

24 June 2020

Dear Parents

I hope this finds you all well and warm.

I would like to inform you that we have received approval for the return of the Grade 0000, 000 and 00 children to Carlswald Campus from Monday 29 June 2020. This is very exciting news indeed!

We have been working tirelessly over the past few weeks, planning and preparing for the return of our children and considering the variety of different scenarios we could expect as well as the implementation of the COVID-19 protocols.

Please note that these plans are subject to change depending on the circumstances and information that we receive from the Department Social Development, the Department of Education and ISASA and the progression of the pandemic. Global trends have shown that schools are generally not sites responsible for significant spread of the virus and one of the factors that contribute to this significantly is the strict adherence to and the maintenance of preventative measures within schools.

I would like to thank you for your support thus far and I know that you will continue to support us as we implement these protocols so that we can resume our contact teaching as soon as possible and with limited disruption in the coming weeks and months.

This letter will answer some of the questions you may have as we head back to school on Monday and we wish to assure you that we will communicate with you continuously as more information becomes available.

**On Monday 29<sup>th</sup> June the Grade 0000, 000 and 00 children may start returning to school**

### **Blended learning approach**

We will continue our Digital (Online) Learning Programme for the foreseeable future to accommodate pupils who are unable to return to school due to individual or family associated risks or needs.

Along with this letter you will receive a form to complete stating whether your child will be returning to school or not as well as to provide any other details we may require.

### **Personal Protective Equipment (PPE)**

All staff have been issued with two cloth face masks and every pupil will receive a hat/screen that meet government specifications, when they return to school. We request that these shields be reserved for school use only and that the necessary protocols for wearing and cleaning (daily) these shields be followed strictly. Face / Hat screens are to be used at all times while at school.

Please note that no one will be allowed to enter the school premises or a classroom without a face or hat screen or face mask.

The wearing of surgical gloves is not encouraged, and we request that our pupils do not wear these at school.

Large quantities of 70% alcohol-based hand sanitiser has been delivered and the children will be taught how to use it safely.

### **School Hours**

#### **Arrival times:**

Please take careful note of the time your child is expected to arrive at school. Pupils may start arriving from 8:00am on Monday.

#### **Departure Time:**

School finishes at 2:00pm and children are to be collected by 2:15pm at the latest.

### **Aftercare**

The 345 teachers will be contacting you to ascertain whether you require aftercare for your child. Based on these numbers we will decide whether Aftercare will be offered initially.

### **Breakfast**

Children **MUST** eat breakfast **before they come to school**. Breakfast will not be served at school.

345 Nursery School  
Vorna Valley 011 312 1274  
70 Berger Rd, Vorna Valley  
Carlswald 011 029 0802  
92 Lyncon Rd, Carlswald  
[www.345.co.za](http://www.345.co.za)



## Clothing and Hair

Please note that COVID-19 protocols dictate **that all clothing must be washed daily**. Children are to bath daily and ensure that their hair is washed daily.

## Procedure when arriving at school

Daily recording of your child's temperature before leaving home will assist us greatly even though we will still test and record each child's temperature when they go through the arrival screening process every morning at school. This will eliminate the need for us to send the child home should they display a fever (**>37.5°C**).

Parents are requested **not** to send their children to school should they display any of the following symptoms:

- A Temperature of 37.5 degrees or higher
- A Dry Cough or sore throat
- Extreme fatigue or body aches
- Flu-like Symptoms

Should your child display any symptoms it is best to contact a medical doctor.

## Drop off arrangements

These have been adjusted to ensure that we can screen every child coming onto campus.

- Grade 00 children will be dropped off in the carpark below the 345 toddlers' section and the children will enter the gate at the 345 toddlers' section (top of the campus) and will be screened in the first classroom. They will then, accompanied by a teacher, proceed down to the main reception gate and onto their classroom/playground.
- Grade 000 and 0000 children will enter through the main door to the toddler's section and the children will be screened at the entrance. **Parents will need to leave their children at the entrance to the classroom.**
- Staff will receive children and physical distancing will be implemented as we conduct the screening process with each child. You will find details of this process in the Parent Information Manual and RRR Policy attached.
- All children will line up for screening at the checkpoint. Children (with their parents) must adhere to the floor markings when lining up. This will be a daily occurrence and all staff and pupils will be screened. Pupils with a temperature above 37.5 degrees or any other symptoms will be sent home.
- Pupils must wear their own face masks or shield for their first day back at school, as their hat/shields will only be issued once they arrive.

**Please note: Parents are requested to *please remain* outside the school buildings at all times. No parent will be allowed to accompany their child into the classroom.**

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**Parents will also not be permitted to walk around the campus at any time during the school day but will need to report straight to reception.**

### **The Classroom**

Classrooms are organised in a manner that will enable pupils to adhere to the physical distancing and hygiene protocols – we are sure that this will soon become a habit, but we would value your assistance in communicating these requirements to your children in advance. We have already provided intensive training and orientation on all safety protocols to staff. This training will be done with the children as they return.

Sanitizer, wipes, etc. will be available in all classrooms. Stationary will be provided. Tables and chairs will be laid out to maintain physical distancing as far as possible and reasonable.

Sharing will not be permitted for safety reasons.

### **Breaks**

Regular bathroom breaks are allowed, and pupils will be expected to wash their hands regularly. Washing of hands thoroughly remains the most effective way to prevent infection. Play times will be scheduled. The children will be reminded to try and maintain physical distancing during play time but are encouraged to enjoy this time with their friends. Staff will be on duty during break times to monitor and remind children to keep their physical distance from each other while interacting.

### **Lunch**

Morning snack and lunch will be served daily. Stringent safety protocols are already in place in the kitchen to ensure that food is prepared, and dishes washed safely.

### **Departure/Collection**

When the school day ends please collect your child at the following venues:

**Grade 0000 and 000** - at the same gate that they were signed in at - the main entrance door to the toddlers section. **Parents may not enter the building**, your child will be brought to you.

**Grade 00** - At the main 345 playground gate - above reception. **Parents may not enter the playground**, your children will be brought to you at the gate. Staff will be on hand to assist this process.

### **School Calendar**

We will communicate any changes to the school calendar in due course.

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### **Parent/Family Transparency**

Parents, I must again ask you to be 100% transparent with the school with regard to any possible contact that either yourselves or your children may have or have had with anyone that is or could be infected with Covid-19. I must be made aware of these details immediately.

### **“Parent Information” Document and “Readiness Return Resume” (RRR) Document**

I have shared both these documents with you along with this letter so that you are fully aware of our policies regarding the management of Covid-19 at 345.

Please read through these documents **very carefully** so that you are familiar with our processes and procedures.

Please note that due to the fluidity of circumstances these documents will be updated continuously.

### **School Fees**

Once your child returns to school we will bill you an ad-hoc daily rate for snack and lunch. The R500 reduction will remain in place for the month of July.

### **In Conclusion**

Parents, we are living through a time and set of circumstances that nobody has ever faced or managed. As a management team and school, we will be dealing with things that are new or unexpected and we will be adjusting, adding and changing processes as we need to.

I will endeavour to continue to keep you all updated and in the loop. As I have always stated, the safety of our children and our teachers is first priority.

Should you have any questions regarding this letter, the Parent Information Manual or the RRR document please let me know.

I will communicate with you all again on Friday regarding any further arrangements.

Have a wonderful day and as always....

Keep calm... and carry on.

Warm Regards

Stewart Tagg  
Headmaster  
345 and CHP

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