



The Settlers High School

28 May 2020

Dear Grade 12 Parents and Learners

FINAL ARRANGEMENTS FOR GRADE 12 RETURN ON 1 JUNE 2020

We are pleased to announce that our preparations for the Grade 12s return this coming Monday have been completed. Our staff have been hard at work making sure that every classroom is sanitised, every desk is as far apart as necessary, and that teaching can commence as soon as possible.

In lieu of this, we would like to share with you the final arrangements for next week.

Note that it is vital to read the attached documents in conjunction with the details listed in this letter to familiarise yourself with the new and very different school environment you will be entering.

1. The Monday Morning Before School

Before sending your child to school, please make sure that...

- you have screened your child yourself before leaving home for any COVID-19 health issues. If you notice your child is displaying any symptoms, rather keep them at home and inform the school immediately.
- your child is wearing their Winter and/or Summer Uniform. Learners must wear their uniform on Mondays and Fridays, whereas civvies may be worn on a Tuesday, Wednesday and Thursday. Settlers Civvies is recommended, but not required.
- if they are using organised transport, that the correct social distancing rules and sanitising of the vehicle is being adhered to before you allow your child to travel.
- your child has their own pen, notepad and school diary. No school books will be required on the first day.
- they have a packed lunch (preferably in a disposable container) as there will be no tuckshop or vending machine available.

The Settlers High School

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- they arrive at school wearing their mask (and keep it on) until they return home and it can be sanitised.
- they understand they must practice social distancing from the moment they leave the car, when meeting their friends, and while they are queuing up to be screened.
- you've had a chat with them regarding what emotions they will be experiencing and that it is normal. Communication is incredibly important.

2. The Schedule for Monday

To ensure that we maximize teaching time, a whole new timetable has been developed specifically for the Grade 12s. The first day, however, will be an orientation day to acclimatise and train all learners on the new safety procedures that must be followed.

Monday, 1 June 2020 - Orientation Day	
08:00 - 08:30	Arrival & Screening of Learners
08:30 - 09:00	General
09:00 - 10:30	Session 1
10:30 - 11:00	Break
11:00 - 12:00	Session 2
12:00 - 13:00	Session 3
13:00	Learners Dismissed

From Tuesday onwards, school will start at 07:45 and will be dismissed at 14:45.

To ensure sufficient time to clean and sanitise the school, **the buildings will be closed by 16:00 each day**. No learner will be allowed inside the building after 16:00 and we encourage all learners to make suitable transport arrangements to return home as soon as possible.

Please also note the following:

- Extra lessons will commence in the 2nd week and will take place between 15:00 and 16:00 daily from Monday to Thursday.
- Any learner who does not comply with the health and safety regulations of our school and that of South Africa will be sent home. We trust that this will not be an issue.

3. Contact us if Needed

Despite the circumstances, our staff are excited to be back in the classroom and to see our Matrics again.

We know that everyone is having a difficult time adjusting and that there are real fears and concerns about the reopening of schools. Therefore, please do not hesitate to contact us if you need to.

Kind regards,

Mrs S Gallie
Principal

LEARNER RISK MANAGEMENT

GRADE 12 LEARNERS

Uniform arrangements

To assist with washing and general decontamination of clothing.

- Monday and Friday are uniform days and you may wear either summer or winter uniform
- Tuesday, Wednesday and Thursday you may wear civvies including Settlers civvies

**THANKS FOR PRACTICING
SOCIAL DISTANCING!**



#STOPTHESPREAD

Before embarking to school:

- Take your temperature if possible.
- If you are ill – stay home!

Pack for school every day

- Mask
- Your sanitiser
- Tissues
- Wet wipes (*optional*)
- Lunch and refreshments - there will not be any tuck shop or vending machine available.
- Books for the day, no sharing of text books
- Your own stationery - no borrowing to take place

SANITISE BEFORE LEAVING THE HOME

Transport of learners to and from school

Parents are responsible for

- transport to and from school.
- Ensuring children leave home with masks
- Ensuring transport drivers sanitise and do not overload
- Teach social distancing at all times
- Teach healthy hand hygiene - sanitising and washing
- Pack lunches in disposable paper/bags
- Teach children not to share food, drinks and or any utensils

GENERAL RISK MANAGEMENT RULES

Grade 12 Care pack

You will each be issued with

- Two navy blue 3 layered face masks
- Two black two layered face masks where you need to insert a third layer
- A small bottle of hand sanitizer that you need to keep refilled at your own cost.



