



UPPER HUTT SCHOOL

Poipoia te kakano kia puawai
Nurture the seed and it will blossom

Martin Street
Upper Hutt

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Upper Hutt School Reunification Plan – and Process

Key Information for Parents/ Caregivers/ Authorised Adults

How does Upper Hutt School collect and store the list of people authorised to collect each student?

Our school collects the names of up to four authorised adults on the reunification form we ask you to fill out, for each student. These are kept on our student management system and in a master paper copy.

How are parents communicated with during an emergency?

During an emergency - a text, email and message on Face Book will be sent to alert parents to an emergency or a situation and where to go to collect their children.

How does our reunification process work?

Parents or authorised adults are directed to enter the school through the Martin Street entrance and come directly to the 5 reunification desks. Depending on the type of emergency, these will either be in front of the hall, next to our assembly point on the field by the Tree House classroom, or in the Admin corridor (if weather wet). You will be directed by key staff who will be at the Martin Street entrance as to where to go.

You will then fill out a reunification form, present this to the five reunification desk staff, who will verify this on a master list and highlight the name of the person picking up the child. You will then take your verified form to the staff next to the 'pick up' cones who will assemble your child/ren for pick up at the pick up point.

The process for you to understand, or those you have authorised, so someone can collect their children

If there is any kind of emergency at our school, or affecting the area, we will try to keep parents informed of what is happening. If you receive a message from the school that we have implemented our family reunification process, this means that we will only release students in a controlled fashion to people who have been authorised by parents to collect their children. The person coming to collect each student should enter the school through the Martin Street gate, and come directly to the school hall entrance, where a process will be in place to approve them collecting students. Please ensure the list of people authorised to collect your children from the school is kept up to date and includes people who live within walking distance of the school. You need to ensure the people who are on this list are aware of the expectation to pick up your children during a significant emergency, if it is likely that you will be unable to or delayed.