

2 July 2020

Dear Parents

I hope this finds you all well and warm.

We are planning to reopen 345 Vorna Valley on Monday 6 July 2020 for ONLY our Grade R children first.

We have been working tirelessly over the past few weeks, planning and preparing for the return of our children, considering the variety of different scenarios we could expect as well as the implementation of the COVID-19 protocols. We are eagerly awaiting the go ahead for the return of the 0000-00 children which we hope will be soon.

Please note that these plans are subject to change depending on the circumstances and information that we receive from the Department of 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 6th July the Grade R 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.

On Friday 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.

Revised Government Regulations now do clarify that it is not necessary for a child 5 years and younger to wear a mask or shield, however, as a school we feel that the hat screens are important.

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. Grade R pupils may start arriving from 7:30am on Monday 6th July.

Departure Time:

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

Half day / Full day

The 345 teachers will be contacting you to ascertain whether your child will remain for a full day. Based on these numbers we will decide whether Full Day option will be offered.

Breakfast

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

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.

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



**** Procedure when arriving at school ****

Health details must be recorded daily on a Covid Screening Form which will be provided. These details include recording your child's temperature which must be done before leaving home. This 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.

- All children will line up for screening and enter through the main gate. Children (with their parents) must adhere to the floor markings when lining up. **Parents will need to leave their children at the entrance to the classroom.**
- Your child's teacher or assistant teacher will receive your child once the screening process has been completed. You will find details of this process in the Parent Information Manual and RRR Policy attached.
- 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 may 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. If a parent needs to enter the school you will need to undergo a full screening and sign the entrance register. Parents will also not be permitted to walk around the school 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.

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Sanitizer, wipes, etc. will be available in all classrooms. Stationery 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 main entrance gate. The teachers will bring your child to you. **No parent may enter the school at collection time.**

School Calendar

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

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.

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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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