.school.nz](mailto:lisa.williams@stmargarets.school.nz)

**Deputy Head of Senior School**

**(Pastoral Care & Experience) – Mr Evans**

[james.evans@stmargarets.school.nz](mailto:james.evans@stmargarets.school.nz)

**School Counsellors**

[counsellor@stmargarets.school.nz](mailto:counsellor@stmargarets.school.nz)

**School Nurse**

[nurse@stmargarets.school.nz](mailto:nurse@stmargarets.school.nz)

**ICT Support**

[helpdesk@stmargarets.school.nz](mailto:helpdesk@stmargarets.school.nz)



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