The following rules are non-negotiable:

- No mask - no entry on to school property.
- Refusal to be screened – no entry on to school property.
- Social distancing at all times in all areas.
- No person will be allowed to enter the building without being screened.

If these rules are not adhered to you will be breaking the law and you will be sent home immediately as you will be endangering the lives of fellow learners

The following are to be adhered to at all times while on school property:

- Masks and/or visors must be worn at all times.
- Be cognizant of social distancing at all times – 1,5m between people.
- Wash hands regularly with soap and water for 20 seconds
- Sanitise hands before and after contact.
- Keep your hands away from your face.
- If you cough or sneeze, do it into your elbow or tissue which must be immediately discarded.
- Report to reception should you start to feel ill during the day .

SANITISING

- You must wash and sanitise your hands throughout the day.
- Masks must be washed on a daily basis – you **may not** wear the same mask 2 days in a row.

ARRIVAL

- Before leaving your transport – sanitise.
- Enter the school property at the following points:
 - Gate near pool and Daly Walkway
 - Side gate at guard house
 - Sea View Side gate in Settlers Street
- **ALL** screening will be done **outside** the entrance to the Webster Auditorium – the **only** entry point into the building upon arrival.
- Gazebos are in the Cochoqua Court as cover against weather conditions.
- You **MUST** be screened **before** entering the building.

SCREENING

- Screening takes place from 07:00 to 07:45.
- Learners will be divided alphabetically between three screening points and to enter the building at the same point each day.
- Line up according to the alphabetical lines clearly marked A – G; H– M and N – W.
- Lines longer than markings on the Cochoqua Court are to line up as follows:
 - A – G follow to the end of the Cochoqua Court and down the Daly Walkway
 - F – M follow to the end of the Cochoqua Court and down pavement along the flower embankment below Seaview Field towards Xhosa entrance.
 - N – W follow to the end of the Cochoqua Court and down the pavement past HM office towards Xhosa entrance.

Screening procedure

- Temperature to be taken – remember the reading.
- Move to staff member with the questionnaire.
- State your surname and name on the first day. You will be given a number and you must remember and quote that number morning after that.
- Provide your temperature reading.
- Answer the questions posed by the teacher.
- Move to the foot pedal sanitiser and sanitise.
- Obtain the colour of the day sticker.
- Sticker must be worn throughout the day as proof of being screened.
- Proceed up the stairs to the Gallery and enter the building.



Failure to meet screening standards

- If a learner has a temperature of 38°C and/or two new symptoms they will be asked to social distance and wait at least 10 minutes before a 2nd and 3rd temperature reading is taken – social distancing enforced.
- Should the temperature remain too high the learner will be quarantined.
- Parents/guardians will be contacted to fetch the learner.
- The quarantine area will be sanitized when the last person vacates the building.
- A letter will be provided to learner to take to their doctor/clinic which will stipulate the three temperature readings taken as well as the symptoms experienced by the learner.
- Before the learner may return to school they **must** obtain a clearance from the medical practitioner.

WALKING IN CORRIDORS / INSIDE THE BUILDING

- Left shoulder to touch the wall,
- i.e. – keep left at all times and
- keep the social distancing rule.

CLASSROOM

- You **may not** enter a classroom without sanitisation. The teacher will receive you at the door and sanitise your hands.
- **DO NOT** line up in the corridors – move straight into the classroom, the teacher must be at the door to sanitise your hands.
- You will be allocated a desk – this desk is to be “yours” until the next Grade returns to school. If your surname starts with A to K you will sit in desks without tape. If your surname starts with L to W you will sit in desks with tape.
- **DO NOT** move the desks around and do not change seats.
- No moving around in class – social distancing to be maintained at all times.

BREAK

At this stage there will not be staggered breaks as the school has the space to accommodate social distancing.

- **Areas:**
 - All quads
 - Seaview Field
 - **Corridors**
 - ✓ only seated on the marked lines.
 - ✓ **may not** exceed the number of stripes in the corridor
- **No ball games or dominoes will be allowed because of social distancing.**

Consumption of food and refreshments

- Sanitise before and after eating.
- No sharing of food or refreshments.
- Clean the area by throwing waste into the allocated bins - assist in minimizing contamination.

End of break

- A bell will ring to signal the end of break and teachers will move to the classrooms.
- A second bell will ring to indicate all learners are to be received in the class by the teacher. Move promptly.

