

18 August 2020

Dear Parents

### Standard Operating Procedures

We are indeed facing the greatest challenge in the history of our county and community. The safety of our children is of the highest priority whilst recovering the academic year.

We had to change the normal operation of the school significantly to provide a safe and hygienic learning environment. The school went beyond current regulations published by the Education Department to open schools safely. We sanitised the school building and a comprehensive Hygiene Plan was developed and implemented. The school secured more equipment in the form of sanitisation stations, hand sanitiser, cleaning detergent, biohazard collection boxes, thermal thermometers and personal protective equipment. We developed a Standard Operation Plan to make the environment as safe as possible. Please impress upon your child the seriousness of the situation that we are currently in and the need to follow all rules without question. If your child has an underlying medical condition, please consult a doctor to determine if it is safe to return. Please do not send your child to school if they display any of the following symptoms, **fever , persistent cough, runny nose or a persistent headache**. Learners with these symptoms will be sent home in accordance with legislation. The rules were designed to minimize the spread of the COVID 19 virus, and may be an inconvenience but a current necessity.

### **Incremental opening of the school for learners from 24 August 2020.**

- Please see the date your child is returning and the group he/she is in.

### **Changes to our normal operation.**

- The School will start strictly at 07:30 with medical screening of learners.
- Only learners will be allowed entry to the school.
- No learners will be accepted after 07:55 since medical screening would be completed.
- We are only allowed to use of the main gate in Cumberland Road for entry to the school. All other gates will remain closed for entry. The gate on 9<sup>th</sup> Avenue will be for exiting the school only.
- Learners must wear a face mask on arrival at school.
- On arrival learners will be medically screened before access to the classes will be granted.
- Parents will be notified if the screening process highlighted a potential medical situation.
- Learners will be screened 3 times per day. Please make sure your contact details are correct and that we will be able to contact you at any time during the day. If we can't contact you the medical protocol set by the Department of Education will be activated.
- A phased approach for the departure of learners will be introduced and you will be informed of changes as more grades return to limit social interaction.

Grade R and 1 – 13:45

Grade 2 and 3 – 13:50

Grade 4 and 5 – 13:55

Grade 6 and 7 – 14:00

- Parents may only enter the school to make a payment, all other interaction with staff must be telephonic or by appointment only. No visitors will be allowed.
- We encourage all parents to monitor that transport regulations are being adhered to. Learners transported in a way contravening current regulations will not be granted access to the school.

### **Rules for Learners (These are not negotiable)**

- Wash hands or sanitize hands as instructed during the day.
- No chewing gum will be allowed on the premises.
- Cover your mouth and nose with a bent elbow or tissue when coughing or sneezing.
- Maintain at least a one and a half meter distance between yourself and others.
- Use a mask at all times while at school, on the way home and in public.
- Do not share pencils, pens, toys and other learning objects.
- No contact with other learners, hugging, touching, kissing or shaking hands.
- Do not share food, snacks or eating utensils.
- Dispose of waste materials as indicated in the correct waste bins. Littering of any materials is strictly forbidden.
- Change clothes daily and wash them, if a clean uniform isn't available civvies maybe worn with a note from the parent.
- Use toilet facilities in the appropriate way, being very careful not to spread bodily fluids.
- Wash daily- take a shower, bath or bathe every day, we recommend that learners do this as soon as they come home.

A special Disciplinary Council will be put in place to enforce these regulations.

The COVID 19 pandemic is a serious threat to the wellbeing of our older population. Please limit or avoid contact with older people at home as your child comes from school. Let them wash their hands or bath first to limit the risk of infection. We will keep you informed of the incremental opening of our school and new arrangements as they are necessitated.

The Governing Body and Staff of our school are confident that through mutual understanding and co-operation we will be able to overcome our current situation.

With Thanks

J. Broodryk

Principal