



29 May 2020

Dear Rockies and Rockie Parents/Guardians

Somebody once said, “The richest wealth is WISDOM. The strongest weapon is PATIENCE. The best security is FAITH. The greatest tonic is LAUGHTER, and surprisingly all are FREE. “Wise words that are perhaps rather good medicine for today’s uncertain times. This letter will address most of the uncertainties regarding the return to school of your precious children, whose safety you are going to place in the hands of Swartland High School.

SAFETY OF LEARNERS

Swartland High School’s staff already started at the beginning of May to prepare for the return of learners. During the last two weeks all classrooms, the school hall, boys’ and girls’ toilets, offices, hallways, etc. have been cleaned and sanitised. The safety of our learners and staff is our highest priority. We adhere to all the regulations of the WCED and the Department of Health. All control procedures are in place for the matrices when they return to school on 1 June. Each learner will receive training and guidelines on the first day of their return to school. The WCED sent various documents to schools with procedures that schools have to follow. The two most important documents are the following:

STANDARD OPERATING PROCEDURE FOR THE PREVENTION, CONTAINMENT AND MANAGEMENT OF COVID-19 IN SCHOOLS AND SCHOOL COMMUNITIES (“SOP OF DBE”); PROTOCOLS FOR THE MANAGEMENT OF COVID-19 IN PUBLIC SCHOOLS (COVID-19/20200517) WITH APPENDIX A - M

1. SCHOOL UNIFORM

The School Management decided that the full school uniform must be worn from 1 June 2020. Each learner will walk through a spray-sanitizer before entering school grounds. The school blazer and school bag will thus be sanitised after the learner has walked through the mist spray-sanitizer.

2. MATRIC APPEARANCE

We are thoroughly aware of the fact that learners could not have their hair cut at hairdressers. As soon as the government allows hairdressers to open, we will give learners a week's time to cut their hair according to school rules.

BUT, Dear Matrics, we would like to see your lockdown-looks – beards and very long hair. Thus, for ONE DAY ONLY (1 June) I would like to see how scruffy you look after lockdown! However, from 2 June all boys must be neat and clean shaven.

3. ACADEMICS GR. 8 – 11

E-learning programmes for gr. 8 – 11 will continue on various platforms. The academic schedule for June will be made available soon. The various phasing in of the other grades will probably take place in two week cycles, but no official documents have been published to confirm dates. The official school year planning has not been received from the WCED, therefore school management is uncertain about the planning of the academic year. We should receive the new curricula for gr. 8 – 11 within the next two weeks. The general feed-back from the staff is that most Rockies are working very hard to do their part. I believe that Rockie Values are also illustrated when they study their academic work with self-discipline.

4. CONTROL OF ENTRY TO SWARTLAND HIGH SCHOOL

4.1 GATES IN USE:

ALL LEARNERS MUST USE THE GATE AT THE BUS SHELTER. The **MAIN GATE** will be used as an entry point for staff with vehicles. All other gates will be locked at all times. Learners will be screened and sanitized in the bus shelter. ALL learners must first move through the sanitation area **BEFORE SCHOOL** before they will be allowed to enter the school. Learners must report at school between 06:50 and 07:25. School starts at 07:30.

The basic procedure will be as follows:

Step 1: The learner move through the mist-sprayer sanitizer.

Step 2: Temperature is measured.

Step 3: The learner report at the admin-desk and specific questions are asked by register teachers who upload answers on the data system of the WCED.

Step 4: The learner is then allowed to enter the school grounds and then moves to the register class.

At the end of the day learners must walk through the mist-spray sanitizer again before they leave the school grounds.

4.2 FACE MASKS:

All persons (teachers, learners and visitors must wear face masks for the duration of their visit to the school. All learners will wear masks during contact time. The WCED will supply two grey face masks to each learner. (**SOP OF DBE 5.2**). If they are fabric masks (three [3] layers with a lining of cotton, they must be in possession of two [2] masks that must be rotated and washed daily.

4.3 ENTRY CONTROL:

Only in exceptional cases outsiders will be allowed on school grounds. The number of persons granted entry will be controlled according to the control regulations stipulated by the WCED (**SOP of DBE 5.2.1**).

5. TRAINING IN THE APPLICATION OF BASIC SANITATION AND HYGIENE AS WELL AS THE USE OF PERSONAL PROTECTIVE GEAR

Each new grade group that is phased in will receive training re. basic sanitation and hygiene as well as how to use personal protective gear. The grade head is responsible for the training of each grade.

6. CLASSROOM MANAGEMENT

6.1 ROUTE MAP FOR CLASS CHANGES

Learners' hands are sanitized at each classroom, desks are cleaned with a specific sanitizer before learners enter a classroom. All classes exit the class row by row. Most passages are one ways (indicated by arrows) and all learners must follow the new traffic flow (Aim: to sustain a distance of at least 1m between learners). [See Appendix A]

6.2 SCHOOL TIMETABLE

- Each year group is divided into two groups by grade head.
- Groups attend school every second day and the specific day on the timetable is repeated.

- **Phasing in of gr. 12s:**

- 1 June 2020: Orientation and Training of Gr. 12s**
- 2 June 2020: Day 1 of gr. 12 Group A**
- 3 June 2020: Day 1 for gr. 12 Group B**
- 4 June 2020: Day 2 for gr. 12 Group A**
- 5 June 2020: Day 2 for gr. 12 Group B, etc.**

From here, we follow the timetable repeating each day for the different groups.

