

St Patrick's CBC

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history embraces the future

6 April 2020

Dear Parents/Guardians

ST PATRICK'S CBC - OPERATIONAL MATTERS

This letter is a summary of what has happened at school and behind the scenes from 17 March 2020 to 6 April 2020, as well as the way forward. Although we are unable to be on the school campus at the moment, the school is still (almost) fully operational. The only departments that cannot work from home are the cleaning, boarding house and maintenance teams. All other departments are fully functional and are operating remotely.

1. Communication:

1.1 Letters to parents:

If you have never read the Weekly Information Sheet (WIS) or any communication from the school before, NOW is the time to change that habit. Please read every letter carefully and thoroughly otherwise you and your child will miss out on valuable and useful information. We are trying to communicate on all platforms to ensure that we reach everyone. The communication platforms we are currently using are emails, the class-specific WhatsApp groups and our school website (www.stpatricks.co.za).

The following letters/communications have been sent out and are available on our website if you have missed any of them.

- Novel Coronavirus - 8 March 2020
- Changing of holiday dates - 16 March 2020
- WIS 10 (summary of Coronavirus information) - 18 March 2020
- WhatsApp Groups - 24 March 2020
- Lockdown – extended dates - 25 March 2020
- Cyber Safety - 1 April 2020
- Online teaching arrangements - 1 April 2020
- Online teaching - 3 April 2020

1.2 School Telephone:

The school's telephone line (053 831 1558/9) has been diverted and will be answered during office hours. However, for academic matters, please contact the following staff via email:

- | | |
|-------------------------------|--|
| • Head of ECD Phase: | Liz-Anne Seaward <lseaward@stpatricks.co.za> |
| • Grade PR and R Grades Head: | Flora Gill <fgill@stpatricks.co.za> |
| • Grade 1 Grade Head: | Pam Ricketts <pricketts@stpatricks.co.za> |
| • Grade 2 Grade Head: | Lee-Ann Vertue <lvertue@stpatricks.co.za> |
| • Grade 3 Grade Head: | Candace Ramsay <cramsay@stpatricks.co.za> |



- Grade 4&5 Grade Head: Ulana van Loggerenberg <uvanloggerenberg@stpatricks.co.za>
- Grade 6&7 Grade Head: Micaila Ward <miward@stpatricks.co.za>
- Acting Head of Primary School: Peter Hauman <phauman@stpatricks.co.za>
- Deputy Head - High School: Kevin Vertue <kvertue@stpatricks.co.za>
- Head of High School: Francis Hloma <fhloma@stpatricks.co.za>
- Head of Curriculum: Peter Templeton <ptempleton@stpatricks.co.za>
- Head of School of the Arts: Anne Solomon <asolomon@stpatricks.co.za>
- Head of Sport: Roy Adams <radams@stpatricks.co.za>
- Executive Head: Jacques Tredoux <jtredoux@stpatricks.co.za>

1.3 Radio Station

I will continue to appear on radio until the lockdown is over to provide feedback on what is happening at school. The radio programme is broadcasted on Radio Teemaneng Stereo every Wednesday between 19h00 and 20h00. You can either livestream, by clicking on the following link <http://ndstream.net/teemaneng/new/pc.htm>, or tune in on 89.1 MHz FM.

If there is a specific topic you would like me to address, please email it to me by 11h00 on a Wednesday morning.

2. School Functionality:

2.1 Meetings:

My weekly meetings with the Senior Management Team, the Academic Management Team, the Head of Sport, the Head of the School of the Arts, the Marketing Manager, the Financial Manager and the IT Team are continuing during this time, the only difference is that we meet online, and not face-to-face.

2.2 Online Lesson Preparation:

The Academic, Sports and School of the Arts Departments are working hard to ensure that the online learning will get off the ground successfully from Wednesday, 15 April 2020.

3. School Fees:

3.1 Payment of school fees:

I would like to remind parents of the importance of paying your **school fees** during this period. Thank you to the parents who have made the effort to pay their school fees on time. St Patrick's CBC needs to continue honouring all fixed monthly overheads, e.g. salaries, paying for service providers, i.e. security, our Sol Plaatje Municipality accounts, etc. It is therefore imperative that you continue to pay your school fees on time every month.

3.2 School Fee Statements:

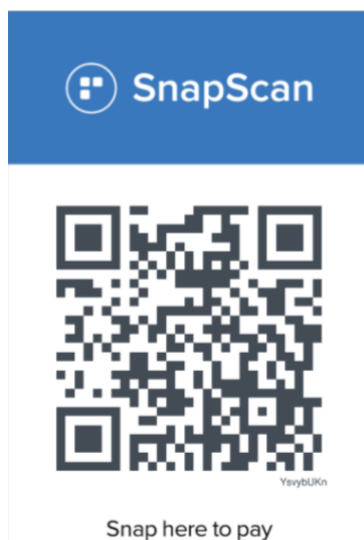
As before, **statements** will still be sent out to parents via email on a monthly basis.

3.3 Payments:

The **banking details** appear on the monthly statement. Payments can be made via EFT or direct deposit at FNB or Standard Bank.

We now also have a **SnapScan** option if you would like to make a card payment via SnapScan.

All you need to do is download the SnapScan App and add a card of your choice to your profile. When you make a payment, scan the code below, put in the amount and reference number, type in your pin and a payment will be made to the school account. Below, please find the **QR code** for St Patrick's CBC's bank account.



