



PRIDWIN
Preparatory School

Daily Operational Procedures

2020

MESSAGE TO OUR PARENTS

This information is intended to give you a brief but clear overview of the daily procedures when your son returns to school. This leaflet will be sent out weekly or as and when information changes.

Please remember that we continue into the unknown and so the need to be flexible is so important. Things will change as we navigate these uncharted waters, however, they will always be in the best health and educational interests of our boys, staff and community.

As parents, we ask you to be patient and kind and let's use our wonderful community to work together and get back to the 'old normal', we all need it!

As I said last week, "a bend in the road is never fatal unless you fail to turn" and I am sure you have heard of the Chinese character of a crisis, "in a crisis there is both danger and opportunity". Let us be aware of the danger, but seize the opportunity and turn out of the bend safely and in unison!

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PATRICK LEES
EXECUTIVE HEADMASTER

PREPARATION BEFORE SCHOOL



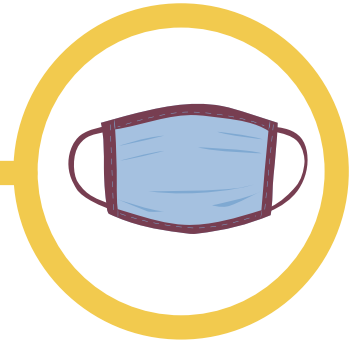
COMPLETE COVID 19 DAILY QUESTIONNAIRE ON ENGAGE

Parents will be contacted should the form not be completed



PARENT TO ENSURE

that the driver and passengers meet health regulations



EQUIPMENT NEEDED FOR SCHOOL

- Pridwin Lunch Bag and water bottle
- Face Mask
- Electronic Device (SP)
- School Bag with books (SP)
- Bubblebag (JP)
- Boys to dress warmly in **civvies**
- No hats

ENTRY INTO PRIDWIN



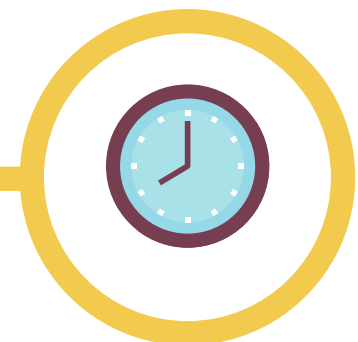
TRAFFIC FLOW

Traffic Flow as per normal, except for Grade 3s who will now be dropped off at the Junior Playground.
Parents/Drivers **may not exit** their vehicle



INDEPENDENT OBSERVER

An Independent Observer from the parent community will be appointed to monitor the implementation of the protocols



ARRIVAL TIMES

Grade 1: 08h00-08h20
Grade 2: 08h30 - 08h50
Grade 3: 08h00 - 08h20
Grade 4: 07h30 - 07h50
Grade 5: 07h30 - 07h50
Grade 6: 08h00 - 08h20
Grade 7: 08h00 - 08h20

BACK TO SCHOOL SCHEDULE

Day	Grades	Times		
Friday 5 June	Grade 7	08h30-14h00		

Day	JP Grades	Times	SP Grades	Times
Monday 8 June	Grade 1	08h30-13h00	Grade 4	08h00 - 13h30
	Grade 2	09h00-13h30	Grade 6	08h30 - 14h00
Tuesday 9 June	Grade 3	08h30-13h00	Grade 5	08h00 - 13h30
			Grade 7	08h30 - 14h00
Wednesday 10 June	Grade 1	08h30-13h00	Grade 4	08h00 - 13h30
	Grade 2	09h00-13h30	Grade 6	08h30 - 14h00
Thursday 11 June	Grade 3	08h30-13h00	Grade 5	08h00 - 13h30
			Grade 7	08h30 - 14h00
Friday 12 June	Grade 1	08h30-13h00	Grade 4	08h00 - 13h30
	Grade 2	09h00-13h30	Grade 6	08h30 - 14h00

Day	JP Grades	Times	SP Grades	Times
Monday 15 June	School Holiday			
Tuesday 16 June	Public Holiday – Youth Day			
Wednesday 17 June	Grade 1	08h30-13h00	Grade 5	08h00 - 13h30
	Grade 3	08h00-13h00	Grade 7	08h30 - 14h00
Thursday 18 June	Grade 0	09h00-12h00	Grade 4	08h00 - 13h30
	Grade 2	09h00-13h30	Grade 6	08h30 - 14h00
Friday 19 June	Grade 1	08h30-13h00	Grade 5	08h00 - 13h30
	Grade 3	08h00-13h00	Grade 7	08h30 - 14h00

BACK TO SCHOOL SCHEDULE

Day	JP Grades	Times	SP Grades	Times
Monday 22 June	Grade 1	08h30-13h00	Grade 4	08h00 - 13h30
	Grade 2	09h00-13h30	Grade 6	08h30 - 14h00
Tuesday 23 June	Grade 0	09h00-12h00	Grade 5	08h00 - 13h30
	Grade 3	08h30-13h00	Grade 7	08h30 - 14h00
Wednesday 24 June	Grade 0	09h00-12h00	Grade 4	08h00 - 13h30
	Grade 1	08h30-13h00	Grade 6	08h30 - 14h00
	Grade 2	09h00-13h30		
Thursday 25 June	Grade 0	09h00-12h00	Grade 5	08h00 - 13h30
	Grade 3	08h30-13h00	Grade 7	08h30 - 14h00
Friday 26 June	Grade 1	08h30-13h00	Grade 4	08h00 - 13h30
	Grade 2	09h00-13h30	Grade 6	08h30 - 14h00

SCREENING STATIONS

Once boys are dropped off they will head to their designated Screening Station unaccompanied

Grade 4 -7: Small Hall

Grade 1 - 3: Junior Block Entrances

At the screening station, staff will:

- ➔ Check that the boy is wearing a face mask
- ➔ Take and record his temperature
- ➔ Monitor that he uses hand sanitiser
- ➔ The boy proceeds to his classroom to drop off his bags and then to the playground
- ➔ Staff will be on hand to assist the boys

If a boy's temperature is above 37,5°, a second temperature check will be taken. If his temperature is still higher than 37,5° the school will inform parents immediately. Your son will be isolated, accompanied by a member of staff in the designated area until collection.

