



Dear parents

## The school is opening for Grades 7 and 12 on 1 June 2020.

We would like to provide some guidelines for staying safe and to help you make arrangements and hopefully answer some of the questions you may have. We hope that this letter will also serve as reassurance that our staff members are committed to keeping all our learners as safe as possible on their return to school.



# PROTOCOL FOR ARRIVAL AT SCHOOL AND SCREENING



# 1

### Online screening every morning

All learners have to complete a Google screening form every morning before coming to school in the mornings.

**Grade 12 learners** will receive a Google screening form by 6:30 every morning via the Whatsapp class group from their RCL members.

**Grade 7 parents** will receive the form from Ms Anel Beukes. They must complete the Google screening form by 7:15, please.



# 2

### Clothing

Learners should wear clean clothes to school every day. Clothes worn to school have to be washed every day. To facilitate this, we have made the following arrangements:

**Mondays and Fridays: School tracksuit or winter School uniform**

**Tuesdays, Wednesdays and Thursdays: Civvies**



# 3

### Entrance to the school building

Learners report to different entrances to facilitate the checking of information on the Google forms, to sanitise and to measure temperatures. **All learners must wear a cloth face mask** and parents need to drop them as near to the entrances as possible.

- Learners arriving between 7:15 and 7:45, must report to the entrance at the staff parking area.

- Learners arriving between 7:45 and 8:20 will report to the following entrances:

**Gr. 7s** enter at the staff parking area.

**Gr. 12s** enter as follows:

**Surnames A-G** at the gate in front of the school hall;

**Surnames H-T** at the main gate in front of the school;

**Surnames U-Z** and hostel learners at the hostel gate.

Grade 12 learners who do not have class the first period, only need to report for screening to the staff parking area between 9:00 and 9:45. After 9:45 the gates will be closed and latecomers need to report to the main gate of the school.



## Remember: Social distancing is important



# 4

### After screening

After reporting to the various entrances, learners will go to the class in which they have their first period, where their teachers will meet them.

Learners who arrive at school before 7:45 must please wait in Mrs Phelan's and Mrs Coetzee's classes and go to their first class at 7:45.

**All learners must be in class by 8:30. Classes will start at 8:40.**



**Please try to drop off and collect your daughter as near as possible to the designated entrances mentioned on page 1.**

## DURING SCHOOL HOURS



- Teachers will receive learners outside the class. Learners will be sanitised before entry.
- Each learner will be allocated a desk. **They will be given paper towels and detergent to sanitise their 'work stations'**. This process will be repeated in every class they enter throughout the day.
- Books and cases must be placed under their seats or on an empty seat next to them - depending on the arrangement in the class.
- Learners are **not allowed** to swap or share books, devices and stationery.
- Learners who wear a face shield may remove the material face mask in class, but must put it back on as soon as they leave the classroom.
- All desks will be washed with warm water and soap at the end of each day.
- Grade 7 and 12s will have breaks at different times and **there will be teachers on duty to ensure social distancing.**
- A cleaner will be on duty at the cloakrooms at all times to sanitise areas that were used.
- **There will be no tuck shop. If, however, a learner forgets her lunch box at home, please encourage her to go to her teacher and we will make an effort to supply her with lunch.**
- If a learner cannot be at school, she will receive either a summary, memorandum or video of the work that was done on that day via Google Classrooms.



**Don't touch your face**





# ACADEMIC TIMETABLE



## Grade 7

Grade 7s will be divided into **two smaller classes**. They stay in the same class for the day and the teachers will rotate. They will follow their normal timetable of 7 periods a day.

## Grade 12

Grade 12 learners have different subjects and will therefore have to change classes. **There will, however, only be four periods per day**, with an allocated 10 minutes between periods to sanitise desks and move on to the next class.



**Don't share books, devices, stationary or food.**

- **Mondays, Wednesdays and Fridays** will be allocated to Afrikaans, English, LO and Mathematics.
- **Tuesdays and Thursdays** are allocated to their choice subjects. They have been divided into smaller classes, no bigger than 20, but will still go to the same teacher they had before lockdown.

## SOME PRACTICAL **ADVICE AND REQUESTS**



Please pack lunch in a **disposable paper bag or plastic container** that can fit into their school bags. Classes and corridors will be sanitised at the end of each school day and forgotten lunch cooler bags will be disposed of.



Each learner should have **four masks**. The Department of Education will provide two masks for each learner. **Masks should be washed in warm, soapy water and ironed before being worn again.** Disposable masks will be available at the different entrances to the school for emergencies.



