



# KINGSWAY HIGH AND PREP SCHOOL

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August 26, 2020

Dear Parents/Guardians:

## **Re: Adjustments to the Restart Plans for the 2020/2021 Academic Year**

We take this opportunity to welcome you to the 2020/2021 Academic Year at Kingsway High and Preparatory School. We are looking forward to a great school year despite the challenges faced as a result of the Covid-19 pandemic.

Due to the continued spike in the number of Covid-19 cases and the announcement by the Ministry of Education and Information regarding the delay in the reopening of schools, we have been forced to make changes to our school's mode of operation. We, therefore, ask that you please take note of the following:

1. School will not reopen via the face to face modality as first indicated. We will, however, begin school online using **Google Meet** for the core subject areas. This is critical, especially for our students who will be sitting external examinations. Therefore students in Grades 4 – 6 in the prep school and Forms 4 & 5 in the high school will begin school on Monday, September 14, 2020. All other students will begin on Monday, September 21, 2020.
2. The code for each grade/subject will be sent via email or WhatsApp to each parent/guardian. Students are required to have a Gmail Account, therefore, the school is currently working to create email accounts for all students. The Google Meet Application is quite easy to manipulate. Students are only required to click on the link sent by the teacher in order to join the class.
3. For all online classes, students will be required to be attired in uniform. Also, only registered students will have access to the online classes.
4. An online **Orientation Session** is planned to assist with the smooth start of the school year and to answer all queries that parents/guardians may have as follows:
  - New Students - Prep School – Monday, September 7, 2020 at 11:00 am
  - New Students - High School – Tuesday, September 8, 2020 at 11:00 am
  - Returning Students – Prep School – Thursday, September 10, 2020 at 11:00am
  - Returning Students – High School – Wednesday, September 9, 2020 at 11:00am
5. The school has developed an Information and Communication Technology (ICT) Policy as well as a Covid-19 Protocol Guide for all students. A copy will be emailed to parents/guardians and will be posted on the school's website.
6. Students in Grades 4-6 and Forms 1-5 will be required to upload assignments to teachers using the Google Classroom Platform.
7. Please see the schedule for online classes for September 14 – October 2, 2020:

### **Prep School**

Time	Activity
9:00 a.m. to 9:30 a.m.	Individual Class Devotion
9:30 a.m. to 11:00 a.m.	Session 1
11:00 a.m. to 11:40 a.m.	LUNCH
11:40 a.m. to 1:10 p.m.	Session 2

**High School** - The timetable will be sent to students via email or WhatsApp.

8. *It is our intention to transition to a dual modality effective October 5, 2020. This means that students will be physically present on campus for three (3) days of the week and two (2) days online. Class register will be marked daily. If a student is not present for the online classes, he/she will be recorded as absent from school. Please see schedule outlined below:*

#### **PREP SCHOOL**

<b>Grade</b>	<b>Face to Face (on campus)</b>	<b>Online</b>
<i>Pre-K</i>	<i>Monday - Friday</i>	<i>-</i>
<i>Kinder 1</i>	<i>Monday, Tuesday, Friday</i>	<i>Wednesday &amp; Thursday</i>
<i>Kinder 2</i>	<i>Tuesday, Wednesday, Thursday</i>	<i>Monday &amp; Friday</i>
<i>Kinder 3</i>	<i>Monday, Wednesday, Friday</i>	<i>Tuesday &amp; Thursday</i>
<i>Grade 1</i>	<i>Tuesday, Thursday, Friday</i>	<i>Monday &amp; Wednesday</i>
<i>Grade 2</i>	<i>Monday, Wednesday, Friday</i>	<i>Tuesday &amp; Thursday</i>
<i>Grade 3</i>	<i>Monday, Tuesday, Thursday</i>	<i>Wednesday &amp; Friday</i>
<i>Grade 4</i>	<i>Monday, Wednesday, Friday</i>	<i>Tuesday &amp; Thursday</i>
<i>Grade 5</i>	<i>Tuesday, Wednesday, Thursday</i>	<i>Monday &amp; Friday</i>
<i>Grade 6</i>	<i>Monday - Friday</i>	<i>-</i>

#### **HIGH SCHOOL**

<b>Form</b>	<b>Face to Face (on campus)</b>	<b>Online</b>
<i>5<sup>th</sup> Form</i>	<i>Monday, Wednesday, Friday</i>	<i>Tuesday &amp; Thursday</i>
<i>4<sup>th</sup> Form</i>	<i>Tuesday, Thursday, Friday</i>	<i>Monday &amp; Wednesday</i>
<i>3<sup>rd</sup> Form</i>	<i>Monday, Tuesday, Thursday</i>	<i>Wednesday &amp; Friday</i>
<i>2<sup>nd</sup> Form</i>	<i>Tuesday, Wednesday, Thursday</i>	<i>Monday &amp; Friday</i>
<i>1<sup>st</sup> Form</i>	<i>Monday, Wednesday, Friday</i>	<i>Tuesday &amp; Thursday</i>

***Please note that if face to face classes are not possible due to a continued rise in Covid-19 cases, all classes for the Christmas Term will be held via online platform.***

9. *From September 7 – October 2, the school's offices will be opened Mondays and Wednesdays from 9:00 a.m. to 2:00 p.m.*
10. *Due to the additional expenses incurred in preparation for the reopening of school and the reduction in admission (to facilitate physical distancing), the school will not be able to offer a discount in tuition for this term.*

*We realize how difficult the decision is as to whether or not to send your child out to school. We hope that the information we have provided , will help you make an informed decision. We will keep you up to date as things unfold.*

*Once again, we thank you for your continuous support through this most unprecedented and challenging time. Do enjoy the rest of the Summer Break and we look forward to seeing all our students on our online platform as well as on our campus in October.*

*Sincerely,*

**KINGSWAY HIGH AND PREPARATORY SCHOOL**

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*Alethia Williams (Mrs.)*

*Principal*

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