



# BELVEDERE

SKOOL • SCHOOL  
Vir Beroepsgerigte Onderwys  
For Vocational Education



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**Gr 12, Year 4 / Jaar 4 and WOW Groups (Forklifting – Mr Warnick and Bakery – Mrs Ackerman)**

BACK TO SCHOOL / TERUG SKOOL TOE 1 JUNE /JUNIE 2020!

WE CANNOT WAIT TO SEE YOU AGAIN!

26 May 2020

Dear Parents and Guardians



Greetings from your Governing Body and your Principal and Staff! It has been a month since we last communicated with you and we have been terribly busy, so we have a lot of information to share. Please get a cup of coffee and read this letter at least twice. (Once to yourself and a second time to your Child). We have attached our Belvedere School COVID-19 Protocol document for your urgent and thorough attention. Please read it carefully so that you understand how all matters that affect you and your Child will be handled going forward. It is a lot to take in, but it is especially important, so please get a second cup of coffee, if you need one, and read them both all the way through.

We had been told that schools can re-open for Grade 7 and Grade 12 Learners on the 1<sup>st</sup> of June 2020, by our Minister of Basic Education. Although Ms Motshekga did not elaborate on Special Schools like ours, Mr Du Plessis, and his School Management Team (SMT) have been hard at work getting things ready. In our last letter we said that we would like to bring back the Forklifting Centre (WOW Group), Year 4 and Jaar 4 Learners, and our Grade 12 Learners. To this we have since added the Bakery Class (WOW Group) too.

So, to be clear, the following classes are returning on Monday:

**12.1A, 12.2E, 4.1A, 4.2A, 4.3E, 4.4E, 4.5E, 4.6A, WOW Forklifting – Mr Warnick and WOW Bakery – Mrs Ackerman**

In our President's speech on Sunday night, he announced the change of Lockdown status to Level 3 from the 1<sup>st</sup> of June, he also confirmed that Grades 7 and 12's are returning to school as planned. Our Teachers reported for work on Monday and are getting things ready for the return of our Learners. There are many things to put into place and to practice and we wish them good luck and welcome them back.

## WHAT HAS YOUR SCHOOL DONE TO PREPARE THE SCHOOL AND STAFF FOR THE RETURN OF LEARNERS?



Here I would like to take a moment to thank Mr Du Plessis for the tireless work that he has done to get Belvedere School ready for the return of the SMT, Teachers and Staff, and our Learners. He did not just wait around for things to happen, he got information on the latest and greatest procedures and equipment to fight, prevent and report on COVID-19, and kept the Finance Committee and SMT busy approving and paying for it. Long before return dates were set our school was ready to take on the challenge, many thanks to him and his teams.

1. The following was purchased and is already at school, this is in addition to the PPE already supplied by the GDE (Gauteng Department of Education) for our SMT:
  - 2 cloth Masks for each Learner (Additional masks can be purchased at school at R10.00 per mask)
  - Hand sanitiser, surface disinfectant, tissues, paper towel rolls and a dustbin for discarded tissues and other waste to prevent the spread of COVID-19, for each class and centre
  - Masks and face shields for all the Teachers and staff
  - Hand sanitising stations, paper rolls and dustbins for the office, staffroom, and Therapy Centre
  - Disinfectant for daily disinfecting of each class, centre, office, corridor, bathroom, and frequently touched areas. As well as the equipment needed to distribute the disinfectant evenly in the area being disinfected
  - Hand sanitiser, Annexure A and C forms, hand-held digital thermometers, and trained staff for the gate entrance. There will be only ONE entrance into and out of the school: the gate in Uys Krige Street

2. Our whole school has been professionally sanitised, even though we said we would not pay for it, the price was so reasonable that we had it done and got a SABS approved certificate to prove it was done with approved substances. It is a big job and from today it will be done everywhere, every day by our ground staff.
3. We have the entire Teaching Staff that would normally teach 600 Learners, to teach about 150 of them, i.e. the first groups returning to school. This will mean that we will be able to spread the Learners out over other classes and Teachers in order to keep the classes as small as possible.
4. Learners will not have assemblies and will only go out to break with their own grade at staggered times. They will also leave at staggered times so there should not be any contact with other grades which will minimise the risks as much as we can minimise them.
5. Learners will be expected to sanitise their hands regularly during the day; upon entry into classrooms and bathrooms and when exiting them.



