



Pretoria Preparatory School

Non-Profit Company
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SPECIALISING IN REMEDIAL EDUCATION

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Dear Parents and Guardians

UPDATE OF PROCESSES FOR THE RETURN OF OUR LEARNERS

I would like to take this opportunity to update you with regards to our processes in place for the return of our grades R, 1, 2, 3, 6 and 7 learners on Monday, 06 July 2020.

Please take note: We are still awaiting the outcome of our Deviation Application submitted to the Department of Basic Education regarding the returning of our Grade 4 and 5 learners.

We will continue to follow 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.

An OHS specialist from Top Compliance, Pat Wessels, will be addressing the learners with regards to new protocols and processes for returning to school.

On the 'learner side', we would like parents to prepare their children regarding the correct donning and doffing of masks and practise 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 to. They will need to be prepared for this.

Preparing the venues:

All the venues will be deep cleaned again during the holiday.

Desk screens are used in all the therapy rooms to separate the therapist and learner.

Markers have been laid out to adhere to social distancing protocols.

Rosters have been prepared for the cleaning of surfaces used by all the children including the bathrooms, corridors, railings and benches on the playgrounds.

A quarantine room with all the necessary protocols has been prepared.

All venues have: sanitizers, soap, disinfectant solution, paper towels, buckets and cloths.

All desks have been placed 1,5m apart.

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.

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).

There will be no extramurals.

Learners are 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 disinfectant solution 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:

- Learner's 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- Three registers are completed.
- Learner goes straight to their class where their teacher is waiting

School starting, ending times and breaks will be staggered. It is very 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 all the learners returning.

Adapted Timetable for returning to school during Pandemic period

07:15	07:30	07:45	08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	1:00	1:15	1:30	1:45	12:00	2:15	12:30	2:45	13:00
Gr 3 & 7 learners start arriving	Gr7s & Gr3s in class	Gr2s in class (Gr 5s to join them when they return)	Gr6s in class (Gr4s to join them when they return)	Gr1s in class	Gr0s in class				Gr7s & Gr3s break	Gr2s break (Gr 5s to join them when they return)	Gr4s break when they return	Gr1s & Gr6s break	Gr0s break				Gr1s break	Gr7s break Gr3s leave school	Gr2s leave school (Gr5s join them when they return)	Gr6s leave school (Gr4s join them when they return)	Gr1s leave school	Gr0s leave school	Gr7s leave school

Breaks:

Grades 0-4 will have break on the front playground.

Grades 5-7 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 practised 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*

Times will be strictly adhered to

07:15 Gr7s and 3s arrive to be in class by 07:30 – Gr7s leave school at 13:00 – Gr7s break at 09:30 and 11:45

Gr3s leave school at 11:45 - Gr3s break at 09:30

07:30 Gr2s arrive to be in class by 07:45 – Gr2s leave school at 12:00 - Gr2s break at 09:45

07:45 Gr6s arrive to be in class by 08:00 – Gr6s leave school at 12:15 – Gr6s break at 10:15

08:00 Gr1s arrive to be in class by 08:15 – Gr1s leave school at 12:30 – Gr1s break at 10:15

08:15 Gr0s arrive to be in class by 08:30 – Gr0s leave school at 12:45 – Gr0s 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.

Should the Deviation Application be successful, the Gr 4s and 5s will join us at the following times on 06 July 2020, otherwise the date gazetted will be implemented, 03 August 2020.

07:30 Gr5s arrive to be in class by 07:45 – Gr5s leave school at 12:00 – Gr5s break at 09:45

07:45 Gr4s arrive to be in class by 08:00 – Gr4s leave school at 12:15 – Gr4s break at 10:00

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.

Only one learner in a venue with a therapist at a time.

Learner and therapist will be divided by a desk screen.

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.

SI Sessions:

The SI room has been prepared for easy sanitation.

Carpets have been covered with plastic sheeting.

Fabric and foam equipment have been packed away or covered with plastic covering to accommodate easy cleaning between sessions.

Only two learners and two therapists will be in the SI room at a time to ensure social distancing.

All equipment will be sanitized immediately after use.

Articulation Sessions:

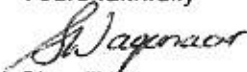
Masks may be removed by the learner only when articulation is being addressed and when the learner needs to observe their mouth in the mirror or to allow the therapist to see their mouth in order to monitor sound production.

Masks may be removed by the therapist, only to demonstrate correct sound production.

Learner and therapist will be divided by a screen at all times and the area will be sanitized immediately after each session

We thank you in advance for assisting us by keeping strictly to the drop-off and collection times. We look forward to welcoming our learners back to school.

Yours faithfully



Sherrill Wagenaar

Principal: Pretoria Preparatory School

