



Pretoria Preparatory School

Non-Profit Company
NPO Ref No 001-666
EMIS No 212068 / UMALLSI 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

P.O. Box 36214
Menlo Park
0102

25 August 2020

Dear Parents and Guardians

Arrangements for Term 4

We trust everyone is managing to stay safe and healthy as we all slowly emerge into the 'outside world'.

PPS learners have settled in well this term. We had an average of 82% learners from Gr0-7, who had returned to school by week 8. Our hybrid approach continued to be followed, with learners who needed to stay at home, logging on to join their classes via MS Teams during class time. PPS has stayed on track with the curriculum and the therapies, and our learners are ready to take on the last stretch of 2020.

Update regarding term 4 arrangements at PPS:

PPS will close as per staggered times followed in term 3 on Friday, 18 September 2020 and we will reopen on Monday as per staggered times listed below on Monday, 05 October 2020.

Mrs. Jenilee McKinlay will be leaving PPS at the end of September to further her studies. We wish her all the best with her exams.

Ms. Dianne Woods will be taking long leave in term 4 before her retirement at the end of 2020.

Our structure in the Foundation phase is going to change from term 4, 2020:

- Both grade 1 classes are going to merge under Ms. Kirsten Thompson.
- Both Grade 2 classes are going to merge under Mrs. Carin Fouche.
- Mrs. Aimee Anderson (Haskins) is going to move to Grade 3 with Mrs. Karin Nolle.
- Mrs. Alet Steenkamp will be moving to Grade 4 with Mrs. Liesel O'Shea and Ms. Dianne Woods.

Until we receive further guidelines from the Department of Education, our strict COVID-19 protocols remain in place.

We will be extending the school day for each grade. Entrance, exit and break times at school will remain staggered to keep each 'grade bubble' safe.

The times have been amended as follows:

Grades	Time to arrive at school	Grade starting time	1st Break	2nd Break	To leave school
3 and 7	07:15	07:30	09:30	11:45	Gr3: 13:00/ Gr7: 13:45
2 and 5	07:30	07:45	09:45	12:00	13:15
4 and 6	07:45	08:00	10:00	12:15	13:30
0 and 1	08:00	08:15	10:15	12:30 – Active PE & Music Sessions	13:00

Gr7: 6¼ School hours with two 15 minute breaks

Gr2-6: 5½ School hours with two 15 minute breaks

Gr0-1: 4¾ School hours with one 15 minute break

Until the guidelines are changed, there will be no extramurals at school for term 4.

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 or Assemblies.

Music and PE lessons will be conducted under strict supervision.

Learners will continue to wear civvies to school as clothes need to be washed daily.

To continue:

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.

Small suitcases should be brought to school and kept at desks (Lockers will not be available for use yet).

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 sanitizers their hands
- Learner responds to questions asked regarding their health- Required registers are completed.
- Learner goes straight to their class where their teacher is waiting

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.

Suitcases will be brought to school and kept at desks- no lockers will be used.

Learners will observe social distancing protocol.

Learners will remain in the class and teachers will move between classrooms.
Unfortunately, we will still 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 remain 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.

We again thank you for assisting us by keeping strictly to the drop-off and collection times. We look forward to welcoming our learners back to school for term 4.

Yours faithfully



Sherrill Wagenaar

Principal: Pretoria Preparatory School