



FRANKLIN D ROOSEVELT PRIMARY SCHOOL
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FOUNDATION PHASE

Dear Parents/Guardians (GR R, 1, 2 and 3)

The information below are guidelines from the Department of Education for Health and Safety and the Revised Curriculum. The procedures and measures below must be followed by all learners in all grades when they report to school.

1. School Times/Screening (DATES TO BE PHASED IN WILL BE COMMUNICATED IN DUE COURSE VIA AN SMS)

GRADE	START TIME/SCREENING BETWEEN THESE TIMES ONLY	END TIME	MAIN ENTRANCE
RA and RB	8:15 – 8:30	13:15	Keep Right on the markings
1- List A/B	8:15 – 8:30	13:30	Keep Left on the markings
2- List A/B	8:00 – 8:15	13:45	Keep Right on the markings
3- List A/B	8:00 – 8:15	14:00	Keep Left on the markings

2. At Home, check that your child has his/her:

- *Three-layer cloth face mask, it must be hygienically clean and not soiled. (No sharing of masks are allowed)
- *Uniform is neat and clean
- *Lunch is packed, including a plastic bottle with water, all eating utensils must be plastic. (According to FDR Health and Safety Policy, no glass or metal utensils are allowed).
- *Unfortunately, on their birthdays learners are not allowed to carry any birthday treats or cake.
- *Carry their own stationery (Borrowing and sharing are strictly prohibited).
- *Kindly ensure that all stationery items, including a pencil, 2 blue pens, pencil colours/wax windups, eraser, sharpener and a ruler are brought to school daily. Learners need to carry their English dictionaries and diaries in their bookbags to school daily. No other books/files must be brought to school.
- *Book bags are allowed.
- *To maintain the social distance and the hygienic standards set by health professionals, learners are encouraged to carry a small waste paper plastic bag to keep their used lunch wrappings, bottles, pencil shavings, waste paper, etc. which they will dispose of at home.
(All medical PPE items, soiled tissues, gloves, masks and any items with bodily fluid will be placed in a biohazard bag, that will be disposed of by FDR, at the nearest medical facility).
- *Learners must CARRY their bags. They are not allowed to roll their bags in order to avoid any transmission from the floor.
- *If you have a thermometer, we encourage parents to also check their child's temperature before bringing them to school. (Learners with a temperature of above 38°C will not be allowed at school.)
- *If your child is sick, nauseous, coughing, sneezing, headache, has a sore throat, eyes are red and a fever, please keep him/her at home.
- *If your child has any symptoms of COVID-19 please don't send him/her to school.
- *If your child or any member of the family is tested positive for COVID-19 report the case to the principal at FDR telephonically or via email. All information is kept strictly confidential.

NB: If your child:

Is COVID-19 positive please inform and email the results to the principal of FDR Primary.

Is waiting for his/her test results for COVID-19 please do not send him/her to school until you receive the results.

Was in contact with any person or persons that is COVID-19 positive or waiting for COVID-19 results please don't send him/her to school until you receive the test results.

All the above information is confidential

Grade 3 Homework and communication

- * Please use the school diaries to communicate with us when necessary.
- * 3 – 5 pages of the DBE workbooks for English, Mathematics and Life Skills need to be completed daily for homework. **All activities must be checked and signed by parents/guardians.** These books must **NOT** be brought to school daily. Return the books to your child’s class teacher only once all activities have been completed, by no later than 02/08/2020. Your child will then be issued with a new DBE Workbook.
- * Homework books can be used to practice written activities from the DBE workbooks. Please feel free to repeat or redo activities for better understanding of concepts. A new homework book will be issued once the old one is returned to the class teacher.
- * Reading sheets will be posted on the school website and on the D6 Communicator weekly. As readers will not be issued this term, please encourage your child to READ, READ & READ all the time. DBE Workbooks, story books, online activities, recipes, instructions etc. can be used as resources to improve and enhance your child’s reading skills. Use the following rubric as guide to assess your child’s reading ability. **Reading must be done daily.**

Reading criteria	√ or x
Reads clearly & fluently	
Uses correct punctuation while reading	
Reads with expression	
Correct pronunciation of words	
Reads with accuracy (minimal errors when reading)	
Reads with understanding (able to answer questions about the story)	
Able to decode words (able to break down words to assist with more fluent reading)	

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3. Uniform

- * Learners must wear their winter uniform according to the Uniform Policy in the diary.
- * Learners are not allowed to carry blankets.
- * Learners can wear civvies on their birthday in line with the Civvies Policy in the diary.
- * Learners’ uniform will be checked daily for cleanliness according to the COVID- 19 health and safety regulation.
- * The grade 2 and 3 learners are allowed to wear their full tracksuit on one day and alternate the next day with their Blazer (optional), jersey and grey pants.
- * The blazer can be sprayed with sanitizer at home so that the learner is able to use it the next day.
- * Learners are not allowed to mix the winter uniform for e.g. a blazer with a tracksuit pants.
- * Parents can purchase uniform from the second-hand shop at school.

