

# **St. Cyprian's Preparatory Boys' School**



**Guidelines for the reopening  
of school  
April 2021**

## **Welcome**

A warm welcome is extended to all parents and guardians. As we continue our educational journey on Monday, April 26<sup>th</sup> 2021, we look forward to your continued support as we try to navigate these challenging times.

In light of the current environment, our team is focused on operating in unison with all stakeholders to ensure the best for our boys. Following the guidelines of this booklet will be critical to the optimal functioning of the school.

## **Overview**

This booklet provides an outline of the protocols the school has developed (as per the guidelines provided by the Ministry of Education and Ministry of Health) to enable the resumption of face-to-face instruction.

## **Classroom Structure**

Each class (excluding KG 1) will be split into two groups to allow for the required physical distancing. In doing this, students of Kindergarten 1 to Form 4 will be able to attend school for the standard five days. The school will also continue to utilize the G Suite for Education programme for the delivery of learning material and homework assignments.

## **School Hours**

- Kindergarten 1 to Kindergarten 4 - 8:00 a.m. – 1:45 p.m.
- Form 1 to Form 4- 8:15 a.m. – 2:00 p.m.

\*Students **MUST** be picked up no later than 2:30 p.m.

**Please note that no member of the teaching staff will be on the compound after 3:00 p.m.**

## **Before Care & After Care**

Before care starts at 7:15 a.m. (There is no additional cost for this service)

The Aftercare program has been suspended until further notice.

## **Office Hours**

The office will be opened at the following times:

For business being conducted by phone:

- 7:30 a.m. – 11:00 a.m.
- 1:00 p.m. – 2:30 p.m.

For face-to-face transactions:

- 8:30 a.m. - 1:30 p.m. Monday to Friday

## **Drop off & Pick up**

- The gates will be opened for drive through and drop off only
  - 7:15 a.m. to 8:15 a.m. on mornings
  - 1:30 p.m. to 2:15 p.m. on afternoons
- Students must wear a mask on arrival
- There will be absolutely no parking in the school yard. (If necessary, you can park at the rear of the building)
- To alleviate traffic congestion on mornings, please ensure students have all their belongings before exiting the vehicle
- Pick up will be at specified points as outlined below
- There will be designated persons to escort the students to the classroom
- Students reporting for school after 8:15 a.m. (Must wait at the wicket gate at the front of the building)

## **To Enter and Exit the School**

<b>Class</b>	<b>Gate Assigned</b>
KG 4 Form 1 Form 2 Form 3 Form 4	Main Gate – This is situated at the front of the building.
KG 1 KG 2 KG 3	Back Gate – This is situated at the back of the building.

## **Sanitizing & Health Protocols**

- Temperature checks will be conducted upon arrival
- Students and teachers will be required to sanitize their hands before entering the classroom
- Backpacks & lunch boxes will be sanitized before students enter the classroom
- Anyone with a fever will not be allowed on the premises
- Any visitors to the school will be required to wear a mask and sign a visitor's log
- Use of the water-cooler will be prohibited
- Students will not be allowed to drink water from taps
- Parents are asked to ensure their son/ward has adequate drinking water
- The school doors will be closed at 3:00 p.m. for sanitizing of the premises

## **Medication**

- Any medication for students must be given to the security personnel at the gate.
- Medication should be clearly marked with the child's full name and placed in a zip lock bag.
- A form to administer medication must be completed and given to the security personnel.
- **NO** medication should be placed in the students' bags.

## Assembly

During this term, there will be no general assembly. Each teacher will conduct his/her own morning devotion (excluding singing) prior to the start of class.

## Seating in the classroom

Each child's name will be clearly marked on his desk and chair.

Desks will be placed in accordance with the COVID 19 protocol set out by the Ministry of Education.

## Requirements

Each child must bring to school:

1 bottle of sanitizer

2 zip lock bags (labelled clean & unclean)

3 **plain** face masks (characters and bright colours should be avoided)

1 cup (no glass)

\*All items must be clearly marked with the child's full name

\*Masks must be worn in the classroom, but it will be at the discretion of the class teacher to regulate mask breaks.

## Canteen

- No students will be allowed in the canteen
- Lunch will be delivered to each class
- Lunch orders can be placed via WhatsApp to telephone # 847-4085 (**Please note orders must be placed the day before**)
- Monies can be placed in a sealed envelope in the child's bag.

**\*The microwave will NOT be available for use.**

## **Break & Lunch**

Break and lunch times will be staggered:

<b>Break</b>	KG 1 – KG 4 - 9:30 a.m. – 9:50 a.m. Form 1 – Form 4 - 10:00 a.m. – 10:20 a.m.
<b>Lunch</b>	KG 1 – KG 4 - 11:00 a.m. - 11:45 a.m. Form 1 - Form 4 - 11:20 p.m. – 12:05 p.m.

## **Bathrooms**

- There is a separate bathroom for each class
- Bathrooms will be sanitized regularly throughout the day

## **Sick Bay**

If a child should fall ill:

- There is an area designated to accommodate them
- Parents will be contacted immediately
- All COVID 19 protocols will be followed

## **Traveling**

In adherence to protocol:

- Parents/Guardians who are travelling abroad must inform the school
- Those who have been in contact with anyone visiting or returning to the island must also inform the school.
- Failing that, the student will be asked to remain at home for ten (10) days

### **Physical Education**

- Physical Education sessions will be staggered and conducted in small groups
- There will be proper social distancing between students during physical activities
- No contact sports will be practiced at this time. E.g. football, basketball, etc.
- Chess and road tennis will be allowed with strict supervision
- Equipment will be disinfected after each use

### **Cub Scouts**

Cub scout meetings will be conducted on Fridays from 12:30 p.m. until 1:30 p.m.

### **Afterschool Activities**

There will be no after school activities during this COVID 19 situation.

Please note that any future changes will be guided by the latest protocols issued by the Ministry of Education and Ministry of Health. The school remains committed to providing a safe environment for all students.

St. Cyprian's Preparatory Boys' School

Updated April 20, 2021

**Circular no: 3/02**