#### **IMPORTANT POINTS TO NOTE FROM THE COVID-19 PROTOCOL DOCUMENT:**

##### **NO TOUCHING:**

1. School is no longer a place for normal social interaction. This is a sad fact of life but an important one to explain to your Children. There will be **NO** circumstance under which a Learner will be able to touch **ANYBODY**. No hugging, no shaking of hands, elbows, or feet. No touching another's clothing, school bag, stationery, food, desk, chair, shoes, lunch tin, water bottle or anything that belongs to somebody else. Please therefore, begin now to practice this at home. Sanitise all of your Child's stationery, for instance, and teach them to use it and clean it all before putting it away. Remember that if they touch anything else that was not sterilised, or somebody else does, they may be contaminating everything they have just cleaned! As you practice you will begin to see the problems that we are facing in keeping **EVERYBODY safe from EVERYBODY else**.

##### **MASKS:**

2. No Child (or person) may be on the school property without a cloth mask that covers their mouth and nose, **AT ALL TIMES**. As no person may leave their home without a mask, I am sure that you and you Children have had a little practice at wearing one. Imagine now that it cannot be removed, from leaving home to returning home, a period of 8 or 9 hours! And now I think you will begin to understand the enormity of the task that we have taken on. A damp or dirty mask must be replaced and will be put into a sealed bag and a fresh one used. These must be washed at home with soap and water each day, dried and ironed if possible.

##### **SCHOOL UNIFORMS – WEDNESDAY CIVVIE DAYS FOR JUNE AND JULY 2020:**

3. COVID-19 stays on surfaces for up to 96 hours we are told, and not all our Learners have enough clothes to change into fresh school uniforms every day. In order to allow a day for clothes to be washed so that our Learners can wear clean clothes every day, we have decided to allow them to **wear jeans and a red "T" shirt or shirt on Wednesdays**. This is a privilege that we are extending to our Learners. They may not wear skirts or shorts only jeans and a red shirt or "T" shirt. It will be Winter when they return, and they may wear jackets and scarves etc to keep warm, that are not part of their uniforms, on Wednesdays only. Small blankets that are brought to school must be washed too please so that no item is worn to, or used at school, more than once without being washed.

##### **NO GLOVES:**

4. These are not necessary and will not be supplied as Personal Protection Equipment (PPE) for COVID-19 prevention for our Learners and Staff. Why? Because while they protect the wearer, they cannot be washed or sanitised with hand sanitiser and therefore just pass on whatever has been touched. If your Child wears them to school they will have to remove them until after school.

##### **PARENTS AND GUARDIANS:**

5. We know this has all been very tough on you and you are probably more than ready to send your Child back to school, but some of you may have concerns and be feeling that you do not want to send your Child back to school. We can assure you that we have done all that we can to make our school a safe, clean and virus free environment, but we are parents too and we understand your dilemma. Our President said in his speech that parents and guardians will not be forced to return their Children to school, so what now? If you decide to not return your Child to school you have the following options:

- ⑤ You let the school know, in writing at [admin@belvedereschool.co.za](mailto:admin@belvedereschool.co.za), that you are removing your Child from the school and are going to home-school them. We will remove your Child from our register and advise you to contact the Gauteng Department of Education to register your Child as



home-schooled. Belvedere School is then no longer responsible for the education of your Child and you will have to go through the GDE to get them back into the public-school system if you change your mind in the future.

**OR**

 You let the school know, in writing to [admin@belvedereschool.co.za](mailto:admin@belvedereschool.co.za), that you are not happy to return your Child to school and that YOU will ensure that all worksheets, projects and any other form of work is completed at home. Belvedere School will then ensure that homework is transmitted via our Website, D6 Communicator, and WhatsApp Groups or that you collect it at the school gate in Thurla-Dene Road at dates and times to be announced. You must know that is going to impact on their centre work as they are not at school to physically do the tasks. Use of social media can be employed to show the Learner doing the work and this can be sent to the school, but what if you do not have the tools at home that the Learner needs to use? This is going to mean that you as the Parent or Guardian are going to have to commit to doing your part to keep the work flowing and up to date.

