

Pretoria, 2021-10-07

Dear parents,  
Dear colleagues,  
Dear students,

as promised on Monday, this letter explains the new entry- and exit procedures, that will take effect Monday (11.10.2021). **Please take note, that the existing pick-up times have not changed, other than later options due to later AG's and Tagesheim opening.** Although the operations team together with the School Management have taken a lot of considerations and rules into this procedure, we are aware that we will have to revisit certain areas by Wednesday (13.10.2021) in our Safety Meeting in the morning, as well as the staff meeting in the afternoon and the PRC meeting in the evening. After a two day trial period you will have the opportunity to give feedback on more than one occasion.

Please be vigilant and keep the safety of our children as the highest priority on the parking lots! Also note that normal road rules and Covid regulations always apply.

**The drop-off point of the youngest sibling gets preference. Please inform your child/children as to where they will be picked up.**

### **Kindergarten / Kinderkrippe**

Due to the current construction process happening at the Kindergarten, the **drop-off and pick-up procedure will remain the same until 14:10. On the Oktoberfestparking. The pick-up from 15:45** will be done by accessing the **Osttor** (East Gate) where parents will be allowed to park on the allocated parking bays next to the Kinderkrippe and collect their children from the Kinderkrippe door.

**Drop-off Time: 07:00 – 08:00**

Older siblings to walk along the outside of the fence and enter through the **side gate** as before then head to the red gazebo.

**Pick-up Times: 12:45 – 13:00 / 13:45 - 14:10 (old procedure)  
15:45 – 16:00 / 16:45 – 17:15 (Osttor-new)**

### **Primary School**

The **Nordtor** (Water tower Gate) will be opened for drop-off from **07:00 – 07:55**. For safety reasons the gate will strictly close at 07:55. Any drop-off after this time must be done at the Main Gate. (We will be accommodating until Wednesday.)

For drop-off there will be allocated shoots, and for pick-up parents will be allowed to park on the two sides of the parking area (**see diagram Nordtor**). Children to head to red gazebo after drop-off for sanitizing and temperature measurements.

**Pick-up Times: 12:30 – 12:45 / 13:30 – 13:45 / 14:10 – 14:25**



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**Learners will be assembled under supervision but will walk to their respective parents/drivers' cars when in the shoots or in the parking bays.**

### **Tagesheim**

Primary School learners who are not collected during the allocated pick-up times will be taken down to the Tagesheim for free supervision until 14:10 whereafter they can be collected from the **Nordtor** (Water tower Gate) **(until 14:25)**. Supervision after this time is paid supervision and should be arranged beforehand with the Tagesheim. Parents of learners enrolled for paid supervision can access through the **Osttor** (East Gate) at the allocated pick-up times and park to collect their children.

**Pick-up Times: 15:45 – 16:00 / 17:15 – 17:30**

### **High School**

The **Haupttor** (Main Gate) will be open for **drop-off between 07:00 – 07:55**. There will be allocated shoots for drop-off and go (**see diagram Haupttor**). Learners will walk to the red gazebo to sanitize and temperature measurement after drop-off. For Pick-up the parents will be allowed to use the main parking area. Aula supervision will gain be offered from 12:30 – 14:10.

**Pick-up Times: 12:30 – 12:45 / 13:30 – 13:45 / 15:05 – 15:20 / 15:45 – 16:00 / 16:45 – 17:30 (these will help with the collection of learners (Prim. & Sec.) after their AG's have finished).**

### **Busses**

The **side gate** facing the Oktoberfest Parking will still be used for access, since the busses will park outside the school property. **Drop-off time is 07:00 – 07:55**. Learners will walk to red gazebo for sanitizing after drop-off. Bus commuters will use the same gate to exit for bus departure times.

#### **Departure Times:**

**Monday, Tuesday & Thursday 15:45 – 16:00**

**Wednesday 14:10 – 14:25 & 15:45 – 16:00 / Friday 14:10 – 14:25**

The Sport Department will send out separate information letters for swimming and the AG Plan tomorrow.

I trust we will have a closer to “normal” DSP “Gemeinschaft” with this welcoming change and looking forward to hearing from you soon.

Stay safe and healthy!

Kind regards,



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W. Ehrich  
Acting Principal