

COVID-19 FET INFORMATION CIRCULAR

29 June 2020

Dear Parents and FET (Grades 10-12) Learners

COVID-19 RETURN TO SCHOOL: PHASE 2 (Grades 10, 11 & 12)

We are excited to welcome all our FET learners back to school from Monday, 6 July 2020. Although the building and the people will be familiar to our learners, the sad reality is that we had to change how we do things to ensure the health and safety of all.

A: ORIENTATION VIDEO

To provide context of all the new protocols in place, it is important to watch the FET Orientation Video in conjunction with this circular. The video is available on our YouTube channel and Facebook page, or can be accessed using the following link: <https://youtu.be/p2JpogfGOdY>

B: PREPARATION AT HOME

Before sending learners to school, please ensure that:

- parents/guardians have screened learners before leaving home for any health issues. If a learner is displaying a fever or is feeling ill, rather keep him/her at home and inform the school immediately.
- parents/guardians must ensure that the learner is wearing the correct uniform as indicated on page 3 of this circular.
- if a learner is using organised transport, the correct social distancing rules and sanitising of the vehicle is being adhered to before travelling to school.
- learners know their new class (see alphabetical grade lists attached to this circular)
- learners have their own pens, notepad and school diary.

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- learners have a packed lunch (*preferably in a disposable container*), as there will be no tuckshop or vending machine available.
- learners arrive at school wearing a mask (and keep it on) until they return home for it to be washed or sanitised.
- learners understand that they must practice physical distancing at all times.
- parents/guardians and learners discussed the emotions that will be experienced and that it is normal. Family communication is incredibly important.

C: SCHOOL DAYS

To ensure that the school does not exceed the prescribed 50% capacity, the school days will be as follows:

- Grade 12s: Mondays to Fridays. They will use the classes on the north side of the building.
- Grade 10s: Mondays and Tuesdays. They will use the classes on the south side of the building.
- Grade 11s: Wednesdays to Fridays. They will use the classes on the south side of the building.

D: ORIENTATION DAYS (1st DAY OF RETURN)

On Monday, 6 July, as well as Wednesday, 8 July, there will be a special programme with adjusted times to ensure that all learners complete a detailed safety and logistics orientation. Please take note of the special arrangements for these two days:

MONDAY, 6 JULY			
GRADE 12		GRADE 10	
07:00 - 07:50**	SCREENING	08:00 - 08:30**	SCREENING
07:50 - 08:05	CE PERIOD	08:30 - 09:00	CE PERIOD
08:05 - 10:50	GRADE 12: AFRIKAANS PAPER 3 EXAM	09:00 - 10:50	GRADE 10: SAFETY, NEW ROUTINE & TIMETABLE ORIENTATION
10:50 - 11:20	BREAK	10:50 - 11:20	BREAK
11:20 - 11:23	TEACHERS TO CLASS	11:20 - 11:23	TEACHERS TO CLASS
11:23 - 11:27	LEARNERS TO CLASS	11:23 - 11:27	LEARNERS TO CLASS
11:27 - 12:12	NEW TIMETABLE ORIENTATION	11:27 - 12:12	NEW ROUTINE ORIENTATION CONTINUED
12:15 - 12:49	MONDAY PER 1	12:15 - 12:49	MONDAY PER 1
12:52 - 13:26	MONDAY PER 2	12:52 - 13:26	MONDAY PER 2
13:26 - 13:30	NOTICES	13:26 - 13:30	NOTICES

**Please note the different starting times for Grades 12 and 10 above.

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WEDNESDAY, 8 JULY			
GRADE 12		GRADE 11	
07:00 - 07:50**	SCREENING	08:00 - 08:30**	SCREENING
07:50 - 08:05	CE PERIOD	08:30 - 09:00	CE PERIOD
08:05 - 10:50	GRADE 12: ENGLISH PAPER 3 EXAM	09:00 - 10:50	GRADE 11: SAFETY, NEW ROUTINE & TIMETABLE ORIENTATION
10:50 - 11:20	BREAK	10:50 - 11:20	BREAK
11:20 - 11:23	TEACHERS TO CLASS	11:20 - 11:23	TEACHERS TO CLASS
11:23 - 11:27	LEARNERS TO CLASS	11:23 - 11:27	LEARNERS TO CLASS
11:27 - 12:05	WEDNESDAY PER 1	11:27 - 12:05	WEDNESDAY PER 1
12:08 - 12:46	WEDNESDAY PER 2	12:08 - 12:46	WEDNESDAY PER 2
12:49 - 13:27	WEDNESDAY PER 3	12:49 - 13:27	WEDNESDAY PER 3
13:27 - 13:30	NOTICES	13:27 - 13:30	NOTICES

