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25 May 2020

Dear Parent,

After a rather lengthy meeting with the teachers and staff, it is quite clear that the whole ZCS Team is eager to start working and looking forward in receiving the students next week.

The teachers have also been hard at work and all student's books are ready for collection. You are welcome to collect the books anytime this week, between the hours of 08:00 and 14:00. Please do not bring the whole family and remember your mask when you come.

### **The Reopening of ZCS**

With our main concern being the safety of our students, the ZCS teachers and Staff, we will be ready for opening our whole school this coming Monday, 1 June 2020.

In order for us to do so safely and in accordance with regulation, we will be implementing a long list of procedures to which we need to bring the following to your attention for your much needed support and co-operation.

After assessment of the necessary guidelines and regulations, it has been decided that, we will proceed as follows:

- Each classroom's students will be divided into 3 groups, with the exception of the Grade 10-12 students. Grade 10-12 students may attend school daily as from Monday, 1 June. Teachers will be sending the list of divided groups before the end of the week.
- The 3 groups will alternate days in order for each student to have a full school day, every third day.
- Normal school hours will be 07:30 – 14:00 daily.
- NO Aftercare or ANY extracurricular or sport activities are permitted.

### **When you bring your children to school:**

- School gates will be open from 07:00 – 08:00 for parents to drop off their children.
- The main parking area will be converted into two drop off lanes where you will be met by on-duty teachers, we humbly request that you remain in your vehicle until the teacher has attended to you. This will also be a good time to make sure everyone has their masks on.

It will be the teachers' responsibility to measure and record the temperature of each student being dropped off. Should a student's temperature be 38° or above, he/she will not be permitted to enter the school property. We strongly suggest that you then follow the necessary protocol.

- Cleared students will be sanitized at the gate and may proceed straight to the kitchen for porridge or to the classroom. No student will be permitted to be outside lingering.  
No mask, no entry.
- Break times will be scheduled to have only 1 class, accompanied by the class teacher, at the kitchen at any given time. ZCS will be providing the daily meals as usual.  
Students are welcome to bring their own lunch boxes, but any and all eating taking place, needs to happen under the tent under supervision of the class teacher.  
The area will then be cleaned and sanitized before the next group arrives.

Students will not be allowed to play on or with any equipment, including the jungle gyms, soccer nets, tennis balls, soccer balls or anything else that can change hands.  
Students will be allowed to walk around the field or sit in groups, adhering to the social distance measure.

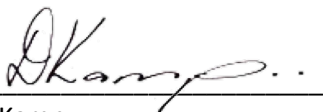
- School will end at 14:00, but parents have time to collect until 15:00.  
We humbly request that you stay in your vehicle as far possible, alternatively the parking area only.  
Should you need to enter the gate, you will be met at the gate where your temperature will be taken and asked to sanitize your hands.  
No mask, no entry.

Furthermore:

- Should you so choose, you are welcome to keep your children at home and not send them to school at all, even on the allocated group days.  
  
Our only request is that after completion of a book, you need to inform the teacher or office to book a time slot for your child to write the Test at school.  
A new book will be available for collection two days later, after the Test has been marked.  
You will be welcome to wait while your child writes the test, should you wish for them not to spend a full day at school.
- Students attending school on different days of their allocated group days will be accommodated in separate allocated classrooms under supervision.  
These students must please bring their own books and things to keep them occupied for the day.  
They will not be allowed to go to their class unless there is sufficient space available, giving preference to the students allocated for that specific day.
- Unfortunately, no tuck shop or vending machine will be available, until further notice.
- Please keep in mind that all of the above might and probably will change as the situation changes.  
We will adapt accordingly to assure our students have the necessary access to the teacher assistance they need.

We are excited to seeing all of you soon, please keep safe!

Regards



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