

## GUIDELINE PRINCIPLES FOR STUDENTS RETURNING TO SCHOOL FOR FACE-TO-FACE LEARNING OR TO ATTEND CERTAIN LESSONS

### DAILY PROGRAMME

- The gate will be open from 06:46 in the morning.
- School hours: Monday to Friday: 07:30 – 14:00.
- Arrival and departure times:

OPTION 1: FACE-TO-FACE		OPTION 3: COMBINATION FACE-TO-FACE AND ONLINE	
ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
06:45 – 07:30	14:00	06:45 – 07:30	11:30 – 12:00
		<b>OR</b>	
		11:30 – 12:00	14:00

- We have scheduled five classes of one hour each per day. The timetable has been uploaded onto D6 and Teams.
- Students to remain in the home venue if they do not have a scheduled lesson and there is space.
- Movement will be limited. Students will remain in their home venue as shown below. They will only be allowed to move to the lab for practical components and for subjects in the same key. Please see venues below:

Grade 8 Blue: Ms. L. Posthumus  
 Grade 8 Red: Ms. R. Maritz  
 Grade 8 Yellow: Ms. C. Blokdyk

Grade 9 Blue: Mr. M. Shumba  
 Grade 9 Red: Ms. S. van Staden  
 Grade 9 Yellow: Mr. G. Chimhandu

Grade 10 Blue: Mr. I. van Staden  
 Grade 10 Red: Mr. I. van Staden

Grade 11AS1: Mr. E. Kasongo  
 Grade 11A1: Dr. M. Ikhile

Grade 12AS2: Mr. M. Gatsi  
 Grade 12A2: Dr. J. Noh

- Students may use the study venue only during the academic school day when they do not have a lesson. Grade 9 to 12 students who have completed their lessons for the day are allowed to go home during break: 11:30-12:00.
- There **will be no** after school activity or study centre and students need to be picked up at the end of the school day at 14:00, according to COVID-19, due process must be followed.

## PROCEDURE ON ARRIVAL

- **All students to enter at the gate by the pre-primary. No student or parent will be allowed to enter at the main gate.**
- Grade 12s with their own vehicle: **you have to make use of the parking area opposite of the swimming pool or rugby field. No grade 12 student will be allowed to park next to the playground of the pre-primary school.**
- On arrival after drop-off, each student's temperature will be measured. A student with a temperature of 37.5 °C and above will not be allowed to enter the school premises.
- Hands will be sanitised by the staff member on duty or students may use their own sanitiser.
- It is not compulsory for high school students to make use of the sanitation booth.
- It is compulsory for students to wear a mask or shield. We advise that they have an extra mask in their bags. Cloth masks must be washed daily.
- Students proceed to the venue for the first lesson.

## BREAKS AND SNACKBOX

- Breaktime:  
Grade 8: 11:00 – 11:30  
Grade 9 to 12: 11:30 – 12:00.
- **Snack Box and Canteen:** Snack Box is for takeaway foods. Students buying from the Snack Box will not be allowed to eat in and around the Canteen area. The new Canteen is a sit-down restaurant where students can sit and enjoy lunch. Students must book and pay in advance through the student portal on Scadsys. Students who bring their own lunch to school can unfortunately not eat his/her lunch in the canteen's sit-down area.
- Please bring your own snacks, lunch, etc.
- All safety procedures have been put into place according to government regulations with regards to social distancing.
- Demarcated areas for breaks:

<b>MONDAY - FRIDAY</b>
Grade 08: Grass in front of the hall
Grade 09 and 10: Grass in front of the hall
Grade 11 and 12: Oak Square

## BATHROOM

- Bathrooms will be cleaned and sanitised regularly.
- Soap, sanitiser and paper towels will be available.

## ISOLATION OF UNWELL STUDENTS

- Students who feel unwell and experience symptoms, e.g. fever, dry cough and shortness of breath report to teacher. The teacher must WhatsApp Mr. Henri Vermeulen who will escort the student to reception. Reception will contact the student's parent/guardian for immediate collection.
- The student will be shown to the quarantine room and wait in isolation until collected by the parent/guardian.
- The parent/guardian must take the student to seek medical attention and a COVID-19 swab test.
- Student to remain at home in self isolation until the results of the COVID-19 swab test have been issued.
- The parent/guardian must inform the school once the results of a COVID-19 test have been issued by sending a copy of the results via email to: [henri@almainternational.co.za](mailto:henri@almainternational.co.za). Further protocols and procedures to commence.
- The teacher should immediately sanitise the student's desk and chair. All other students to sanitise their hands.

## GENERAL INFORMATION

- **Social distancing of 1.5 m should be adhered to at all times.**
- **No physical contact between staff/students/parents must be allowed (no hugs, no handshakes, no high fives).**
- Students must raise a hand to speak or ask a question, they may not approach a teacher.
- The school has been deep cleaned and disinfected and this will continue daily.
- Sanitising bottles will be available on the campus, in classes and bathrooms. Posters with information on standard operational hygiene procedure will be displayed around the school.
- All staff have received COVID-19 training.
- Visitors or parents will not be allowed on campus without prior arrangements.
- Stationery, food and utensils may not be shared.
- Changes to the timetable and calendar will be available on the D6 or on Teams.

**It remains the responsibility of each individual to take accountability for their own personal safety and the safety of others.**