

5 June 2020

Newsletter

Dear Parents/Guardians

The City Council Health and Safety Team and a Team from the Ministry of Basic Education have both given the go ahead for Botlhale Cambridge International School to re-open with immediate effect.

The School will open in stages to ensure the COVID 19 guidelines are adhered to.

Therefore, on **MONDAY 8 JUNE 2020**: The Examination Classes-- **Standard 6, Standard 7, Form 2 and Form 5** will return to School.

On **THURSDAY 11 JUNE 2020**: **Standard 4, Standard 5, Form 1, Form 3 and Form 4** Classes will return to School.

On **MONDAY 15 JUNE 2020**: **Pre-Primary, Standard 1, Standard 2 and Standard 3** Classes will return to School.

### **CAR PARK AREA**

There will be new procedures for vehicles entering the School to drop off, pick up or park. Vehicles who have come to only drop off Children, should turn to the right on entering the school, and use the left lane to drop off their child or children by the waiting area and then leave through the exit gate. THERE WILL BE NO PARKING IN THIS LANE. It is for dropping off and picking up students only and drivers/parents should not get out of their vehicles.

Vehicles that need to PARK should turn to the left and use the parking area provided. All visitors/parents who get out of their cars to come into the school must follow the full screening procedures indicated below.

To get out of the parking area, parents will use the right lane, which is for through traffic. There is no stopping on this lane at all.

There is a reserved space strictly for disabled parking.

### **OPENING DAY PROCEDURE**

The following is a detailed plan of how screening and other procedures will take place to ensure compliance with COVID 19 protocols:

### **ARRIVAL**

- Screening will be in place from 0645hrs.
- Secondary School learners must be in school by 0730hrs and School will end at 4.00pm.
- Primary School learners must be in school by 0800hrs and School will end at 3.00pm.

***ANYONE WITHOUT A MASK WILL NOT BE ALLOWED ENTRY INTO THE SCHOOL.***

## **SCREENING PROCESS**

- There will be 2 screening points
  - Guard room- for staff and visitors
  - Waiting area Shelter to the right of the Admin Block- for all learners.
- Arriving learners will have their temperature checked while inside their cars. This should take less than 5 seconds. They will then be given their readings on a small piece of paper. Alternatively, they can opt to note it down themselves to reduce handling of material.
- From there they proceed to the next table where they will sanitize their hands and their temperature will be recorded by a member of staff on a prepared list and they can proceed to class. Parents will not be allowed to escort learners to class. Delegated staff will be at hand to take learners to their classrooms.
- Second temperature recording will be done in class between after break and lunch/dismissal time.

**NB:** If upon arrival, a learner's temperature reading is above stipulated, both parent and the learner may be asked to briefly park and remain in the car where a second check will be taken after a few minutes. This is to ensure a correct response is made, as well as avoid causing unnecessary alarm. Parents are also advised to switch off their car heaters as they approach the school, as this may contribute to a high temperature reading.

## **CLASSROOMS**

- Each classroom will have hand sanitizer and hand washing soap.
- Each class will have 2 dustbins, one for general waste and another for clinical waste. **N.B** All material used to wipe hands, face and/or surfaces will be treated as clinical waste.
- Upper school learners will be encouraged to sanitize their equipment frequently using approved disinfectant.
- Lower school will have delegated staff sanitising their equipment frequently.
- All toilets will be cleaned frequently.

## **BREAK TIME**

- Teachers will supervise the learners to ensure that social distancing is maintained.
- Break time will be staggered to reduce congestion and interaction while on the grounds.
- The school tuck shop will not be operating, to avoid crowding, therefore parents are advised to pack food for their children. All meals will be taken in class under the supervision of the teachers.

## **PICKING UP OF STUDENTS AT THE END OF THE SCHOOL DAY**

- Knock off time will be staggered to reduce congestion at the pickup area. Teachers will escort learners from classrooms to the waiting/pick up area. Parents must ensure they pick their children as promptly as possible, as there is not sufficient space to park within the premises.
- Students must be picked within 30 minutes of knocking off time. This is to ensure minimal congestion. Parents are reminded that they should do this to avoid their child loitering and interacting unnecessarily.
- At the waiting area points will be marked 1m apart to ensure social distancing

### **ISOLATION PROCEDURE**

- If at any time anyone's temperature is above 37.5 degrees Celsius, the person will be taken to the isolation room and medical personnel will be called. This will apply to anyone who enters the school premises.
- There will be regular temperature check in the isolation room while awaiting response from relevant medical personnel.

The above regulations must be followed at all times, as we strive to make the school a safe, healthy and happy environment for all learners and staff and we look forward to seeing all of our students back in school.

Yours sincerely

A handwritten signature in black ink that reads "A. S. Jones". The signature is written in a cursive style with a small flourish at the end.

Andrew S. Jones  
Principal