****Please note the different starting times for Grades 12 and 10 above.**

E: SCHOOL TIMES

Besides the two special orientation days, the school times will be as follows for all grades:

- Screening starts from 07h00 in the morning and learners must have completed the screening by the start of the school day at 07h50. Screening will comprise of the following (refer to video):
 - Digital temperature scanning
 - A set of 6 questions
 - Sanitising
 - Sticker issued as proof of screening

Please note that the building can only be accessed via the Webster Auditorium entrance.

- The academic day will end at 13h30.
- Lessons will be 45min each. All subject will be taught daily. There will only one 30min break to accommodate the sanitization of venues.
- Assessments or tests will be scheduled for Monday and/or Wednesday afternoons. These assessments will start at 14h00 and any learner not writing on a particular day will still be dismissed at 13h30. Learners will receive a detailed assessment timetable after their first week back at school.

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F: UNIFORM

- GRADE 12: Uniform will be optional from Mondays to Fridays. When opting to wear uniform, all appearance rules will apply. The prefects will occasionally arrange special “themed” Fridays.
- GRADE 11: Grade 11s must wear comfortable civvies on Wednesdays and Thursdays. **Uniform** will be compulsory **on Fridays**. The uniform and civvies rules, as per the school’s code of conduct, will apply.
- GRADE 10: **Uniform** for Grade 10s will be compulsory **on Mondays**, and learners may wear comfortable civvies on Tuesdays. The uniform and civvies rules, as per the school’s code of conduct, will apply.

G: TIMETABLE

A brand-new timetable has been developed to minimise movement in the passages, as well as reduce class sizes to ensure physical distancing.

Learners have been allocated to new classes (e.g. 12A, 12B, etc.) based on their individual subject choice. Learners will remain in this new register class for the majority of the day, as the subject educators will be rotating to the various classes.

During some lessons, there will be allocated extraction venues for smaller and practical subjects.

As there are now 14 classes instead of the normal 9 classes per grade, this means that a number of learners will have new subject teachers. However, the timetable is structured in such a way that each subject will still be taught by the subject specialists in each department. Even though the Minister of Education announced that - in order to reduce class sizes - any teacher can be used to teach any subject, we feel that it is very important to only make use of subject specialists.

The explanation of the new timetable will be part of the orientation sessions on 6 and 8 July.

Learners must consult the alphabetical grade lists attached with this circular to ensure that they know their new class before arriving at school from 6 July.

H: SANITISING & CLEANING

Learners’ hands will be sanitized each time they must enter a classroom.

Our friendly and hardworking amenities personnel will be sanitising all the desks, chairs, doorknobs and other surfaces daily. The school has purchased fogging machines to ensure that the building is deep cleaned with certified anti-viral chemicals every Tuesday and Friday afternoon. For this reason, the building will be locked from 2pm on these days.

All practical and extraction venues will also be sanitized during breaks to ensure that there can be no cross contamination in venues used by more than one group of learners.

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I: PHYSICAL DISTANCING

Physical distancing markings have been painted in- and outside the school building to ensure that learners can maintain the prescribed physical distance of 1,5 metres. Due to the reduced class sizes, the desks have also been set up in such a way that physical distance is maintained.

It is very important that learners understand that, even though physical distance should be maintained at all times, it does not mean that they have to feel socially disconnected. Our social worker will be available for appointments should learners need assistance to deal with the trauma of this lockdown period.

J: OPTIONS FOR SCHOOLING

In order to complete the 2020 academic year, learners have the following three options, as per the guidelines from the Western Cape Education Department (*see Addendum I on the WCED website*):

OPTION 1:

Return to school and adhere to the safety measures implemented, wearing PPE's, regularly wash and sanitise hands and maintain physical distancing.

