



## ALEXANDRA SCHOOL

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Principal: Mr. Orson Alleyne  
M.Ed., B.Ed., Cert. Ed. (Man. &Adm.), Cert. Man.

18 September 2020

Dear Parent/Guardian

The administration of Alexandra School extends a warm greeting to you on this the commencement of the academic year 2020-2021.

The worldwide pandemic has brought numerous changes to our lives, and this is especially felt in educational circles. Up unto 17 March 2020 our school roll was 860 students, we were challenged for space, but we managed. The COVID-19 restrictions have led to a complete review of school and how education will be delivered.

As a result, the student population has been divided into half, that is, each form has been divided into two. This measure makes provision for the physical distancing which forms part of the necessary conditions for human interaction in large numbers. Following from this each form will be rostered for attendance at school on specified days. Parents are asked to keep a careful record of the days for face-to-face instruction for their children/wards and the days when these children will be online.

We are currently without the services of a canteen proprietor, so parents are asked to provide a pack lunch for students when they are attending school. As soon as this matter is resolved parents will be notified. Note students will not be granted permission to leave the compound unless permission is sought by letter from a parent for a medical or other appointment.

The package which accompanies this correspondence contains a timetable (this will be forwarded over the course of the weekend); Protocols for School and other pertinent pieces of information.

We wish to thank you for your cooperation in this matter and advice that any queries or concerns be expressed to the school's authorities through email at [info@alexandra.edu.bb](mailto:info@alexandra.edu.bb) or by telephone at 535-4701/04.

Yours faithfully

Orson Alleyne  
Principal



## ALEXANDRA SCHOOL

### PROTOCOLS FOR THE RETURN TO SCHOOL

SEPTEMBER 2020

#### **1.0 Entry Protocol**

All visitors must always wear masks whilst on the compound.

- Visitors must observe the visible floor markers for physical distancing placed at the school entrance and must comply with instructions to form orderly lines and to maintain appropriate physical distancing upon entry.
- Physical distancing must be observed on the compound, especially at the sanitization stations, cafeteria, washrooms, main office, etc.
- Security Officers or other appointed persons shall use non-contact infrared thermometer, at the school's entry point. Students or visitors with a higher than average temperature will be directed to a cool area nearby and their temperature rechecked after 5 minutes. The environmental temperature must be taken into consideration; therefore, temperature checks must be done more than once before a student or visitor is deemed to be a person of concern.
- Visitors with flu-like symptoms will not be allowed entry on to the compound.
- Staff and students with flu-like symptoms must remain at home and provide written medical clearance before attending school.
- Visitors with a high temperature reading WILL NOT be allowed entry and will be requested to contact school administration via telephone or email instead of face-to-face.
- Students who report to school with flu like symptoms will be placed in a quarantine room and the parent and health facilities (depending on severity) will be called. Parents will be asked to take the student home and return with written medical clearance.
- All students will enter the compound through the western gate (Queen Street). Student pick up will be through the western gate for first, third and six formers, second, fourth and fifth will exit through the eastern gate (Speightstown Bypass). No parent will be allowed to drive unto the compound. Parents are asked to drop off students as close to the start of the school day as possible.

Visitors and service providers who access the school's compound, must abide by the school's policy and guidelines provided by the Ministry of Health and the Ministry of Education, Technological and Vocational Training.



### 1.1 Assembly

After the student has gained entry to the compound, he/she must report to the area identified for his/her year group:

- 1<sup>st</sup> years – Lawn in front of Block F (Form rooms)
- 2<sup>nd</sup> years – Lawn in front of form rooms (east of the hall)
- 3<sup>rd</sup> years – car park at back of Block G and lunch benches
- 4<sup>th</sup> years – bamboos
- 5<sup>th</sup> years – veranda on Block E and paved area by steps leading to Music Room
- 6<sup>th</sup> Years – bamboos

### 1.2 Registration

Form teachers will sanitize the hands of students or oversee the use of hand washing stations before students may enter the form rooms. Assembly will be form based and will be held for fifteen minutes.