6. You will not be allowed to accompany your Child into the school. We are sure that you understand that the more people we have in the school the more chances we have of spreading COVID-19.
7. NO CHILD MAY BE ON THE SCHOOL PROPERTY AFTER THEY HAVE LEFT THEIR CLASSES AT THE END OF THE DAY. We have deliberately staggered their break and the time they leave school so that they are not in contact with any other grades. Please ensure that you make plans for them to leave, or to be collected, the minute they have completed their school day. They may not wait outside the school either, they must be collected without delay.



**PLEASE DO NOT SEND THEM TO SCHOOL IF THEY ARE SICK.** Even if they are not sick with COVID-19, they should never be at school when they are sick.

9. You may not send your Child who is **not** in Grade 12, Year 4, WOW Forklifting, or the WOW Bakery Class to school. They will not be allowed on our school busses and they will not be allowed into the school.
10. If you want to see a Teacher or the Principal, or a therapist at our Therapy Centre, you may not come to the gate without an appointment. Face to face meetings will not be allowed when the problem can be solved over the phone. Should a solution not be able to be found telephonically, you will need to make an appointment one day in advance via Mrs K Venter at 011 849 4131 / 4154 or [karen@belvedereschool.co.za](mailto:karen@belvedereschool.co.za) for Teachers and the Principal or Deputy Principals, or Mrs L Wiggett at 011 849 4131 / 4154 or [belvederetherapycentre@gmail.com](mailto:belvederetherapycentre@gmail.com) to see a Therapist. Mrs Venter or Mrs Wiggett will ensure that your details are at the gate. You must park outside the gate and once you have completed Annexure C, had your temperature taken and sanitised your hands, you will be allowed to proceed to the office / therapy centre **if** the person you are there to see is ready for you, as you cannot wait in the foyers. REMEMBER NO MASK NO ENTRY!
11. What happens when a Learner takes off their mask, or touches somebody else, deliberately, and so breaks the rules governing the COVID-19 Prevention Protocols? Well, if even one person breaks the rules the rest of the Learners, Teachers and Staff are immediately all at risk and we cannot have that. The first offense will result in a **Written Warning**. Repeated behaviour of this nature will result in the school informing the GDE and the Learner being suspended. So please support us in teaching your Child how serious this is. Your SGB cannot allow any person to put even one other person at risk and will act quickly and decisively with those who persist in risking the health and lives of others.
12. Please remember that all incidents that require you to come and fetch your Child, no matter what the reason, will have to be reported to the GDE and / or the Health Department and they will deal with the matter from there. It will be out of our hands and yours, so please, as an adult responsible for a Learner at our school ensure that you Child understands what is at stake and follows the rules for their safety and the safety of others.
13. Be prepared for schools to close again should there be outbreaks at schools. Our Minister of Education has said that she will act decisively if it becomes apparent that our Learners, Teachers and Staff are not safe at our schools.
14. The school gate in Uys Krige Street will be the only entrance into and out of the school for the foreseeable future. This gate will open at 07:15 for Learners to be screened before entering the school grounds. You normally drop your Child much earlier, so what now? We have to provide a space where Learners will sit in an area where social distancing can safely be practiced until the gate opens at 07:15. These seats will be very limited and so parents will have to request, in writing, for them. Please address your letters to Mr Du Plessis via [lizel@belvedereschool.co.za](mailto:lizel@belvedereschool.co.za) or [admin@belvedereschool.co.za](mailto:admin@belvedereschool.co.za) clearly stating the reason for your Child

being at school before 06:50. Be sure to include your Child's name and surname, and yours, and your contact details. If permission is granted these Learners must be at school between 06:00 and 06:50. No Learner or any other person will be allowed to enter the premises between 06:50 and 07:15. This is to give the gate staff time to arrive at school and to prepare for the arrival of Learners, Teachers and other Staff. At 07:15 Learners will be allowed to enter the school for screening, including those who entered the school before 06:50. Any person who arrives between 06:50 and 07:15 will have to wait outside along the fence next to the 1.5m markers for social distancing, until gate until opens at 07:15.

