



LETLHABILE INTERNATIONAL PRIMARY SCHOOL

Plot 23182 Phase 4

P.O. Box 2400

Gaborone, Botswana

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Strong
Foundation

11th January 2021

Dear Parents, Guardians & Children,

Compliments of the New Year! A warm welcome to you all and to all our new parents and children. Hope you have had a pleasant and restful break and are ready to take on the new year.

Sound
Development

As per the advice of the Ministry of Basic Education we will be reopening school in a phased manner. Kindly make a note of the opening dates which are as follows.

Wednesday 13 th January 2021	Standards 1 , 5, 6 & 7
Monday 18 th January 2021	Standards 2, 3 & 4
Monday 18 th January 2021	Reception

Safe
Environment

Covid-19 Protocols: We would like to remind all our parents and children to continue adhering to all Covid-19 protocols.

Facemasks are compulsory for all persons entering the school campus.

Admission will be denied to any person who does not have a face mask on. All children and visitors to the school have to undergo a mandatory temperature check, hand sanitisation and are required to walk through a wet foot bath.

Once the screening process at the gate is completed and requirements met, children will then proceed to their classrooms. Temperatures will be recorded twice a day.

High
Values

We request parents to drop-off and to collect children from their designated drop off points. The under mentioned arrival and collection times need to be strictly adhered to in order to avoid congestion and to maintain social distancing.

Kindly note children will NOT BE allowed entry through the main gates before 6.50am. Main gates will ONLY open at 6.50am.

Top Class
Education

Arrival times :

Reception, Standards 1 to 7 should arrive between 6.50 am to 7.20 am.

Lessons for all standards start at 7.30am.

Collection times:

Reception & Standard 1- 12.45pm to 1.00pm.

Standard 2- 1.00pm to 1.15pm.

Standards 3 & 4- 1.15pm to 1.30pm.

Standards 5 to 7- Mondays to Wednesdays 2.15pm to 2.30pm.

Thursdays and Fridays 1.30pm to 1.45pm.

Kindly note parents having more than one child in the school may collect all children at the same time. Please kindly inform the class teachers accordingly.

Only children and staff are allowed beyond the red tapes and through the small gates.

We request parents to keep children at home if they have any flu-like symptoms. If a parent, child, sibling or any other household member tests positive for Covid-19 or have been contact traced or are in quarantine, please inform the school immediately.

Stationery: We request parents to provide children with stationery as they will not be allowed to share in class.

Tuckshop closed until further notice: The tuck shop will remain closed until further notice so kindly pack enough food for your child.

Communication: As part of our continuing efforts to reduce waste and lessen our impact on the environment, all communication will be sent via **email or WhatsApp**. Copies of letters if required will be available through the school office. It is therefore crucial that your contact information is kept 'up -to-date'. Please ensure that the school office and your child's class teacher have all your current contact details, especially your **current mobile phone number and your email address**. Kindly inform the school immediately if any of these contact details change.

Communication between teachers and parents: We request parents to communicate with teachers via phone calls, emails and WhatsApp messages as much as possible so as to limit the number of meetings in person, unless otherwise required.

If you would like to speak to me, you may call me on 3190728 or send an email to letlhableprimary@yahoo.com. If there is a requirement to meet me in person, please call to book an appointment.

Thanking you in advance for your cooperation and support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Kaviraj', with a horizontal line drawn through the middle of the signature.

Ms M. Kaviraj
Principal