



29 May 2020

Dear Saints Family

Yesterday morning, we were delighted to welcome the Gauteng MEC for Education, Mr Panyaza Lesufi, to our campus. The purpose of his visit was to determine the readiness of the school to re-open for our students. After Mr Lesufi was screened at our Peter Place gate, he visited some of our classrooms and screening stations, as well as the COVID-19 Clinic, which has been set up in House 32. Mr Lesufi was most complimentary about our readiness and has approved the opening of our campus to Matrics on Monday 01 June. We are looking forward to welcoming our students back and having them on campus. Our schools have already provided you with the details pertaining to their particular environments. This letter serves to highlight some key information which has perhaps not been addressed.

### **Campus Readiness**

As a school, we are adhering stringently to all necessary government regulations. Each school has had several inspections. In particular, this week, we have focused on our two Colleges, ensuring that all is in place to welcome our Matrics on Monday. Please refer to our website for all the relevant policies. Even though we have implemented all the necessary policies and protocols required to mitigate any health issues to our students, we have been advised by ISASA to request that parents sign a student indemnity form before they are allowed back on campus. Each school will be sending out the indemnity form with details indicating to whom the indemnity form must be returned.

### **COVID-19 Screening App**

In order to make the COVID-19 screening procedure and access to information as streamlined as possible, we have opted to go with the Magnitude COVID-19 Screening App. It is simple and effective, securely located within Microsoft Azure cloud, quick to get up and running, allows people to use their own device (no sharing of equipment) and results in the storage of data in one place. This will also provide us with quick reports.

The COVID-19 Screening App will fulfil the following roles:

- Allow parents to pre-screen their child/ren prior to coming to school (note that no sick child is to come to school please)
- Enable the school to accurately record temperatures of each person that enters the campus (requirement)
- Enable us to communicate with staff and parents easily on anything COVID-19 related
- Store COVID-19 policies and procedures in a central repository for anyone to view
- Provide a platform for anyone to let us know if there are any COVID-19 issues that they have encountered and about which they wish to inform us. This will help us to remediate the situation.

We need to provide Magnitude with the following information:

- Parent's name, surname, e-mail address and cell number
- Student's name, surname, e-mail, cell number (if available), grade and school they are in
- Staff's name, surname, e-mail address and cell number

This information will be pulled from Pencilbox (for students and parents) and from our HR department (for staff). If there is anyone who has any objection to this information being provided and used specifically to get

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this app up and running as quickly as possible, please respond to [opsa@stithian.com](mailto:opsa@stithian.com) with the words “OPT OUT – SCREENING APP” and you/your child (depending on age and if they have a smart phone) will then be required to use the QR Code that takes you to the Saints Screening Questionnaire every time you come to school.

This system has been checked by our ICT Manager and has received her approval with regards to the securing of information. An NDA will be signed with the company to ensure that they do not use the data for any other purpose. If you would like to find out more about the App, please go to their webpage – [www.magnitude4u.com](http://www.magnitude4u.com).

We want this system to go live by the end of next week if possible. Respond only if you do not want your information to be used, by close of business on 01 June 2020. This would be appreciated. No response would indicate you have no objection.

### **Security**

As mentioned in my last communication to you, we are continuing with our security enhancement plans. This next stage involves upgrading our access control at all our vehicular gates by installing the Gallagher automatic number plate recognition system. This system is going to take 3 – 4 weeks to be installed, but in the meantime, we will require your permission to export your name, ID number and vehicle details from Pencilbox to load onto this system to ensure that once the system is installed, access is not an issue. If you object to having us use this information, please let us know by sending a mail to [opsa@stithian.com](mailto:opsa@stithian.com). Please note that if you decline the use of your information, when you get to the gate and the boom does not automatically open for you, you will be treated as a visitor and will be scanned in. If you have a new vehicle, please update your details on the portal.

At the same time, we are installing the NAVIC system, which alerts our security to any stolen or wanted vehicles that may be trying to access our campus and allows us to then take the necessary action. All visitors to the campus will be scanned in with ID or drivers’ licenses as well as vehicle registration details. We look forward to sharing further improvements to our security on campus in the month to come.

### **Girls’ Schools’ Roof Repairs**

As per our policy on risk management, our buildings have undergone inspection and it has been identified that essential repairs to the girls’ schools’ roofing is required. These repairs will begin on 01 June. The Girls’ College students will be accommodated at the Boys’ College during this repair time.

### **Drop off of Students**

Please adhere to the set times for dropping off your children, these have been designed in a way that prevents crowding and allows for the smooth running of our screening process. Please refer to your school’s specific information for the detail pertaining to your child/ren. Please remember to not alight from your vehicle on drop off or collection.

### **Collection of Students**

Please collect students as soon as the school day ends in order to allow the venues to be cleaned for the following day.

### **Stythian Shop, Seattle Coffee, Higher Ground Restaurant, Tuck-shops**

These entities remain closed. We will inform you when they will be in operation, including all the procedures to which they will have to adhere.

### Campus use for Exercise

The Campus remains closed for exercise. We will inform you as soon as we are in a position to allow our community to use our campus for exercise purposes. Our focus at the moment is ensuring the health and safety of our students and staff as they return.

### Calendar

At this stage we do not know whether any changes will be made to the half term and August holidays. It is important that we align ourselves as far as possible with other independent schools. We are involved in many discussions with stakeholders and will ensure that the wellbeing of our students and staff is taken into account.

### Communication

A COVID-19 page has been set up on our website. All relevant documents and policies will be posted on this page and will be updated accordingly. You can access this page [here](#). The order forms for extra PPE will also be placed on that site. The document portal for each of our schools will also direct you to the correct platform, should you wish to access detailed information pertaining to a particular school. We urge you to familiarise yourself with our guidelines and processes.

### Phasing of Grades

In order to ensure that we follow all the protocols necessary to ensure the health and safety of all, the following grades will be phased in:

<b>Junior Prep:</b>	Grade 1 Red Group	<b>Monday, 8<sup>th</sup> June</b>
	Grade 1 Blue Group	<b>Thursday, 11<sup>th</sup> June</b>
	Grade 2 Red Group	<b>Tuesday, 09<sup>th</sup> June</b>
	Grade 2 Blue Group	<b>Friday, 12<sup>th</sup> June</b>
<b>Girls' Prep:</b>	Grade 7	<b>Friday, 05<sup>th</sup> June</b>
<b>Boys' Prep:</b>	Grade 7	<b>Friday, 05<sup>th</sup> June</b>
<b>Girls' College:</b>	Matrics	<b>Monday, 01<sup>st</sup> June</b>
<b>Boys' College:</b>	Matrics	<b>Monday, 01<sup>st</sup> June</b>

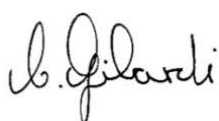
The phasing of the other grades will be communicated by the schools.

We will continue to monitor the situation and will keep you informed of necessary information.

The safety of our students and staff is paramount. Please rest assured that this remains the most important aspect in all our planning and we will not compromise on any issue.

We are looking forward to once again, the sounds and sights of our students as we welcome our Matric class of 2020 back to campus on Monday, 01 June.

Yours sincerely



Celeste Gilardi  
**Rector: St Stithians College**