We recommend that each learner brings her own **small sanitiser and wet wipes** to school so that she can clean her hands as often as possible.



Learners must **sanitise their school bags and shoes** from top to bottom as soon as they arrive at home.



Clothes worn that day must go **straight to the washing machine**.



It is recommended that learners wear their **nails short** and clean them regularly. They should **refrain from wearing any jewellery** in public areas.



Learners are advised **not to use their cell phones** in public areas. If a phone is used in a public area, it should be sanitised afterwards.





## AGREEMENT BETWEEN PARENTS AND THE SCHOOL ON RE-ENTRY INTO THE SCHOOL ENVIRONMENT

- Parents acknowledge that they **take a risk by sending their children back to school** and understand that the school will do its best to keep their child safe and healthy.
- Parents acknowledge that **the school cannot be held responsible for an outbreak of the virus** in the school environment and understand that the virus spreads at a rapid pace where there is a movement of people.
- Parents agree that **children will be kept at home** if they show any symptoms of a cold or are ill.
- Parents will **inform the school if their child is sick or if anyone else in their household has been infected with the COVID-19 virus.**
- Parents understand that the **entire family must undertake a 14-day period of quarantine** if a family member tests positive.
- Parents need to **teach their children the protocols of wearing a face mask** properly. Children must understand that a face mask must remain sterile at all times and taken off with sanitised hands before eating and kept in a sterile place until it is put on again.
- Parents should inform their children of coughing and sneezing etiquette: **they must always cough and sneeze into a tissue.**
- Parents need to **educate their children about the importance of social distancing.**
- No child, teacher, parent or adult may be stigmatised, labelled, teased or bullied if they contract the COVID-19 virus. **The school will not hesitate to take action if any member of the school family is treated unjustly or unkindly for being ill.**
- Parents commit to **screening their children before coming to school.**



## HIGH RISK LEARNERS

Parents must take note that **children who have high-risk medical conditions should not re-enter into the school environment** until the pandemic has passed. The high-risk medical conditions are listed below:



- Chronic disease such as diabetes, heart, lung and kidney disease
- Respiratory conditions such as asthma
- High blood pressure
- Cancer and immune weakening systems

**Please contact the Grade Head if your daughter falls into any of the above categories.** We commit to taking measures to ensure that her education can continue at home.

## PROCEDURE THAT WILL BE FOLLOWED WHEN A LEARNER BECOMES UNWELL DURING SCHOOL HOURS

- Anyone who develops COVID-19 symptoms during the day will be taken to the Jade Recovery Room (Mrs van der Vyver's classroom) where she will be monitored and cared for by our appointed health official - Mrs Annelize Strangfeld.
- A family member will be phoned.
- The learner will be kept safe, comforted and cared for until she can be collected.
- The room will be aired and disinfected once the learner has left.





## TRANSPORT OF STUDENTS TO AND FROM SCHOOL

- Parents are responsible for **ensuring that their children are transported safely** to and from school.
- It is the parents' responsibility to **insist that their children wear masks at all times** when they are outside their homes and in private cars or public transport.
- It is the responsibility of the parents to ensure that **public transport drivers sanitise their vehicles** at least twice a day, i.e. before they collect children.
- It is the responsibility of the parents to **ensure that they teach their child to sanitise their hands** before and after travelling in any vehicle.
- It is important that parents make sure that their children **do not travel in crowded buses or taxis**.
- It is imperative that children are reminded to **keep their social distance** when using public transport. This includes queueing to get into a bus or taxi.
- Learners are **discouraged to eat in buses and taxis** as it would be difficult to maintain safe face mask protocols.

**IMPORTANT!**



## VISITORS AT SCHOOL

- **No visitors will be allowed on the school premises without appointment.** Please email a request to visit the school to [admin@paarlgirlshigh.com](mailto:admin@paarlgirlshigh.com) a day before the intended visit.
- All visitors/deliveries must **report to the front gate** where they will be screened before entering the school grounds.
- Parents making use of the free wifi facility may park their cars in the parking lot, **but may not leave their cars.**



**Please look at this youtube video as well:**

COVID19 Paediatric Pulmonologist Dr Fiona Kritzingler advises on how to go back to school safely: <https://www.youtube.com/watch?v=tDmq3e7FnBU&feature=youtu.be>

Regards  
Mrs E Conradie  
SCHOOL MANAGEMENT TEAM