



ASJA Girls' College Tunapuna

At-ta'alam be-ta-aaluf | Learning in Harmony

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2021 April 07

Dear Parents/ Guardians of Form 4 students

Assalaamu Alaikum/ Peace be unto you

Following on the press release yesterday by the Ministry of Education regarding the re-opening of schools for Term III, I wish to share the following details:

1. Form 4 students will report to school physically beginning Monday 12th April 2021 according to the timetabled subjects (attached). Changes may be made to this timetable as the term progresses to meet the needs of individual subjects. You will be notified via the official school WhatsApp chat and/or website of any changes.

2. According to the Ministry of Education, the main objective for reopening is to ensure that students engage in practical and other work required for completion of SBAs for CSEC Examinations. Teaching will therefore continue virtually. Therefore, students who are not doing the subjects assigned for the day must remain at home and attend classes virtually. Students who attend physically will be exempt from virtual classes for that day. Teachers will post notes or recordings (if available) of classes missed on Edmodo. Note the timetable tries to minimize any loss of virtual teaching time while attending physical classes.

3. All Covid-19 protocols including temperature check on entry, the wearing of masks, handwashing, physical distancing, sanitization of classrooms and high-touch surfaces etc. will be implemented.

4. All Form 4 parents are invited to attend a virtual Parents' Meeting via Zoom tomorrow Thursday 08, April 2021 from 5p.m. to 6 p.m. (God willing). The link will be shared within 1 hour of the meeting. Protocols will be outlined and questions will be addressed at this time.

5. Please take note of the Ministry of Education's guidelines for parents attached.

Thanking you for your kind cooperation.

Respectfully

Rabia Mohammed-Khan (Mrs.)
Principal (Secondary)

ASJA Girls' College
Tunapuna



10.7 Personal Responsibility (Extract from the Ministry of Education Reopening Guidelines):

Parents/guardians and staff shall work together to prevent the spread of COVID-19, by reinforcing the following with the students:

- **Sharing**- Sharing of materials such as books, stationery, food, drinks and snacks as well as sanitizers and other personal items, among or between students should not be permitted.
- **Personal Hygiene**
 - All students should be encouraged to walk with a personal supply of sanitizer and/or hand soap.
 - The wearing of masks by staff and students is expected and any changes will be guided by the Ministry of Health.
 - Students must wash their hands with soap and water after using the washrooms.
 - Students must engage in frequent hand washing.
- **Students/Staff with Flu-like Symptoms**
 - **Students/staff experiencing flu-like symptoms MUST stay at home.**
 - Once an individual was ill with flu-like symptoms within two weeks prior to reporting to school, **written clearance** from the District Medical Team assigned to the particular school must be presented. This can be arranged through the Principal.
- **Respiratory Etiquette**
 - If the need to cough or sneeze arises, do so into the sleeves/elbows or in a tissue which must be discarded in a covered bin immediately. Hands to be sanitized immediately after disposing of tissue.
 - Masks must be kept on when sneezing or coughing.
 - Rags are not allowed.
- **Parental Responsibility**
 - Parents are to be encouraged to attend all parent sessions and PTA meetings to keep updated on school policy.
 - **Parents must inform the school if their children begin displaying flu-like symptoms at home or if their children have been identified as primary contacts.**
 - Parents must provide current and accurate contact information, inclusive of an emergency contact number, and email address.
 - **Parents must respond to calls from the school to pick up their children /charges in a timely manner.**
 - Parents must acquire and submit a certificate of medical clearance for the student as needed through the principal.
 - Parents are to ensure that as far as possible, their child always has a clean mask and a supply of hand sanitizer in his/her possession.
 - Parents must inform children of health protocols and guidelines from the Ministry of Health.

* If your daughter has allergies- kindly submit a doctor's letter confirming this. Note: this will not prevent further actions as per Ministry of Health guidelines if symptoms present as flu-like

TIMETABLE FOR FORM 4 STUDENTS FOR THE PERIOD **MONDAY 12TH APRIL 2021- Friday 23rd APRIL 2021**

Monday 12 April 2021	Tuesday 13 April 2021	Wednesday 14 April 2021	Thursday 15 April 2021	Friday 16 April 2021
8:30 a.m. -2:30 p.m. Physical Attendance Physics students	8:30 a.m. -2:30 p.m. Physical Attendance Physics students	8:30 a.m. -2:30 p.m. Physical Attendance Biology students	8:30 a.m. -2:30 p.m. Physical Attendance Chemistry students	8:30 a.m. -2:30 p.m. Physical Attendance Chemistry students
11:30 a.m.- 2:30 p.m. Physical Attendance 1. CVQ students 2. Art (Drawing & Painting/ Mixed Media Students Only)				

Monday 19 April 2021	Tuesday 20 April 2021	Wednesday 21 April 2021	Thursday 22 April 2021	Friday 23 April 2021
8:30 a.m. -2:30 p.m. Physical Attendance Biology students	8:30 a.m. -2:30 p.m. Physical Attendance Chemistry students	8:30 a.m. -2:30 p.m. Physical Attendance Chemistry students	8:30 a.m. -2:30 p.m. Physical Attendance Biology students	8:30 a.m. -2:30 p.m. Physical Attendance Biology students
11:30 a.m.- 2:30 p.m. Physical Attendance 1. CVQ students 2. Art (Drawing & Painting/ Mixed Media Students Only) * CVQ and these Art students will continue physical attendance on Mondays for the rest of the term				* Parents of Science students will be notified if additional classes are required after Friday 23-April-2021

NOTE:

- ONLY STUDENTS WHO ARE DOING THE SUBJECTS TIMETABLED ARE REQUIRED TO ATTEND SCHOOL PHYSICALLY FOR THAT DAY. ALL OTHER STUDENTS MUST CONTINUE TO FOLLOW THE REGULAR VIRTUAL TIMETABLE**
- BREAKS AND LUNCH WILL BE STAGGERED**
- STUDENTS ARE ALLOWED TO ARRIVE AT SCHOOL IN TIME FOR THE START OF THE FIRST SESSION OF THE DAY. HOWEVER NOTE THAT ONCE AT SCHOOL THEY WILL NOT BE ALLOWED TO LEAVE BEFORE 2:30 P.M. UNLESS THEIR SESSIONS FOR THE DAY HAS ENDED AND THEY SUBMIT A SIGNED LETTER FROM THEIR PARENT/GUARDIAN e.g. GRANTING PERMISSION TO LEAVE AT 11:30 A.M. EVERY MONDAY ETC.
NOTE: TO MAINTAIN SAFETY AND ORDER WE ARE TRYING TO HAVE ONLY TWO DISMISSAL PERIODS: 11:30/12:00 NOON AND 2:30 P.M.**
- PARENTS ARE KINDLY ASKED TO MAKE NECESSARY SAFE TRAVEL ARRANGEMENTS FOR THEIR DAUGHTERS.**
- PLEASE NOTE THAT ADJUSTMENTS MAY NEED TO BE MADE TO THIS TIMETABLE TO BEST SUIT THE NEEDS OF THE INDIVIDUAL SUBJECT AND SUBJECT OPTIONS AS THE TERM PROGRESSES. PARENTS WILL BE NOTIFIED VIA THE SCHOOL'S OFFICIAL WHATSAPP GROUP AND/OR WEBSITE OF CHANGES.**
- CHEMISTRY/ BIOLOGY/ PHYSICS STUDENTS WILL BE REQUIRED TO PURCHASE A LAB BOOK AT A COST OF \$35 EACH (AVAILABLE AT SCHOOL).**