15. We are in this with you and we are as prepared as we can be for an entirely new way of educating and keeping your Child safe.

### **BACK TO SCHOOL ARRANGEMENTS FOR GRADE 12, YEAR 4, WOW FORKLIFTING AND WOW BAKERY LEARNERS:**

From the 1<sup>st</sup> of June 2020, next Monday, the arrangements are as follows:

-  Learners who use our school transport mini-busses, who are in Gr 12, Year 4, WOW Forklifting and WOW Bakery will be collected at the collection points as usual.
-  Our school transport mini-busses have been cleaned and sanitised.
-  Learners will have their temperature taken and if this is below 37.5°C, they will have their hands sanitised and enter the mini-bus.
-  PLEASE DO NOT DROP YOUR CHILD AT THE PICK-UP POINT AND LEAVE. If they have temperature above 37.5°C or have been in contact with a person who has COVID-19 they may not go to school and you will have to take them back home. **These Learners may not return to school until they are declared not to be a threat to other persons by a medical practitioner, in writing.**
-  Learners must be seated in a way that they are as far away from each other as possible. They must follow the Driver's instructions.
-  07:15 – School gate in Uys Krige Road opens.
-  Learners are to be dropped at the gate in Uys Krige Street, NOT in Thurla-Dene Road.
-  If there is a queue, Learners must align themselves with the markers along the fence that are 1.5m apart to prevent bunching up at the gate.
-  Learners will have their temperature taken, if it is above 37.5°C they will be isolated at the gate, and after 10 minutes their temperature will be taken again. (Just in case the car or taxi they were in was hot or they ran the last few metres!) If it is still above 37.5°C after 10 minutes, they will be put into isolation.
-  If their temperature is below 37.5°C the Learner will next be required to answer the questions on Annexure C. If their answers indicate exposure to COVID-19 or they present with symptoms associated with COVID-19, they will be put into isolation.
-  Should the answers to the questions not indicate exposure to or symptoms of, COVID-19, the Learner will have their hands sanitised. The entry protocol will then be complete.
-  Learners will proceed **directly** to their classes where their Teachers will be waiting for them. They will receive their masks and be trained in the new procedures.
-  Parents, or Guardians, of Learners who are put into isolation will be contacted immediately and must come and fetch their Children without delay. **These Learners may not return to school until they are declared not to be a threat to other persons by a medical practitioner, in writing.**
-  Learners will leave school at staggered times in the afternoons according to Grades or Years as follows:
  -  WOW Forklifting and WOW Bakery – 13:20
  - Year 4 / Jaar 4 – 13:30 – 13:45 (They will leave at 5-minute intervals, in three groups, one centre and one class in a group, one group at a time)
  - Grade 12 / Graad 12 – 14:00

### **REPORTS FOR TERM 1 RESULTS:**

Reports for LSEN, Prep, Year 3 / Jaar 3, Year 2 /Jaar 2, Year 1 / Jaar 1, Gr 10 and Gr 11 classes will be emailed where possible. Mrs Roberts will send reports via her WhatsApp groups for each Learner upon request. **Please take this time to ensure that the school has your correct cell phone numbers and email addresses.** You can call Mrs Alfonso at 011 849 4131 / 4132 or email admin@belvedereschool.co.za or alfonsovenessa@gmail.com with your updated details. Gr 12, Year 4 / Jaar 4, WOW Forklifting and Bakery / Bakkery Learners will receive their reports next Monday when they return to school.

We will not be able to have a Parent's evening so Teachers will contact you, after the 1<sup>st</sup> of June 2020, if they feel this is necessary. You may, however, feel that you would like to discuss your Child's progress, then please send an email to [admin@belvedereschool.co.za](mailto:admin@belvedereschool.co.za) and the Teacher will respond in writing or contact you telephonically. Please ensure that you have seen your Child's report before contacting the school. Kindly ensure that you put your Child's name, class and their Teacher's name when corresponding with the school. These details will be on the report.