Please note: We will be operating in a **cashless environment** when we return to school, which means that we will only accept card payments at school from now on. This is another initiative to keep our parents, staff and pupils safe on campus.

3.4 Parents in financial difficulties because of the lockdown:

Parents who are in **financial difficulty** because of the 'lockdown' and thus might struggle to pay their school fees during this period should contact our Financial Manager, Carolyn Misdorp, to see IF we can come to an acceptable payment arrangement. Her email address is cmisdorp@stpatricks.co.za. However, this involves a lengthy application process and we will need your bank statements, payslips, valid reason, etc., before a decision can be made.

3.5 Consequences of not paying school fees:

Please note that all school fees must be paid up to date by Friday, 10 April 2020 and **school fee accounts** must be kept up to date if you would like your child to make use of the online platform and to return to school after 'lockdown'.

The children of parents who are behind in school fees and who have not made an accepted payment arrangement will unfortunately not be able to make use of the online learning platforms or return to school after 'lockdown'. Their online accounts will be blocked.

4. Frequently Asked Questions (FAQ's):

4.1 Q: When do the online lessons commence?

A: Wednesday, 15 April 2020

4.2 Q: Where do I register for the Class WhatsApp groups?

A: Please email your CELL NUMBER and the CLASS YOUR CHILD IS IN (e.g. 0821234567 - Grade 1GO), to info@stpatricks.co.za.

4.3 Q: Where do I find all the correspondence / letters that I have missed?

A: Please click on the Coronavirus tab on our website (on the Home page): www.stpatricks.co.za.

4.4 Q: What online platform will each Phase / Grade use?

A: As per the letter dated 3 April 2020, the following online platforms will be used:

Section or Grade	Platform	Explanation
ECD – Grade R	WhatsApp messages	The teaching staff will send lessons/activity ideas via the WhatsApp groups to all parents.
Grade 1	Emails and WhatsApp messages	The Grade 1s will work in their school books according to weekly instructions given. *Pupils should strictly adhere to the weekly lesson plans circulated.
Grade 2 – 3	Emails and WhatsApp messages	The teaching staff have drawn up a booklet for the pupils to use. It will be emailed to all parents. If you do not have a printer at home, please make arrangements to print it, once emailed.
Grade 4 – 5	ClassDojo App	The teaching staff will upload lesson plans and lessons onto ClassDojo for parents to access and share with their children.
Grade 6 – 7	Edmodo	The teaching staff will upload lesson plans and lessons onto Edmodo as well as provide other resources for parents to access and share with their children.
Grade 8 – 12	Edmodo	The teaching staff will upload lesson plans and lessons onto Edmodo as well as other resources. The pupils have already received invites to join the various subjects on Edmodo.

4.5 Q: How do I register for ClassDojo – Grade 4 & 5?

A: A link will be sent to parents on Tuesday, 7 April 2020. Please note, the link/code that you will receive is only valid for 48 hours before it expires, so please register as soon as possible.

Q: How do I register for Edmodo – Grade 6 & 7?

A: A link will be sent to parents on Tuesday, 7 April 2020.

Q: How do I register for Edmodo – Grade 8 - 12?

A: Pupils were briefed in class, and asked to register on Edmodo. Each subject has a different subject code. There are definitely pupils who have not registered yet. The codes will be sent out again via the WhatsApp groups later this week. Pupils will not be able to 'attend' any of the lessons if they have not registered.

4.6 Q: How do I know the daily programme / roster?

A: Please see letter dated 3 April 2020. Updated programmes will be circulated weekly, where relevant.

4.7 Q: We have uncapped Wi-Fi at home but in current circumstances the speed is very bad at certain times. Will the lessons on Edmodo be 'live' or will pupils be able to do lessons in their own time?

A: Internet seems to be a bit challenging at the moment. For that reason, lessons will be pre-recorded and not live. However, we strongly encourage that pupils try their best to complete a full day's lessons before bedtime, as the load will catch up with them, if they don't.

4.7 Q: Can my child still ask questions if they do not understand the work?

A: Yes, definitely. Pupils may gladly address questions to teachers via email. Please ask questions immediately after the lesson has ended, while the topic is still being discussed and the content is relevant. All teachers' email addresses are on our website (<https://stpatricks.co.za/contact-us/>).

Pupils should strictly adhere to the timetables published and not try to make up for lost time during the week before school reopens.

4.8 Q: Will my child be able to use a cell phone for lessons?

A: We realise that a cell phone is the electronic device most readily available at home. Where possible, resources will be accessible via a cell phone.

4.9 Q: When may my child return to school?

A: We are currently in a lockdown period of 21 days, as stipulated by President Ramaphosa. This period may be extended. I agree, it is not ideal. We would also much rather be teaching face-to-face, in a classroom environment, where we are able to interact with the children on a daily basis. However, we will provide online academic support and guidance for as long as it is needed. We are committed to make this work for all parties involved and want to assure you that our academic standards will not be compromised by this temporary arrangement.

Please be reminded that our **Pupil/Parent Support** Department is operational throughout this period. Please feel free to make contact with Dr Marlene Zwiegers (mzwiegers@stpatricks.co.za) or Pastor Marida Duff (mduff@stpatricks.co.za) at any time. They will respond during office hours.

Let us all remain **positive, encouraging, and supportive**. If you experience challenges, and you feel that we could possibly assist in any way, you are most welcome to contact me.

Game on - let's do this **TOGETHER**.

Yours sincerely



Jacques Tredoux
EXECUTIVE HEAD

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