



# Pretoria Preparatory School

Non-Profit Company  
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## SPECIALISING IN REMEDIAL EDUCATION

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27 May 2020

Dear Parents and Guardians

We are still participating in discussions with DBE, ISASA and NAISA regarding returning of learners to schools. No final gazetted documentation has been received.

I would like to take this opportunity to update you with regards to our processes in place to prepare the school for the return of our learners and our proposed plans to phase our learners in on 01 June 2020.

Please take note: To date, we are still awaiting the necessary directives and checklists regarding the phasing in of our learners. PPS will not be able to implement our phase-in process without the necessary documentation.

As PPS prepares for the reopening of schools to pupils on the 1 June 2020, we are planning a hybrid approach to teaching. This includes teaching those children who physically attend school, as well as those working and learning from home.

As stated by the Minister of Education, no parent will be forced to send their child to school and we respect that parents have differing opinions on schools reopening, as well as some having to take their child's health issues into consideration.

We have appointed Helen Anderson as our Covid-19 Compliance Officer. We have also brought in an OHS specialist from Top Compliance to assist us with planning and implementing our protocols. In this regard, we have completed our risk analysis and this will be followed up by a second risk analysis once we have monitored our plan of action. All our staff members completed the Covid-19 Induction training on Monday, 25 May 2020. Our Covid-19 policy will be available on D6 and on the webpage.

On the 'learner side', we would like parents to prepare their children regarding the correct donning and doffing of masks and practice wearing their mask. Learners must also be aware of the correct processes of washing of hands, adhering to social distancing and the correct etiquette for coughing and sneezing. Our learners are returning to a very rigid school day as they won't be able to integrate with their peers in the way they were accustomed. They will need to be prepared for this. Teachers will be sending home links to videos to address this. These issues will form part of our daily class processes once the learners are able to get into the classes.

### Preparing the venues:

- All the venues have been deep cleaned twice over the last 10 days. A company was also appointed to disinfect all the venues. This was done on Friday, 22 May 2020.

- Desk screens have been set up in all the therapy rooms to separate the therapist and learner.
- Rosters have been prepared for the cleaning of surfaces used by all the children including the bathrooms.
- A 'sickbay' with all the necessary protocols has been prepared.
- All venues will have: sanitizers, soap, Milton, paper towels, buckets and cloths.
- All desks will be placed 1,5m apart.

A link for a virtual tour will be prepared and placed on D6, the website and will be emailed to you on Friday, 29 May 2020, in the afternoon.

#### Returning to school:

- Only PPS staff and learners will be allowed on the premises.
- Meetings with parents will be conducted via telephone call or email. Appointments must be arranged through HODs or teachers.
- All learners returning on 01 June 2020 will receive an induction talk by Pat Wessels from Top Compliance.
- There will be no line up processes, no assemblies, music or PE lessons at school (Music and PE lessons will form part of the home programme where applicable.)
- There will be no extramurals.
- It has been decided to allow learners to wear civvies to school as clothes need to be washed daily. Learners must dress warmly as we will be making sure that all venues are well ventilated.
- Masks must be worn to school and worn throughout the school day. These too must be washed daily.
- Personal hygiene: Learners need to bath/shower daily.
- Lunches must be 'easy to eat' and please be sent to school in disposable containers. Any water bottles brought to school will be kept at school and sterilized with Milton daily.
- No suitcases to be brought to school (learners must bring all the items taken home at the end of term 1 and the work done during lockdown, in a plastic bag that can be disposed of.

When parents are contacted to please collect their child due to illness, parents need to respond swiftly. Please make sure that the office has updated emergency contact numbers available.

#### Process for entering the school:

- Learners temperature is taken,
- Learner walks over a soapy mat when entering the school,
- Learner disinfects their hands,
- Learner responds to questions asked regarding their health,
- Learner goes straight to their class.

School starting times, ending times and breaks will be staggered. It is important that children arrive and are collected on time.

Grade 7s will have 10 periods and two fifteen-minute breaks daily and the rest of the school eight periods and one fifteen-minute break daily. Timetables have been prepared for the Grade 7 learners returning.