OPTION 2:

Apply to work at home (Distance Learning) due to a severe comorbidity. If a learner wishes to make use of this concession, he/she must do the following:

- a) Contact our school social worker, Ms Frieslaar (sw@settlers.org.za).
- b) Complete the application form. (*Will be supplied by our social worker, Ms Frieslaar*)
- c) Attach a medical history report from the medical practitioner attending to their condition.
- d) Besides supplying the documentation above, parents/guardians must agree to:
 - Create a conducive environment for their child to learn at home. This would include learning space, resources, etc.
 - Accept the responsibility to oversee the daily learning of their children at home, including the daily work and assessments.
 - Accept the responsibility of ensuring that they are informed of what work must be learned and what work must be completed on a daily basis.
 - Ensure that all work and assignments are collected and delivered at school, as required by the school.
 - As the child is still an enrolled learner of the school and receives input and support from their teachers, the parent/guardian will remain responsible for the continued payment of school fees.
 - All tests and formal assessments must be done at school. The school will arrange a venue for learners with comorbidities.
- e) The school will communicate with the individuals to make a suitable arrangement based on the Internet availability at home.

Should the parent/guardian of a learner with a comorbidity be unable to accept this concession and the responsibilities associated with it, then the child should continue to attend school.

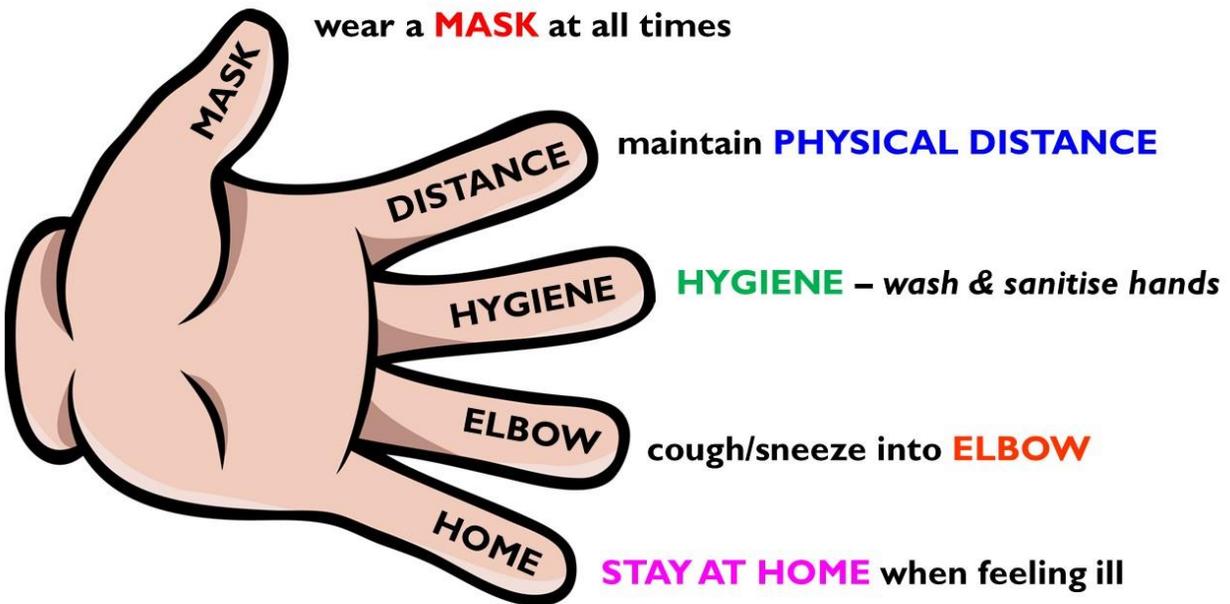
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OPTION 3:

Withdraw the learner from The Settlers High School and enroll for home schooling with a registered body. It is important that once a learner has been withdrawn from the school, placement for 2021 cannot be guaranteed, as the school might have to fill available space in order to meet their financial obligations.

K: THE 5 GOLDEN RULES

All learners should know the following **5 GOLDEN SAFETY RULES** to ensure that they are alert at all times:



During these unfamiliar times, we are all facing our own fears and apprehensions. We have to train ourselves to become **alert** and **not fearful**. We must learn to adapt and embrace change, in order to assist us to face our fears. We must focus on what we can control, and at this stage, we can only control our own attitudes and actions. When we substitute old, comfortable behaviours, with new and unfamiliar ones, it burns self-control. Therefore, learners must understand that they will experience exhaustion while trying to acclimatise to this foreign environment. With this awareness, as well as practicing the 5 golden rules, learners will become accustomed to this “new normal”.

We look forward to seeing our learners back in the classroom.

Kind regards

H SMUTS
Deputy Principal