### **WHICH LEARNERS WILL BE RETURNING NEXT TO BELVEDERE SCHOOL?**

This will be determined by the Department of Basic Education and the Gauteng Department of Education and we are waiting on their announcement so that we conform to regulations. We have, however, **PLANNED** for the next group to return to be the grade 11's. I know, I know, you wanted to hear me say that it is definite, but please bear with us. The second a decision is made we will ensure that this information is passed on to you. On this note, please Parents, we do not do the same curriculum as other schools and so cannot align our Years with their Grades. Mr Du Plessis is in constant contact with the GDE and they are asking his opinion regarding Special Schools, along with other Principals, in order to make informed decisions. Let us let them do their work.

### **HOW WILL THE TUCKSHOP WORK?**

As we decided at our last AGM, we were planning to move over to a card system instead of cash for the Tuckshop, and our Learners will know that we have already begun to use a barcode scanner system for sales at the Tuckshop. We are pleased that we have already made these plans as the use of cash is an easy way to pass on germs when we really do not need them! The school has already purchased a card for each Learner, and we will send out the details of how these cards work in a separate letter. (I am sure that you must be ready for a third cup of coffee by now!) The letter will explain how the cards will work and what to do to activate them. These will be handed out as each Child comes back to school and we will begin to use them in the second week of June.



### **THE NEW BIOMETRIC ATTENDANCE SYSTEM:**

At our last AGM we agreed that we would begin to use a biometric system to monitor attendance. This means that we would use the Staff and Learner's fingerprints to monitor attendance at school. We decided to begin with the Teachers. The hardware has arrived and has been installed. We will advise on progress in the next newsletter.



### **HOMEWORK:**

**PLEASE NOTE THAT HOMEWORK SENT HOME FROM THE 1<sup>ST</sup> OF JUNE 2020 WILL FORM PART OF YOUR CHILD'S CURRICULUM AND WILL THEREFORE BE COMPLUSORY WORK THAT MUST BE COMPLETED**

Homework will continue to be uploaded for Learners who have not returned to school yet, to the Website ([www.belvedereschool.co.za](http://www.belvedereschool.co.za)), the D6 Communicator ([www.D6ed.co.za](http://www.D6ed.co.za)) and the Homework WhatsApp Groups (074 125 7338) until all our Learners are back at school. We have applied for our Website and our D6 Communicator to become data free and will let you know as soon as we have been informed that this has happened.

This work is a must for **ALL** our Learners from Monday the 1<sup>st</sup> of June 2020. It is not necessary to print out worksheets if you do not have a printer! Let your Child just work from your, or their, phone or computer, as if they are working from a textbook.

If you do have access to the Internet for whatever reason, and therefore no access to the Website or the D6 Communicator, PLEASE contact Mrs Roberts on 074 125 7338 to receive the homework via WhatsApp. With regards to WhatsApp, you will still require some data to open the files. If you are unable to open certain files, you will need to download an App from your App Store that opens all types of files. Your App Store will only show you Apps that work on your phone. Type in "Apps that open all files". Read the reviews if there are too many choices. If it does not work, delete it, and try another one. We use Word, PDF and Power Point formats for worksheets or instructions.

If you cannot use any of these media, you will be required to collect the work from the school yourself. Work will be supplied every second week and can be collected at the gate in Thurla-Dene Street. (Where the Learners used to go in and out of the school.) You will need to advise the school via [lizel@belvedereschool](mailto:lizel@belvedereschool) that you will collect the homework on dates and at times to be announced. Please note that you will not be allowed to enter the school premises, you will simply collect the homework that has been left for your Child. Any queries or questions about the work can be sent to [lizel@belvedereschool.co.za](mailto:lizel@belvedereschool.co.za). Please send your Child's name and class and the Teacher's name to

ensure that the correct Teacher for that subject gets the message. The response will come via return email, a telephone call, or in the next school work supplied. Dates and times will be supplied via return email or in a newsletter like this one.

Completed work must be kept at home until the Learner returns to school.

### **SCHOOL FEES AND BUS FEES:**

These are still payable as usual. A sincere and grateful thank you to our parents who have kept up their school fee and bus fee payments. Remember that the next payment is due on the 1<sup>st</sup> of June 2020.

