

18<sup>th</sup> March 2020

Dear parents/ guardians

This letter serves to inform you of the measures we are taking to protect our students and teachers to prevent the spread of the COVID-19 virus. We would like to reassure parents that at Crescent we are committed to doing everything we can to continue providing quality education that supports the health and well being of our teachers, parents and students.

**Precautionary measures** – ‘What Crescent is doing’

- Additional cleaning and sanitation – we are using chemicals, proven for anti-microbial and anti – viral disinfection around the school.
- Hand sanitisation and hand washing – these are being promoted and supervised by teachers on a regular basis in the classrooms.
- Students are being taught good hygiene such as covering their mouth when coughing or sneezing.
- Students are being advised in the habits of social distancing- sitting apart, no shaking of hands or high fives, no sharing of stationery or food.
- Classrooms are to be well ventilated with open doors and windows whenever possible.
- Cancellation of all internal and external sporting events and competitions until further notice.
- Cancellation of all school gatherings – including Assemblies and Special events.
- Cancellation of Open Day and report Collection by parents.
- Students who complain of being unwell are being advised to go home and remain at home until they are fully recovered.
- Compliance with all directives from The Ministry of Health.

During this time, however, if the Ministry of Health advises schools to close we will comply immediately. We have already put a contingency plan in place in the event of school closing. We want to reassure parents that teaching materials are already in place that can be given to students, electronically/ manually, in the event of an extended school closure.

Please do not hesitate to contact us if you have any questions or suggestions. We hope that these practical measures will help the Crescent community to remain calm, while using good sense to protect ourselves and others,

Yours faithfully

Mr Ramasamy  
School Head

**Please provide us with your updated information on the slip below and return to your son/ daughters class teacher tomorrow 19/03/20. Check our website for updates: [crescentschool.co.bw](http://crescentschool.co.bw)**

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**Contact Details**

**Name of Students:** \_\_\_\_\_

**Standard / Form :** \_\_\_\_\_

**Parents Telephone number :** \_\_\_\_\_

**Email address :** \_\_\_\_\_