The school premises will be shut down at 15:00 daily to facilitate cleaning protocols.

Should we be able to phase in more grades on the 01 June 2020:

Draft timetables have been prepared.

#### Breaks:

Grades 0-4 will have break on the front playground

Grades 4-7 will have break on the back playground.

Packed lunches must be in a disposable container and 'easy to eat' with regards to mask challenges

- Social distancing will be practiced and enforced
- All learners will wear their masks except while having their lunches
- Eating of lunches: learners will need to adhere to the social distancing procedures
  - No sharing of lunches
  - Donning and doffing of mask protocol to be observed
- *No physical interactive games will be allowed - no equipment will be allowed at break*

First week (1-5 June):

07:15 - Gr7s arrive to be in class by 07:30 - leave school at 13:00 – breaks at 09:30 and 11:45  
 07:30 - Gr5s arrive to be in class by 07:45 – leave school at 12:00 - break at 09:45  
 07:45 - Gr4s arrive to be in class by 08:00 – leave school at 12:15 – break at 10:00  
 08:00 - Gr1s arrive to be in class by 08:15 – leave school at 12:30 – break at 10:15  
 08:15 - Gr0s arrive to be in class by 08:30 - leave school at 12:45 – break at 10:30

Only one grade will be moving at a time. There will be no 'bells' as movement will take place every 15 minutes.

Second week (8-12 June):

07:15 for 07:30 Gr7s and Gr3s join them – Gr 3s leave school at 11:45- Gr3s break at 09:30  
 07:30 for 07:45 Gr5s and Gr2s join them  
 07:45 for 08:00 Gr4s and Gr6s join them  
 08:00 for 08:15 Gr1s  
 08:15 for 08:30 Gr0s

We need to reiterate, we are still awaiting the new gazetted calendar, checklists and guidelines. We are also awaiting the revised curriculum from the DBE. Teachers have been participating in the ISASA curriculum planning sessions. As soon as we receive more information in this regard, we will share it with you.

During class time:

The necessary protocols will be addressed during lessons continuously.  
 Mask protocol and hand washing processes will be addressed continually during class time.  
 Ventilation requirements in the venues will be observed.  
 Learners to sanitize hands before entering the classroom.  
 Learners will be required to sanitize their work areas regularly.  
 No suitcases will be brought to school - no lockers are to be used.  
 Learners will observe social distancing protocol.  
 Learners will remain in the class and teachers will move between classrooms.  
 Unfortunately, we will also not be able to celebrate birthdays with treats brought to school.

Bathroom breaks:

Learners leaving the venues are to be monitored.  
 Handwashing protocols to be observed. Soap, paper towels and dustbins are available in all the bathrooms.  
 Learners to sanitize their hands when leaving the bathroom.

During therapy sessions:

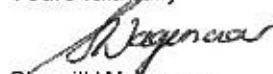
The necessary protocols will be addressed during sessions continuously.  
 Mask protocol and hand washing processes will be addressed continually during sessions.  
 Ventilation requirements in the venues will be observed.  
 Learners to sanitize their hands before entering the therapy room.  
 All equipment and surfaces used in a session will be disinfected before the next learner arrives for therapy.  
 Sessions will be 25 minutes long to address the necessary sanitization protocol.  
 Only one learner in a venue with a therapist at a time.  
 Learner and therapist will be divided by a desk screen.

Occupational Therapy: Never more than two learners in the OT Hall at a time. All equipment will be sanitized prior to a child visiting it. Builders' plastic will be placed over carpets and will be taped down. Shoes will be taken off outside the OT Hall.

Speech Therapy: For articulation – the masks of the Therapist and Learner will be removed. The therapist will wear a shield and the learner will remain behind the screen. Masks will be put on before the learner leaves and the venue will be sanitized immediately after.

As soon as we have any additional information we will let you know. We look forward to seeing everyone soon.

Yours faithfully



Sherrill Wagenaar

**Principal**

**PRETORIA PREPARATORY SCHOOL**