



# Pretoria Preparatory School

Non-Profit Company  
NPO Ref No 001-666  
EMIS No 212068 / UMALUSI No 17 SCH01 00280  
Company Reg no 1980/002975/08

## **SPECIALISING IN REMEDIAL EDUCATION**

262 Murray Street  
Brooklyn  
0181  
Phone: (012) 362-0308  
E-Mail: [correspondence@pretoriaprep.co.za](mailto:correspondence@pretoriaprep.co.za)

P.O. Box 36214  
Menlo Park  
0102

22 May 2020

Dear Parents and Guardians

To our wonderful parents and guardians, we are thinking of you during these challenging times. Thank you for finding the time during your already busy schedules to send us your good wishes and support during this lockdown process.

An update regarding the way forward:

Before making our final arrangements, we need to receive the final documentation and guidelines from the Department of Education, NAISA and ISASA with regards to the phased-in returning of learners. At this stage, grades 7s will be returning on 1 June 2020, but should we be given the go-ahead, we are planning on bringing in more grades on this date. We will keep parents informed in this regard.

Times for starting and ending school, and time at school, will be staggered to accommodate the social distancing directives and the Health and Safety protocols. These too will be conveyed to parents as soon as they are finalized. The decision made as to who can return will be based on numbers and the ability to integrate the social distancing in the safest way.

We are looking at phasing in the grades as safely and as quickly as possible. For those learners who are not able to return, our processes already in place, and a few new processes will continue to be implemented. A survey will be sent to parents so that we can get information in this regard to assist us with planning.

There have been many queries around on-line platforms. Thank you for all the comments, concerns and suggestions sent in. You, the parents are our best source of information as to what is needed. The decision has been made to implement MICROSOFT Teams and the necessary implementation and training will be attended to soon.

Because the learners have not yet had a break from school work and that all indications are that the next school holiday will be shortened, it was decided that the children will need a break and we have made the decision not to have formal lessons next week. We trust the children will be able to take a break before the phased return to school process.

PPS is addressing all the OHS protocols and directives. Our staff will be returning to school on 25 May to do the final preparations to their venues and receive the training for the online platforms.

Unfortunately we will not be able to receive any parents at school but we encourage you to make the necessary arrangements or appointments with teachers and HODs via email. Should you have any administrative queries, please send an email to [admin@pretoriaprep.co.za](mailto:admin@pretoriaprep.co.za) - all staff will be in training, but your queries will be addressed as soon as we are able.

The final arrangements will be sent out as soon as we have confirmation. Looking forward to having our wonderful learners at school.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sherrill Wagenaar', is written over a light blue rectangular background.

Sherrill Wagenaar  
Principal

**PRETORIA PREPARATORY SCHOOL**