- Third bell will signal the start of the lesson.

CLOAKROOM FACILITIES

- These facilities will be sanitized throughout the day.
- The main door to the cloakroom will remain open to minimize contamination.
- **DO NOT** close this door.
- Practice social distancing.
- No sharing of toilets.
- Sanitise before and after use either with sanitizer or with soap and water.
- **MAY NOT** use the Webster Auditorium facilities.
- Keep the cloakrooms clean at all times.
- These standard rules apply during lessons as well in case of emergencies.

Wash
-YOUR HANDS-

but seriously, do it...

END OF DAY

- Practice social distancing.
- Vacate the building and proceed to go home as quickly as possible.
- Maintain social distancing while waiting for transport.



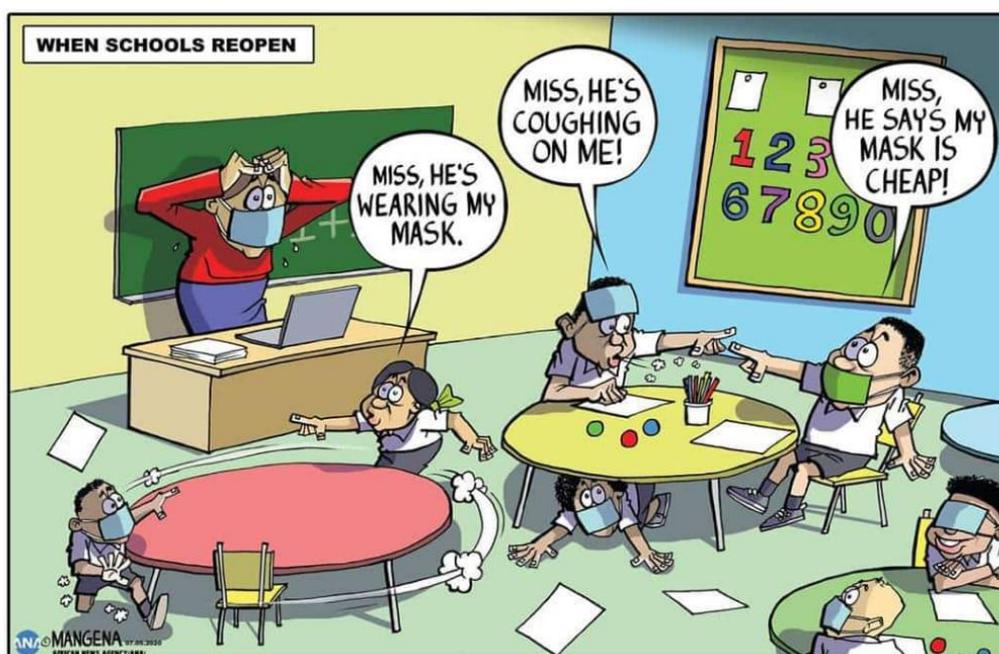
GUIDELINE FOR CLASSROOM SAFETY

CLASSROOM ENVIRONMENT

- All classrooms will be cleaned thoroughly daily. All desks, surfaces and chairs will be wiped down and sanitized.
- A bucket with sanitising liquid and a cloth will be placed in each classroom and refreshed weekly.
- A spray bottle of sanitiser will be issued to each Class Educator.
- Educators to facilitate the sanitising of each learner upon entering the classroom.
- Windows must be opened for good ventilation even if it is cold.
- Learner desks are arranged in the best possible way in order to ensure learners are spaced as far as possible from each other.
- Every alternate learner desk is clearly marked with a line down the middle.
- NO ONE may remove their masks.



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MOVEMENT TO AND FROM CLASSROOM

- Educators are to arrive before the learners and be ready to receive and sanitise them at the door.



- Learners must observe social distancing in passages by ensuring that their left shoulder is as close to the passage wall as possible when moving about the school.
- Learners should also adhere to social distancing demarcations on passage floors.

CLASSROOM MANAGEMENT

- Educator must have a seating plan – learners must stick to their allocated desk and sanitise their workspace.
- Learners may not walk around the classroom.
- NO equipment, stationery, books or water bottles can be shared.
- All bags and books are to be placed under the learner's chair
- Educator to limit his or her movement around the classroom in order to observe social distancing at all times.
- You create the atmosphere in your classroom so remember to be mindful, positive, calm and encouraging...