4. Travelling to school by foot, private, lift clubs and public transport.

- * Follow the Transport Regulations Act for COVID-19 as stipulated by the Minister of Transport.
- * The learner must ensure that there is social distancing, wearing of masks and sanitising their hands before entering vehicles, when traveling by public transport, bus or taxi.
- * Learners on foot must wear a mask and distance themselves from other people. They can walk with a friend but must maintain their distance of 1,5 m.
- * No physical contact is allowed when walking or using public transport.
- * Parents that bring their children privately are encouraged to keep them in the car until it is that particular grade’s time to enter the school gate.
- * Parents are encouraged to park according to point 1 on page 1 of the guideline to avoid unnecessary gathering.

5. Arrival at FDR

- * The learner gate at the waiting area will only open at 8:00 for only the grades 2 and 3. The other grades will follow accordingly,
NB: No other Foundation Phase grade will be allowed on the property before their time to enter.
- * Only TWO main entrance and exit to the school is allowed. In accordance with FDR’s Health and Safety guideline for access and control. Except for staff parking, all other entrances to the school will have a **NO ENTRY SIGN** and will be

cordoned-off with barrier tape.

- * You will notice lines on the pavement, outside the main entrance. Learners must stand **on the line with a mask on** and wait for the gate to open according to the grade time allocation on the roster.
- * Parents are allowed to stand with their children on the same marking indicated on the pavement.
- * No physical contact will be allowed outside the gate. Educators will be on duty from **07:20**.
- * At the entrance the educator on duty will check that the learner is wearing a mask. No mask, no entry to the School (According to the Health and Safety guidelines).
- * A mask will be issued if he/she is not wearing one.
- * The learner's hands will be sanitized at the gate.
- * The learner will then be directed by the teacher at the gate to go to the screening table.
- * There will be 4 screening tables in the tunnel. One screening table per class per grade.
- * At the screening table the learner must follow the marking on the floor to keep his/her 1,5 m distance.
- * The youth brigade/first aid teacher assistant will take the learner's temperature and make a recording next to the learner's name on a tracking screening register.
- * The symptom screening questions below will be asked or numbered on an A4 board and the learner's response will be recorded on the same screening register. **Yes or No** response from the learner.
 - 1) Do you have a sore throat?
 - 2) Do you have difficulty in breathing?
 - 3) Have you been coughing?
 - 4). Do you feel weak and tired?
 - 5). Do you have a loss of smell or taste?
 - 6). Do you have body aches?
- * Once the sanitizing and screening is completed according to all the health and safety guidelines, the learner will proceed through the foyer assisted by designated marshals to line up in front of the hall approximately 1.5m where their register educators will be waiting to receive them to take them to class.
- * **NB:** At the screening table the personnel on duty will also re-direct the learner to his/her re-assigned class/line up area.

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6. Isolation Process

- * If a learner's temperature is above 38°C, he/she will be taken to the temporary isolation area to do a second temperature check and possibly a third re-check of the temperature. The temperature recordings will be indicated on the screening register.
- * If the temperature readings are consistent the learner will be taken to the isolation room and his/her parent will be called immediately to take the child for a medical examination or testing.
- * This process must be done in a manner that does not place any other person or member of the public at risk.
- * The isolation room is at the rear of the hall. There is a toilet available and it is close to the car park for easy exit from the school premises.
- * The isolation room is demarcated into 1,5 m social distance with plastic chairs. The room is disinfected and deep cleaned.
- * A learner that is diagnosed with COVID-19 will be traced so that other contact persons are also screened.
- * The learner must remain at home during the isolation period of **14 days** and a clearance medical certificate must be produced in order to return to school.
- * If a learner was tested and diagnosed with COVID-19 the health department will send people to clean and disinfect the isolation room. The General Assistants at FDR are not responsible to clean and disinfect.

