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Newsletter 1

15 February 2021

Dear Parents

1. A new year is lying ahead of us. I would like to welcome back all our learners and wish them the best for this year. A special word of welcome goes to all our new learners – thank you for making this your school of choice. We intend to continue with our excellent service delivery and sincerely hope you will join hands with us to make this a year to remember. Thank you to all our parents for your continued support to reach our aim: developing your child to be the best they can be.
2. COVID protocol will be implemented and we expect from parents and learners to adhere to this. Parents of learners failing to comply will be contacted and learner must be collected immediately. The safety of learners and staff is of the utmost importance.

FINAL COVID PROTOCOL AT SCHOOL – ALL LEARNERS

We aim to adhere to all Standard Operating Procedures (SOP) as required by GDE and the Department of Health.

General guidelines:

- No person may enter the school grounds without a mask.
- No person may remove his/her mask at any time during the day.
- All persons **MUST** adhere to social distancing guidelines.
- All persons must wash their hands regularly for at least 20 seconds at a time.
- No person may share eating utensils, lunch boxes, stationery, etc. with another person.

What we expect from learners:

- Take into consideration that screening is a lengthy process. Be on time for school so that proper screening can be done and education time is not lost.
- Scanning will be done at the gate. If temperature is higher than 37.5°C, isolation procedures will be implemented. Parents/taxi driver may not leave until the learner is scanned. In the event that the learner experiences symptoms, they must go home. Learners must wear a mask upon entering the taxi/transport.
- If you are experiencing any symptoms, stay at home.
- Report to an educator or the admin office if you are experiencing any of the symptoms during the day.
- Questionnaires regarding symptoms must be answered honestly.
- Do not remove your mask at any stage during the day.**
- Adhere to the social distancing rules.** This includes before, during and after school. Social distancing **MUST** be complied with during breaks as well.
- Sanitise on a regular basis.**

- Comply with the instructions and guidelines from educators.
- Enter and exit classes in an orderly and as prescribed manner.
- Ensure tables and chairs stay in the marked space.
- Do not walk around in class.
- Do not leave class unless it is an emergency.
- Collect textbooks from lockers immediately. Lockers will be out of bounds and learners may NOT use them.
- Stay in the marked areas on the school premises.
- No delivery of food, assignments, keys, money or other items will be allowed. Proper**

arrangements must be made prior to entering the school grounds.

- Learners must leave the school premises **IMMEDIATELY** after school.
- No learner may hang around on the premises/in the streets/by the café or the garages.
- Learners must be warmly dressed in school uniform during winter as classes must be ventilated. Normal school rules will still apply.
- Learners may only wear cloth masks – no buffs or surgical masks.
- Learners must realise this is their school and they are responsible for themselves and are advised to report other learners not adhering to protocol, rules and regulations.

Any learner who violates the protocol, rules and regulations will be sent home immediately and will be required to submit proof from a doctor on a *negative COVID-19 test outcome* before they will be accepted back onto the school premises.

3. It is a privilege to welcome a few new educators to our team and hope they will have a wonderful time at our school and truly become part of our Swartjies family:

- Ms Marshall – English (Mrs Albon)
- Ms Y Padayachee – English (Mrs Kuhn)
- Ms Smith – Commerce (Mrs S Coetsee)
- Ms T Padayachee – Drama/English
- Ms April – Maths (Mrs Ntsane)

4. A rotational timetable will be followed, which means learners will attend school on alternate days. Gr 12 learners, however, will attend school EVERYDAY. Please ensure that your child is not absent as education time is extremely limited. There is no time to repeat work. Your child may not be absent on assessment days. We cannot set additional tests or compromise papers. The rotational timetable and test timetables were already mailed before the school re-opened.

On days when learners are not attending school, they are expected to work from the school website. The website is zero rated, which means that it is free. You need data to access and download the material, but not to view. Website address: <https://hspcrswart.co.za/>

Grade 12 learners will also receive timetables for extra classes on Wednesdays and Saturdays. These classes are **COMPULSORY**. Work done during these classes will not be repeated. Please make the necessary transport arrangements.

5. The photo day will take place 16 and 17 February 2021. Learners must be dressed in winter uniform (blazer and tie). A learner whose appearance is incorrect will not be photographed. Learners may not borrow or lend clothing to friends. This is against COVID protocol.

6. Close attention will be paid to appearance. Only correct school uniform is permitted and on Tuesdays all learners must wear their blazers for assembly periods. Boys must be shaved and hair must be correct as indicated in the Code of Conduct. Girls may not use any lipstick or lip gloss and the only acceptable hair accessory is a black rubber band to tie their hair back.
7. Cellphones must be switched off and put away upon entering the school premises. Headphones/earphones may not be visible. In the event that either the cellphone or the headphones/earphones are visible, BOTH will be confiscated, a receipt will be issued to the learner and a fine of R200 is payable by the parent.
8. **Learners are not allowed to exchange textbooks. Each learner must have all their own textbooks at school everyday – no borrowing or lending will be allowed. Please copy barcodes in diaries and keep them safe. Check your child’s books regularly. Learners may also not share lockers. Lockers will only be available when COVID is something of the past.**
9. Your child receives a school diary which **MUST BE AT SCHOOL EVERYDAY**. There is a test period every Monday and Friday. When learners have received the test timetable, **please** familiarise yourself with it. The school’s Code of Conduct is also printed in the diary and will be discussed with your child in detail by his register educator. Please ensure that you familiarise yourself with the content of the diary and discuss the Code of Conduct with your child.
10. Learners must have the correct stationery everyday and no borrowing or lending is allowed, especially during tests and assignments. Learners are also required to use BLUE pens.
11. **School starts PROMPTLY at 07:20 and ends at 14:30.** Please ensure that sufficient transport arrangements are made to ensure that your child is at school on time and collected from school. **Transport is not an excuse for late coming.** Register period starts at 7:20. Learners who arrive after that will be marked late for school. *It remains the responsibility of the learner to ensure that the register is corrected in the office.*
12. You are reminded that subjects with a practical component have an additional fee that must be paid at the financial office.
13. The athletics season has been cancelled due to COVID. We encourage parents to have their children join a club to continue with their practice.
14. Attached to this letter is a reply slip where you will also sign that you have received and read the school’s Code of Conduct. Please return this reply slip to the school by Monday 22 February 2021.

Thank you in advance for your support during this year.

Yours sincerely



Mrs S. Theron
Principal

THE HARDER
YOU WORK
FOR SOMETHING,
THE GREATER
YOU’LL FEEL
WHEN YOU
ACHIEVE IT.

Reply slip

I, _____ parent of _____ in grade _____ confirm:

✓ Receipt of Newsletter 1.

✓ I have read and understood the code of conduct and undertake to comply with it.

Telephone number: _____

Address: _____

Signature – Parent

Date