

21 May 2020

Dear Parents

First allow me to express my gratitude for all your assistance and co-operation during this difficult and unsure time. From the bottom of my heart just THANK YOU for all your patience, loyalty, and most of all stepping into our shoes as educators – can not be easy, especially for parents back at work.

### Returning after lockdown

| Date         | Hennie Alberts | Poppy Street | On Line             |
|--------------|----------------|--------------|---------------------|
| 1 June 2020  | Grade 7 and 9  | Grade 10-12  | Grade 1,2,3,4,5,6,8 |
| 8 June 2020  | Grade 4-5,6,8  |              | Grade R,1,2,3       |
| 15 June 2020 | Grade R, 1,2,3 |              |                     |


Depending on the number of students returning – classes might have to be divided.

Gr 1 – 3 Tutor will be doing assessments at school with students from the 1 – 15 June, but will advise parents.

Grade 8 and 9 will also be divided, depending on the number of children attending.

1. We made use of the **GOOGLE CLASSROOM** platform where all tasks, classwork and information for each grade were loaded. It worked very well in this shutdown period and would like to continue on this platform for the rest of the year to ensure that students that work externally or not attending tutoring for any reason – will have access to everything.
2. Zoom lessons will continue in the afternoons with students not attending tutoring at the cente. From 14h00 to 16h00. Tutors will take the last calls at 17h00.
3. COVID REGULATIONS:
  - Temperature and symptom list will be completed on entering the building.
  - Students or tutors with an elevated temperature or ticking more than 3 symptoms will be asked to go home
  - Buildings will be sanitized during the week of 25<sup>th</sup> – 29 May 2020
  - The wearing of masks/shields are compulsory for tutors and students
  - Social distancing will be managed
  - Antibacterial soap and paper toweling will be provided in bathrooms
  - Bathrooms will be sanitized twice a day
  - Sanitizer will be provided in each classroom

- Lunch Break will be in class. 15 minute breaks per class outside will be monitored by tutors
  - Tutoring times in winter will be from 9h00 to 12h00.
  - No visitors to be permitted into building.
  - Provide a water bottle for water
  - No sharing of lunches, cups, bottles, books, or stationery
  - Bags will be sanitized on entering the premises.
  - Tuckshop will be open but **no toasted sandwiches** will be available.
4. All textbooks borrowed from Centre, remains the property of **THE BRIDGING GAP** and needs to be returned when student receives their own books.
  5. **WE CANNOT COPY** from any textbook for a student as IMPAQ has copy right and is heavily fined.
  6. **Enrolment for students** : Please note that we are only a centre and cannot provide a report at the end of the year if the student is not enrolled by Impaq – student will not be able to phase back to mainstream. Students can enroll for the **Assessment package** – which means that textbooks must be bought from Impaq self or PNA stationers or can be ordered through centre. Payment with order.
  7. **PAYMENTS:** We listened to you and empathized and sympathized with you – during this period. We are supporting and tutoring all students for this period to make sure students are up to date by means of long hours planning by tutors. **HOWEVER** – if students fees are behind, not paid or no legit arrangements were made with us, the student will be an **external student** and will only have access to the Google classroom thus student will not get a report and no work will be marked or submitted until outstanding payment is received. For parents that have made arrangements – this does not apply.
  8. **AFTERCARE** -Unfortunately, we cannot have aftercare until level 1, meaning students will have to be collected at 12h00, as on line tutoring will be starting at 14h00.
  9. Students writing with a scribe – will come in to write with us on the selected exam days and must be collected after exam.
  10. The June exams (Gr 4-9) was only posted on the 22 May 2020 and the tutors will manage to get the demarcation out this week and we will therefore start exams on the 8<sup>th</sup> June to 1 July 2020. The exam will be emailed to the parent the day before the exam.
  11. Exams written must be uploaded/emailed by 8h00 the next morning. Late exams must be accompanied by a Declaration letter – signed by a commissioner of oath - setting out reason for late submission.



12. Integrity of these exams are expected as this will give a true reflection of what the students weak areas are.

13. Ensure that all exam rules are followed

- Exam written on an exam pad
- Follow ALL INSTRUCTIONS of paper – eg. time
- A margin is ruled off on right hand side for marking purposes
- Students name/surname/student number, subject and task nr is on front page
- A blue pen is used for exam
- Ruler is used to drawing graphs/columns
- Pages are numbered.
- Date on page

14. **FET PHASE (GR 10-12) EXAMS** - We have not received any confirmation from IMPAQ regarding the June 2020 exam.

15. **ZOOM TUTORING MEETINGS** : RESPECT THE STUDENTS TIME IN THESE CLASSES – NO PARENTS IS PERMITTED TO INTERFERE WITH ANY LESSON – IF YOU CAN DO THIS CLASS BETTER – PLEASE TUTOR YOUR OWN CHILD. IT IS VERY DISRESPECTFULL TOWARDS THE TUTOR PRESENTING THE CLASS, TO INTERFERE.

16. **F.E.T PHASE TUTORING**: A on line tutor lessons room will be set up to accommodate lessons from external tutors (Maths, EGD, CAT.IT, Physics and Life Science) We will not allow external tutors to be at centre at the moment. The same applicable for the Grade 7 to 9 Maths tutor.

17. Could we please ask for feedback on the on-line tutoring – Suggestions/ Critics to make this platform a better platform for future use. As this platform will still be used for our external students.