7. Classrooms and class distribution (May be modified)

- * In compliance with social distancing of approximately 1,5 m, all grades except for grade 7 will be attending school on alternate days. (Refer to attached roster List A and List B)
- * The Foundation Phase grades, R, 1, 2, 3 are based in the same classes and room numbers. (Refer to attached roster)
- * There will be NO changing of classes by learners to go for computers, PE and music.
- * Educators will be classroom based.
- * The COVID-19 youth brigades that were assigned by the GDE together with educators will monitor and assist educators with the learners' behaviour and actions in maintaining the social distance to ensure that the COVID-19 guidelines are followed.
- * The youth brigades (male and female) will also escort a learner to and from the toilet according to the health and

safety requirements.

- *The desks in the classes are arranged approximately 1,5 m apart and there are markings on the floor for positioning the desks according to the guidelines from the GDE and the health department.
- *One learner per desk. The learner can place his/her bag on the second chair so that it's not left on the floor.
- *The term one class lists have been sub-divided and modified to comply with COVID-19 regulations of social distancing.

8. Before the learner enters the class

- * Keeping to the 1,5 m marking on the floor the register educator/ brigade will sanitise the learner's hands.
- * On the first day a name tag, facing the door will be placed on the table so he/she know where to sit.
- *Two face masks and a bar of soap will be placed on the learner's desk. As mentioned above the learner can place his/her bag on the second chair.
- *Annexure A – Learner Health Questionnaire: COVID-19 and a learner profile template will be given to the learner to be completed by the parent/guardian and returned immediately. (Refer to attached document for perusal.)
- *The start of the day is register period and learner attendance will be recorded.
- *Learners not at school will be marked absent.
- *Each morning, during the register period, the learners together with their teacher will recite the revised school affirmation. (Refer to attached document for perusal.)
- *On the first day, the register period, the register educator will give the learners an awareness talk on hygiene, COVID-19 and stigmatism. This programme will be prepared by the Life Skills educators in each grade.
- *Thereafter, the timetable will commence.

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9. Parents who choose to keep their children at home

The school is not obliged to send work home, should parents decide to keep learners at home.

10. Home-Schooling

The parent must apply to the department. The policy for Home Schooling is on the D6 Communicator and FDR web page for perusal. If approved the learner will be de-registered from FDR Primary.

11. Learners with underlying medical conditions/co-morbidities making them more susceptible to COVID-19 infection

- *The parent/ guardian must complete the Learner **Health Questionnaire COVID-19** and submit the form with the learner within the first week of their return.
- * Parents/guardians applying for co-morbidities due to family members that are at high risk and residing in the same household as the learner, must be sent to the FDR email address for the attention of Mrs JV Tandree (SBST HOD) and accompanied by medical evidence.
- *All information will be kept confidential.
- *This will be processed at school level by the SBST, the parent/guardian and a nurse in accordance with the GDE guidelines.
- *The school is responsible to provide work for THAT learner once he/she has been approved by the district.

12. The catch up-plan

- * Grades R, 1, 2 and 3 catch up plan will be discontinued once the learners return.
- *Thereafter only homework and notices will be loaded on D6 Communicator and the FDR web page.
- *Learners with co-morbidities that were approved are to stay at home. The parent will receive the learner's work for the term according to guidelines from the GDE.
- *A voice/video recording of the lesson in class may at times be forwarded from the school via e-mail directly to the parent listed on SASAMS, by the subject educator, to complete the worksheets and activities at home.
- *The Grade Head will keep a record of the list of co-morbidities that were approved and will arrange with

other subject educators in the grade to cascade information to the parent according to COVID-19 guidelines.

*Learners with co-morbidities that were approved by the department will write their assessments at FDR school under strict COVID-19 guidelines and protocols for assessments. The Grade Head together with the SAT coordinator will facilitate this process.

13. Class lists/Classrooms

*The term one class list in Foundation Phase grade's R, 1, 2 and 3 has been sub- divided into two class lists that will work on alternate days.

* List A will be all the A, B, C and D classes and List B will be the AA, BB, CC and DD classes.

* The classroom numbers will remain the same as in term one.

14. Curriculum Trimming and Re-organisation

*In order to accommodate the teaching time lost as a result of the state of disaster and the adjustment of timetables, the curriculum, as articulated in the Curriculum and Assessment Policy Statement, has been reviewed by the minister in accordance with section 3(4)(1) of the National Education Policy Act, 1996 which empowers the Minister to determine national policy for curriculum frameworks, core syllabuses and education programmes.

The revised curriculum

*The curriculum co-ordinators at the department have sent the revised ATPs to schools for the different subjects Educators are familiarising themselves with these.

*The curriculum has been trimmed to accommodate key content.

*The Exemplar Standardised Assessment Tasks is based on key content and is developed.