### 1.3 Schedule for the day:

- 8:45 am – Registration & Form Assembly
- 9:00 am – 9:35 am     Period 1
- 9:35 am – 10:10 am   Period 2
- 10:10 am – 10:45 am   Period 3
- 10:45 am – 11:20 am   Period 4
- 11:20 am – 12:50 pm   L U N C H
- 12:50 pm– 1:00 pm     Registration
- 1:00 pm– 1:35 pm     Period 5
- 1:35 pm - 2:10 pm     Period 6
- 2:10 pm - 2:45 pm     Period 7
- 2:45 pm                 Dismissal

{The lunch time has been extended to accommodate the collection of lunches over a 30 minute slot per grouped according to year – First and Second years 11:20 – 11:50; Third and Fourth 11:50 – 12:20; Fifth and Sixth 12:20 -12:50}.



**Special arrangements for Week 1. Students from Year One to Year Five will have Orientation during the first four days.** The schedule for the orientation sessions is as follows:

**Monday, September 21** – First year students **ONLY** will attend school.

**Tuesday, September 22** – **First** and **Fourth** year students **ONLY** will attend school.

**Wednesday, September 23** – **Second** and **Third** year students **ONLY** will attend school.

**Thursday, September 24** – **Fifth** year students **ONLY** will attend school.

**Friday, September 25** – First day of the Blended Timetable. Individual Year Group timetables will be made available shortly.

**PLEASE NOTE:**

- the school day for the first **four days of orientation will run from 9am until 2pm.**
- **Students MUST be attired in full uniform.**
- **Parents are asked to provide a packed lunch as the canteen will not be in operation. The provision of a pack lunch will be required until further notice.**
- Students will require a notebook; no textbooks are necessary.

**General Conditions for a School Day**

Students will be required to bring to school their textbooks and exercise books/writing paper needed for the day. The students are not to leave books at school.

Students are asked to bring to school daily their personal bottle of hand sanitizer, at least one of bottle, at least two (2) face masks.

The sports areas will be out of bounds except during supervised activities.

At the start of every period and afternoon registration, students coming to or returning to a room will wait outside for the teacher to usher them in. In cases where the students were already in the room from the previous period/registration session, the students may remain in the room, seated at their desks. **Students must not change seating position during a class.**

In class, should a student require to drink water, he/she will be allowed to remove the mask from his/her mouth and replace it immediately after drinking.



All students and teachers will be required to wear a mask in the classroom for face-to-face teaching, unless a separation of at least 6 feet can be maintained between persons in the class and the room is suitably ventilated.

## **2.0 Lunch**

Students are encouraged to bring lunch from home. If lunch must be purchased from the canteen, then students must pre-order (preferably the day before if this service is available) or before 8:30 in the morning.

No more than 5 students will be accommodated at the canteen at any point in time. At lunch time patronage at the canteen will only be allowed for the collection of ordered lunches/other items.

Teachers will be on duty to ensure the system at the canteen runs smoothly.

Lunch will be eaten in the form room and students are encouraged to bring a place mat or a small towel on which to place their lunch when eating.

## **3.0 Bathroom**

The stipulations for bathroom use during this COVID-19 period is no more than 2 persons in the bathroom at a time. Students are asked not to linger in the bathroom but seek to complete their business as quickly as possible.

Students are reminded to flush the toilets after every use. Toilet seats must be closed before the unit is flushed.

## **4.0 Dismissal**

The dismissal bell goes at 2:45pm and students will be dismissed through the gates closest to the room/s they are occupying at period 7. Students, depending on their location will depart through the gates as follows:

- G Block will depart through the gate on Porter's Road
- Block F, E , Biology and IT rooms through the main gate (Queen Street)
- Block A & B through the gate on Mango Lane
- Block C and those students who take the Warrens bus through the eastern gate (Speightstown Bypass)



## **School Days for Student Attendance**

The entire school from first to sixth will be divided into two using an alternate method of allocation. Students will be informed of the group to which they have been assigned, either Group A or Group B. This information will be shared during orientation and online by email as well as posted in the classroom. Attendance to school will be done on a rotational basis using alternate days.

On the days when one group is at school, the students in the other group will be expected to attend classes simultaneously online should internet access allow, otherwise they will be assigned work asynchronously.

On the days when all of the students in Years 2 , 3, 4, & 6 are at home, their classes will be taught online, either synchronously or asynchronously.