SOCIAL DISTANCE

1,5 meters



IN THE CLASSROOM

All venues are equipped with sanitisers and hazardous waste bins. Strict cleaning and sterilising protocols of classrooms, desks and toilets are adhered to. All public spaces are kept well ventilated. Classrooms are aired prior to boys entering. Desks are wiped down frequently during the course of the day. A deep cleaning process will take place once all boys and staff have vacated the premises. Clear health signage reminding everyone of infection prevention protocols will be clearly visible. Desks have been spaced out to ensure at least a 1.5m distance between boys

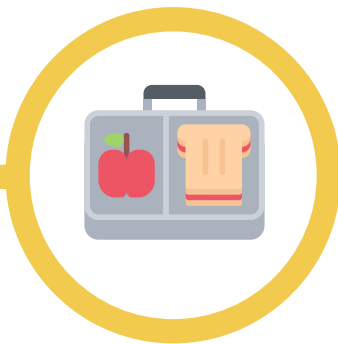
- ➔ Teachers will meet boys in the classroom and check that the Covid- 19 Daily Update form has been completed.
- ➔ Boys are required to use sanitiser on their hands on entering or exiting the classroom
- ➔ Staff and boys must social distance and wear masks in class
- ➔ Each boy is allocated a desk for his personal use and will remain in his classroom for all subjects
- ➔ Limited movement will be required between classes in Grade 5, 6 & 7. Surfaces and equipment will be wiped down appropriately in this regard.
- ➔ No sharing of books, stationery and equipment will be permitted.
- ➔ There will be no carpet time as to ensure social distancing
- ➔ Cover mouths and noses with elbows or paper towels when coughing or sneezing
- ➔ Designated bathrooms will be used. Marked lines will indicate waiting distance

BREAKTIME



CLASSROOMS

Will be cleaned and ventilated during break time



BREAKTIME

- All jungle gyms and select sports facilities will be cordoned off
- No contact sports or sharing of equipment will be allowed
- Additional staff will be deployed to monitor and enforce social distancing. Games will be monitored very carefully.
- No sharing of food will be permitted



BOYS TO SANITISE

Boys will be required to sanitise their hands when leaving for break and returning to class

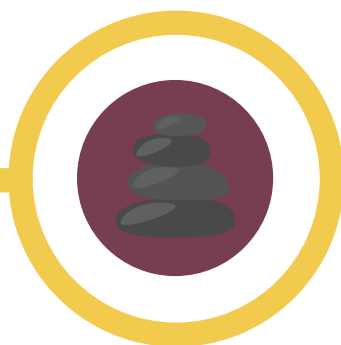
CURRICULUM



BOYS RETURNING TO SCHOOL

The same content and activities will be covered on campus as offered in the Online Programme.

A restructuring of the synchronous sessions may take place in order to accommodate all boys



HYGIENE ETIQUETTE & EMOTIONAL WELL-BEING

- General hygiene etiquette and the basics for preventing infection will continue to be part of the educational programme.
- Emphasis will also be placed on anti-stigmatisation and emotional well-being
- PE will take place daily, in a structured manner to ensure social distancing



MUSIC, EXTRA MURALS & THERAPIES

- Class Music will take the form of Marimbas and take place in the Auditorium
- Individual music will take place online unless specified
- No extra mural activities until government guidelines permit them to resume.

HOMETIME

Staff and boys are encouraged to remain at home, when not in school for the safety of the greater community

Collection times for the boys:

➔ **Grade 1 & 3:** 13h00 - 13h30

Grade 2, 4 & 5: 13h30 - 14h00

Grade 6 & 7: 14h00 - 14h30

➔ Staff will escort the boys to the designated waiting area. Boys will wait, 1,5m apart, around the edge of the car park.

➔ Parents/drivers will not be allowed to exit their cars.

➔ Staff will assist the younger children to get in the car.

VISITORS DURING THE SCHOOL DAY

All deliveries and maintenance will be subjected to the same strict protocols. Should it be necessary that you collect learning materials from school for Online learning, the specific details will be communicated to you.



Parents will not be allowed to exit their vehicles at drop off and pick up



Should boys forget anything, such as lunch bag, this must be left with Ben at the gate



No parent meetings will be allowed to take place on the campus, but should continue via Google Meet or telephonically

COVID 19 TASK TEAM

Executive Headmaster (Chair) Patrick Lees
Designated Compliance Officer Chiquita Candy
Head of Operations and H&S Eswee Prinsloo
Secretary/s responsible for the health of children Simmy Mostert and Avuye Ngqaleni
Phase teacher representatives Ross Grimley (SP) Joanne Glendinning (JP)
Admin staff representative Terine Moodley
Support staff / maintenance manager representative Chiquita Candy
Chair of Parent Association Lisa Jarvis

FALLING ILL DURING THE SCHOOL DAY



If boys should fall ill, they should do the following



Notify their teacher



Parents will be phoned and asked to collect their child immediately.



He will be isolated and wait in the designated area under supervision



An emotional well-being support network for learners will be available at school

Please contact us if there are any concerns or questions