* The Revised Annual Teaching Plan (ATP) will be communicated to the parents in due course.

*The June Exams has been discontinued by the GDE for all grades.

*The GDE is assisting schools with worksheets, web sites, booklets and links.

*The current grade educators will continually give guidance and support to the additional educators.

*In order to comply with new health and safety regulations, teachers will adapt their operations by making more use of suitable resources that would minimize social contact.

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15. Breaks - First Break and Second Break (15 minutes)

*Breaks will alternate between grades to maintain distancing according to COVID-19 regulations

*When having lunch their masks can be removed or pulled down. After eating the masks must be put back on.

*Learners can communicate with one another under strict COVID-19 rules, they must be wearing their masks and must be 1.5 m away from the next person. No physical contact is allowed.

*Many educators/youth brigades will be on duty to ensure that the learners maintain the rules and regulations of COVID-19.

*Before entering the class the educator/youth brigade will sanitise their hands.

16. Toilets

*Will operate under strict rotational measures.

*Only two toilets (male and female) will be utilized at a time and will be cleaned every two hours.

*Learners wanting to go to the toilet during contact time will be closely monitored.

*The learner will be accompanied by the assistant educator/ youth brigade.

*Following the markings on the floor the educator will sanitise the learner's hands before entering the toilet.

*The educator will wait outside and observe the learner and implement the rules of COVID-19.

*The learner must wash his/her hands for 20 seconds and then put the mask back on again.

*Before entering the class the educator will sanitise the learner's hands once again.

*During breaks the same procedure will apply when going to the toilet.

*The teacher on duty will allow only two learners to enter the toilet.

* The learners will follow the markings indicated inside the toilet to maintain their distance.

* The others will wait their turn outside keeping the approximate 1,5 m distance and keeping their masks on.

*All learners will be sanitised before going into the toilet and after coming out.

17. Disposing of Waste

*All PPE items, damp, soiled masks (especially if a learner sneezes or coughs) gloves, tissues or any item with

bodily fluids will be disposed of in a special biohazard bag and taken to the nearest hospital or clinic to be disposed of as medical waste. The department will establish links with the nearest health institution in order to dispose of the medical waste.

*When learners' masks are soiled and damp their hands will first be sanitised, they will be asked to carefully remove the masks without touching their faces, dispose of them in the biohazard plastic bag, sanitise or wash their hands for 20 seconds then put on new, clean masks which will be provided by the school, according to the health and safety requirements.

18. After School

*Learners must put their own stationery in their bags.

*Same staggering procedure as the mornings will apply when dismissing learners after school. (Refer to point 1 page 1 of the guideline)

*As the learners leave the class the educator will sanitise their hands and monitor their movement.

*Learners must not touch the walls, railings or any equipment when walking.

*There will be an interval during dismissal to maintain the social distancing. (Refer to page 1 point 1)

*Marshals on duty and register educators will monitor and direct learners through the tunnel to exit through the learner gate at the waiting area.

*Once outside, they will stand on the markings according to their list to wait for their transport.

*Same rules and regulations will apply when travelling back home.

NB: Learners must be collected immediately after school.

Please wait in the vehicle should older siblings/other learner's need to be collected.

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19. Health and Psycho-Social Support and Referrals

FDR will be linked to a professional nurse at the nearest health care facility to ensure that learners who require testing, management or referral receive these services from the appointed School Health Nurse (SHN).

The SBST will assist learners with basic trauma counselling for COVID-19 and other related social challenges.

20. Misconduct Committee

*Has been established according to the GDE guidelines for COVID-19

*The role of the committee is to maintain the rules and regulation of COVID-19.

*Any person contradicting the rules and regulations of COVID-19 will be dealt with according to the Health and Safety regulation measures.

Please Note:

*There is NO after care, waiting area, tuckshop facility, extra-murals, sport, co-curricular activities, assemblies, support classes, awards, computers and lockers.

*The field is cordoned-off and out of bounds for grades R, 1, 2 and 3.

*No parents/visitors are allowed on the property during contact time.

*Parents will be accommodated ONLY by appointment and under strict guidelines of COVID-19.

*By **15:00** no one must be on the school property, except for the general assistants who will be cleaning the school for the following day, according to COVID -19 health and safety regulations.

Stay safe and healthy.

We are looking forward to seeing the Grade R, 1, 2 and 3.

Regards

Mrs JV Tandree (COVID-19 Compliance Officer/SBST HOD) Mrs R Julius (FP HOD) Mr V Matloga (Principal)