

28 May 2020

Dear Muizenberg High Matric Parents, Guardians and learners

Amidst the uncertainties, the Muizenberg High staff arrived at school on Monday to prepare the way for the reopening of the school with the focus on the Grade 12 class of 2020. The SMT worked tirelessly since 18 May to discuss COVID - 19 protocols, processes and procedures. As a school we have decided to consolidate our decisions based on 4 anchors: HEALTH AND SAFETY; CURRICULUM DELIVERY; BUILDING, DEVELOPING AND USING DIGITAL PLATFORMS AND TO EMBRACE CHANGE.

Using these 4 anchors as our basis we kept steadfast in our planning around the return to class on June 1. We are committed to ensure quality teaching and learning will take place, both at school and with the use of Google Classrooms. To this end the staff is training, co-training, supporting and developing their teaching strategies to counter any event in the future. We will send further communication to explain and inform the school community about the COVID-19 policy. You will also receive your timetable before Monday. We are fortunate that we do not have to split any of our Grade 12 classes and still achieve the required 1-1.5m social distancing.

Please read through this letter carefully and should you have any questions please do not hesitate to contact me : [ljacobsen@muizenberghigh.org.za](mailto:ljacobsen@muizenberghigh.org.za). Your question might be in the mind of many parents and it will be good to include the information in further communications.

**BEFORE SCHOOL:**

When you arrive at school you **MUST WEAR A MASK**. According to regulation we may not allow anyone without a mask on the school premises.

You must do a self-audit before you leave home. The self-audit will include the 5 questions you need to answer when you arrive and if the answer to any one of the questions is YES, we may not allow you to enter the building and you will have to return home immediately. Because so many of our learners travel it is advisable to do the self-audit and should you find that you display one or more of the symptoms, please inform the school that you will not attend school for the day. It is better to rest and if the symptoms persist to contact the **HOTLINE** or your doctor for advice.

Keep your social distancing on and off the transport. Please do not socialize inside or outside the school premises. Social distancing is a great concern and it is as applicable outside the school premises as it is on the school premises. Everyone has to take full responsibility for his/her own safety and behaviour at all times.

The gate in Dover Road (where cars enter the school premises) will be the only open gate. Please note the following:

12A – You will enter the building through the hall foyer. Your home room is the hall.

12B – You will enter the building through the door closest to the hospitality room. Your home room is the ART room

12C – You will enter the building through the glass doors at the LTV. Your home room is the LTV.

12D – You will enter the building through the door closest to the TECHNOLOGY room. Your home room is Room 60/61.

#### SCREENING PROCESS:

Once you arrive at school you will proceed to your assigned classrooms through the designated doors.

You have to line up on the markings (lines on the floor) and will be screened by a staff member. You will be asked 5 questions. All answers and temperatures will be recorded. If your temperature is under 38 degrees and you answer NO to all 5 questions you will enter your home room. From the screening station you will proceed directly to your home room.

#### CLASSES:

You have an assigned desk . You may not touch or sit at any other desk. You will have a designated desk in every classroom where you will be taught. Your desk will be sanitized at the end of each session. You will receive a hand sanitizer on the first day, but your teacher will do the sanitizing on arrival at each class.

We have revised the timetable to ensure minimum movement. Your day will start at 8:15 and it will end at 13:30. There will be three sessions a day, of which the first session will be languages in your home room. After body time (break) you will have Mathematics/ Maths Lit and after the second body time (break) you will have one of your combination subjects. Please check your timetable for any venue changes. All the classes will uphold the 1.5m distancing.

#### BATHROOMS AND BODY TIME:

The “breaks” will merely be to eat and going to the bathroom. Access to the bathrooms will be 5 persons at a time. The tuckshop will be closed. You need to pack your lunch and water/ soft drinks. No sharing of stationery or food will be allowed. You need to keep LEFT in the corridors and may not walk next to each other. The markings in the corridors will be a constant reminder to keep your social distance from the other learners. The staff will be in the passages to ensure that this crucial and vital protocol is followed.

At the end of the day you will exit the school at the closest door to your last class. You need to leave the school and gate immediately and we will not allow any learners to linger on the school premises.

#### UNIFORM:

You will be allowed to wear civilian clothes. We understand that it will simply be impractical to wash the uniform on a daily basis. We understand that the hairdressers and barbershops have not reopened, however, please make sure your hair is as far as possible within the rules of our code of conduct. We expect long hair to be tied, and out of the face.

#### CELLPHONES:

We will not be able to receive any cellphones from our learners to keep during school time. You may NOT bring your cellphone to school under any circumstances. We urge our parents to ensure that the school have your contact details (updated). We will send a form (both physical and google form) for you to fill in. We need to contact a parent in any event.

## IMPORTANT PROTOCOLS:

You will receive the COVID -19 protocol orientation on your first day. The purpose of the COVID-19 policy is to inform and guide the behaviour of the wider school community in terms of health and safety and curriculum delivery in the process of minimizing the spread and impact of COVID – 19. The policy will guide the orientation process.

The school needs to be informed and be given feedback when we send a learner home. A learner will be isolated in a demarcated area until a parent come to collect their child. We wish to reiterate: please do not send your child to school if they feelsick or have any flulike symptoms.

Parents must make appointments before they will be allowed to enter the gates. They must be screened and uphold all regulations regarding the COVID -19 policy and protocols.

## BEFORE YOU COME TO SCHOOL:

Check yourself :

1. Do you have a cough?
2. Do you have a sore throat?
3. Do you have a fever?
4. Do you have a shortness of breath?
5. Have you been in direct contact with someone who have contracted Coronavirus (COVID-19)?

If your answer yes to one or more of these questions, please stay at home and inform the school. If the symptoms persist, consult a doctor or contact the COVID HOTLINE at: 0800029999.

You have to:

Wear a face mask on arrival.

Keep a safe distance of 1.5 m from other people.

Wash/ sanitize your hands regularly.

Check your temperature regularly.

**Hotline number** - please take note of the following numbers:

WESTERN CAPE GOVERNMENT: 021 928 4102

NATIONAL INSTITUTE FOR COMMUNICABLE DISEASES: 0800029999

Health and safety is everyone's business. We are responsible firstly for our own health and safety and we are responsible for one another. We strive to ensure a happy safe space for learning and teaching.

We are looking forward to walk this journey with you! Grade 12's WE HAVE GOT YOUR BACK!