

Feb 15

Thursday, February 9, 2023 1:09 PM

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan

Apologies: Kasson Bratton

Minutes: Samantha Zou

Matters to follow up:

1. HUB Project Updates
2. Saturday MOD

Proposals or Agenda:

3. Central Boiler Maintenance
4. Parent Access – Pick up Update



Parent
Access

Outcomes		
Description	By When	By Whom
1. Arek shared the most up-to-date progress of HUB Project with SLT.	Ongoing	OFT
2. Saturday MOD (Manager on Duty) schedule has been confirmed, Human Resource department will share MOD roster in daily bulletin from Week 22.	Week 22	HR
3. Due to central boiler maintenance there will be no hot water supply this Friday after school and over the weekend. Related notice will be published in both daily and weekly bulletin.	Week 21	OFT
4. Primary Principal has shared the Parent Access – Pick up Update with SLT, please refer to attached document for more details. Current parking protocols remain the same.	Week 22	SLT



We are excited to welcome parents/guardians back to our main campus. As always, our goal is to maintain a safe, positive, and learning-focused environment. Please see below for access guidelines.

Entry: Parents/guardians entering campus must wear their NIS ID. At present masks and temperature checks are also required upon entry.

Centre access: The Centre remains open for parent/guardian use. This includes our café, fitness room, PTA shop, cashier, and swimming pool. Usual access guidelines and hours apply.

Parking: In general, parking is not allowed on the NIS campus.

Student drop-off: There is no change to morning student drop-off. Students will continue to enter through the Centre main entrance. Parents/guardians can drop students at this point but should not accompany them to class. This promotes independence and supports a safe, smooth start to the school day.

Classroom pick-up: Primary school parents can pick their child/children up from their classrooms at the end of the school day under the following conditions (From February 20th).

- Campus entry for pick-up begins at 3:00pm (2:30pm on Tuesdays). When the 3:00pm bell sounds, parents and guardians with an NIS ID can pass the glass gates in the Centre.
- Parents/guardians should head directly to their student(s) classroom(s).
- Once picked up, parents and students should depart the main campus.
- Exceptions are limited to scheduled appointments and parent-supervised library access.
- Access to the cafeteria, play equipment, and other parts of the campus is not permitted.
- There is no parking allowed on the NIS campus.
- Students must depart from the classroom with their parent/guardian.

Green Gym pick-up: There is no change to student pick-up from the Green Gym for parents/guardians who choose to drive. Students with activities will continue to be dismissed to their activity from this area as well. Parents/Guardian who will regularly pick their children up from the Green Gym must notify their teachers. For PK – G3, a grade level teacher or Teaching Assistant will accompany these children to the gym each afternoon.

School bus dismissal: There is no change to dismissal procedures for students who ride the school bus home.

Autonomous student departure: Students in Grade 3 and up can depart campus on their own provided that a parent/guardian has contacted the teacher in writing.

Student activity pick-up: There is no change to student activity pick-up. Parents/guardians picking up students who participate in after-school activities should wait in the Centre for their child to arrive at the designated pick-up time.

Primary students are not permitted to be on their own (in the library, the cafeteria, the play areas, or elsewhere) after school unless they are part of a supervised group activity for primary students.

Any changes to a child's regular pick-up procedure must be communicated by email before 12:00pm that day.



Access during the school day: Parents/guardians can access the main campus during the school day for the following reasons.

- A scheduled appointment with a member of staff, including parent coffees and workshops
- Assemblies and performances
- IT support and library access

Please see Ms. Jacqui, Ms. Zhang or Mr. Bratton with questions. Many thanks!