6.3 PROGRAMME PER DAY

Period	Duration	Starting Time	Ending Time
Register	23 min	07:30	07:53
Period 1	57 min	07:53	08:50
Period 2	57 min	08:50	09:47
Period 3	57 min	09:47	10:44
Break time	25 min	10:44	11:09
Period 4	57 min	11:09	12:06
Period 5	57 min	12:06	13:03
Period 6	57 min	13:03	14:00

6.4 LEARNERS WITH CO-MORBIDITIES (Learners who are at risk because of serious underlying conditions)

All learners with co-morbidities must apply at school to study from home. The Learner Support Office (SGOS) will also contact some learners. Official documents must be completed and medical certificates must be attached that confirm the history of the medical condition. If the learner qualifies to study at home because of a co-morbidity, the school will put measures in place to support the learner.

6.5 STATIONERY, TEXTBOOKS AND SCRIPTS

No learner may share or lend stationery, textbooks or scripts (notes, folios). No textbooks may be kept in class.

6.6 SOCIAL DISTANCING AND PHYSICAL CONTACT BETWEEN LEARNERS

No physical contact between learners or staff is allowed, thus no hand shaking or hugs. Social distancing stays in place on the school grounds also during breaks. No informal sport activities are allowed during break time.

6.7 TOILETS

The use of the toilet facilities will be controlled by a person who will be on duty at the toilets. Only one ladies toilet will be open below the hall during the day. The other two ladies toilets will be locked. Hand sanitizer will be sprayed on the hands when the learner enters the facility and again when the learner exits the facility. The cleaners who will be on duty will clean toilets thoroughly and sanitize them before use. No toilet rolls may be removed from the toilets.

6.8 COMPUTER CENTRES

The sanitising of the three (3) computer centres (Mr de Beer, Ms Smit and Mr Spies) must be done after each period when a group of learners had used the computer centre. The protection of keyboards will be facilitated by the teachers responsible for the computer centres.

6.9 LOCKERS

Learners will not be allowed to use lockers for the next number of weeks. Unfortunately there is too much crowding in this area.

7. DAILY SANITISING OF SCHOOL

The ground personnel will sanitize all classrooms and passages that had been used on a particular day daily. All workers must wear appropriate clothing as well as face shields. All the necessary equipment has already been purchased and is in use.

8. SPORT AND CULTURE

NO sport or cultural activities may be practised before official permission has been given by the authorities. Practices can only be resumed at the lockdown level that allows them. The organisation in control of a sport code must first grant permission before organised matches may start.

9. HANDLING OF A POSSIBLY INFECTED PERSON

(SOP of DBE 5.4) A learner/staff member or member of the public, who is tested on school grounds and registers a higher than normal temperature, will be isolated in the SBST (SGOS) examination room. Relevant persons will be contacted. Ms Koen will measure temperature every 30 minutes and will enter it on a register. After the person has left, the room is sanitized. The incident will be reported telephonically and by email to the Circuit Manager. If a learner registers a temperature that is too high at the entry gate, the learner will be requested to wait in the designated waiting area so that the body temperature can be measured again after 10 minutes. If the temperature is still too high the parents/guardians of the learner will be contacted so that the learner can return home immediately. If a positive Covid-19 case is reported after medical testing has been done, the relevant officials at the WCED will be informed of the situation. The people who had been in contact with the infected person will be identified and the necessary precautions will be put in place.

10. TUCK SHOP

The tuck shop will be closed till further notice. When the lockdown level allows the selling of products the tuck shop will re-open. Learners must provide for their own food for the day.

11. HOSTELS

Given the current number of hostel learners in House van Zyl and House van Imhoff, learners can each be allocated with their own room to restrict one learner to a room. The learners must also be placed in the dining room and study hall in such a way that they are at a minimum distance of 1,5 m from each other. The body temperature of each learner must be measured by the matron every morning and entered into a register. The hostel superintendents are the persons responsible for basic sanitation and hygiene as well as the use of protective gear. When the grade 11 and 12 learners return, only House van Imhoff will be used for boys and girls.

12. CELL PHONES

No cell phones are allowed on school grounds. No cell phones may be handed in at the office for safe-keeping.

13. BUS TRANSPORT

There is currently one bus route operated by Swartland High School between Riebeek West and Riebeek-Kasteel. The bus will have enough room so that the prescribed distance between learners can be maintained. Certain seats will not be used and will be marked as such. Sanitizing of learners will take place before any transport. Face masks must be worn by passengers and the driver throughout the drive. After each drive the bus will be sanitized by workers. Learners will be dropped at the bus gate. Boarding time will be adapted, because sanitation takes some time.

14. LEARNERS WHO WANT TO STUDY AT HOME

The WCED stipulated very clear regulations for learners who want to study at home. If the option of home study/schooling is taken, learners must register at the WCED as a home school student and they are then de-registered at Swartland High School. All academic assistance from Swartland High School is withdrawn accordingly after de-registration. The e-learning for each grade will be stopped as soon as the grade is phased in.

Dear Parents, you are welcome to read the various articles concerning the transfer of the COVID-19 virus amongst the age groups younger than 20 years. The chance of transfer and possible spreading amongst learners are very small, but we may not take chances, therefore we went out of our way to make the school safe for each learner.

All the teachers with co-morbidities indicated that they will not take special leave, but put the needs of the Rockies first. This positive attitude is highly appreciated and I hope that this positivity will flow over to the learners' work ethics and attitudes. I conclude with the opening words: **“The richest wealth is WISDOM. The strongest weapon is PATIENCE. The best security is FAITH. The greatest tonic is LAUGHTER, and surprisingly all are FREE.”**

As headmaster, I am positive that we will tackle each new challenge with innovative creativity. Please communicate with the school via e-mails, telephone, ZOOM, MS Teams, Skype, etc. My office is unfortunately closed according to WCED regulations to limit contact with visitors. These past years I have met positive parents in a positive Swartland community and this positive attitude will also carry us through this COVID-19 crisis.

Thank you for your supporting of a positive school.

J Schoonraad

PRINCIPAL