### **CONTACT DETAILS SUMMARY:**

#### **COVID-19 ENQUIRIES:**

Contact Person: Mr Hannes Du Plessis  
Contact Number: 011 849 4131 / 4154  
Email Address: lizel@belvedereschool.co.za

#### **LEARNERS NOT RETURNING TO SCHOOL:**

Contact Person: Mrs Liesl Oosthuizen  
Contact Number: 011 849 4131 / 4154  
Email Address: admin@belvedereschool.co.za

#### **UPDATING OF PARENT / GUARDIAN DETAILS:**

Contact Person: Mrs Venessa Alfonso  
Contact Number: 011 849 4131 / 4154  
Email Address: alfonsovenessa@gmail.com

#### **LEARNER REPORT RESULTS ENQUIRIES:**

Contact Person: Your Child's Teacher  
Contact Number: 011 849 4131 / 4154  
Email Address: admin@belvedereschool.co.za

#### **SCHOOL FEE PAYMENT ARRANGEMENTS:**

Contact Person: Mrs Liza Le Grange  
Contact Number: 011 849 4131 / 4154  
Email Address: liza@belvedereschool.co.za

#### **BUS FEE PAYMENTS & ENQUIRIES & SCHOOL FEE CONCESSIONS:**

Contact Person: Mrs Chantelle Diamond  
Contact Person: 011 849 4131 /4154  
Email Address: chantelle@belvedereschool.co.za

### **URGENT FACE TO FACE MEETINGS ONLY!**

#### **SCHOOL PRINCIPAL, TEACHERS OR STAFF:**

Contact Person: Mrs Karen Venter  
Contact Number: 011 849 4131 / 4154  
Email Address: karen@belvedereschool.co.za

#### **THERAPY CENTRE THERAPISTS:**

Contact Person: Mrs Lynette Wiggett  
Contact Number: 011 849 4131 / 4154  
Email Address: [belvederetherapycentre@gmail.com](mailto:belvederetherapycentre@gmail.com)

#### **HOMEWORK:**

**WEBSITE:** [www.belvedereschool.co.za](http://www.belvedereschool.co.za)

**D6 COMMUNICATOR:** [www.D6ed.co.za](http://www.D6ed.co.za). (Free Option)

**WhatsApp:** 074 125 7338 (Send your name and surname and your Child's name, surname and class and you will be added to a group for their grade or year.)

**All of the above media will also be used to distribute information like this newsletter.**

#### **Collection at school:**

Contact Person: Your Child's Teacher

Email Address: lizel@belvedereschool.co.za

#### **BOOKING OF EARLY MORNING WAITING CLASS SEATS:**

Contact Person: Mr Hannes Du Plessis

Contact Number: 011 849 4131 / 4154

Email Address: admin@belvedereschool.co.za / lizel@belvedereschool.co.za

### **IN CLOSING, FROM YOUR SGB CHAIRPERSON:**

Please accept my apology to those of you who have asked me questions and who have had to wait for this letter before getting the answers. Many people had to be consulted, and information had to be confirmed before I could confidently put it all in this newsletter. I have made it as comprehensive as I can and have given responses as I would like to have them; with lots of detail! I would much rather have called a Parent Meeting at school and have answered all your questions face to face, but this is not possible. I trust that after you have read all of this and the attached COVID-19 Protocol, that you will have all the information you need during this transition period to a new way of providing education for your Child. My contact details are laurob@mweb.co.za and 074 125 7338, please feel free to contact me if I can help you in any way.

Your SGB wishes you all strength to deal with all that this difficult time throws at you, and the confidence to know that the decisions made around your Children at our school, are made with care and respect for you and them and the circumstances you are in. Be safe. Be Healthy. Be kind to yourself. Be Patient with others. Be Informed. Be empowered. Be at ease.

Yours in Governance and Education, with kindness and gratitude, as always,

Mrs Lauren Roberts  
SGB Chairperson  
Belvedere School  
074 125 7338  
laurob@mweb.co.za

We cannot wait to see you all again!



In consultation with:  
Belvedere School Governing Body  
Belvedere School Management Team  
Belvedere School COVID-19 Team