

## School Reopening Letter

Dear Parents,

Thank you once again for all your support through this most unprecedented and challenging time. We have been busy working on how to reopen our school with high priority on student and staff safety. Our reopening school committee has already met several times and we continue to meet on a weekly basis.

The school reopening guide has been shared with you in our previous communication. All students will receive this guide upon return to school. The orientation session planned for the first day of school will permit the academic team to help all students understand their responsibilities and how to live up to expectation. As students will be arriving school on Monday 05, October 2020, the following precautions must be put in place:

- Students must arrive at school between the hours of 7:00 to 7:45.
- To avoid overcrowding during arrival, Students in upper secondary (IGCSE 1, IGCSE 2, FY, DP 1 and DP 2) are expected to arrive at school between 7:00 and 7:25.
- Students in Middle school (Form 1, 2, 3) are expected to arrive at school between 7:25-7:45.
- Students with siblings could arrive at the same time. All teachers are expected to be in school latest 7:30am. Homeroom teachers are expected to be with their students from 7:45 until 7:55.
- There will be no assemblies until further notice.
- Temperature check will be done for all upon entering into the campus. Anyone with temperature above 37.6 will not be accepted at the school.
- All students and staff are requested to wear face masks once they arrive at school and throughout their stay on the school premises. Teachers will be expected to put on face shields during lessons. Any student who for any reason is not putting on his/her face mask will be advised once to do so. If such an attitude repeats itself then the student and parents will be invited for parent conferencing and this might lead to suspension from school.
- All parents and visitors must go through the security where their temperature is checked and they must sanitize their hands.
- At dismissal, drivers and parents are encouraged to come early. Middle school students dismissed from school at 2:45pm while the rest of the student body will be dismissed from school at 3:30.
- Once students have left the building at the end of the day, they are not expected to re-enter the building again
- Middle school students will have their lunch in their classes and will be supervised by their homeroom teachers. IG 1-DP 2 will have their lunch in the Canteen area. Students will not be sharing food with each other.
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- Students are also not expected to sit in groups during lunch. All students will sanitize their hands when leaving for break and then again after break

On Monday 05, 2020 all students except for students in examination classes, the first two periods of the day shall be used for orientation. The orientation program will be as follows:

1. Review of school reopening guide
2. Student code of conduct
3. School/Classroom procedures
4. Sharing of Course outlines

Before students leave school, they will be expected to keep the ream of papers that was included in the supply list with their homeroom teacher.

I trust this information is to your satisfaction and I look forward to seeing you all next week.

Warm regards,

The Direction of the School