



# Kingsway High and Preparatory School

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January 12, 2021

Dear Parents/Guardians:

As indicated to you in our Closing Letter in December 2020, come January 18, 2021, Kingsway High and Preparatory School will begin face to face classes on a phase basis. To ensure that no student is left behind, we will be using dual modality, that is, face to face and online classes, simultaneously. Please review the table below to see the plans in place for your child/ward:

Division	Class	Modality	Staggered Arrival & Dismissal Times
Kindergarten Division	Pre-Kinder	Face to face – Monday to Friday	Classes will begin at 8:30 a.m. for all classes. However, the arrival and dismissal times will be staggered as follows to reduce physical contact:  <b>Pre-Kinder &amp; Kinder</b> 7:00 a.m. – 1:00 p.m.  <b>Grade 1</b> 7:10 a.m. – 1:50 p.m.  <b>Grade 2</b> 7:20 a.m. – 2:00 p.m.  <b>Grade 3</b> 7:30 a.m. – 2:15 p.m.  <b>Grade 4</b> 7:40 a.m. – 2:10 p.m.  <b>.Grades 5 &amp; 6</b> 7:50 a.m. – 2:00 p.m.
	K1 – K3	Online & Face to face. Parents have the option to select either mode.	
Prep Division	Grades 1 - 4	Students have the option to attend face to face classes 2 days per week as follows: 1-T: Tuesday & Thursday 1-H: Monday & Wednesday  2-D: Tuesday & Thursday 2-M: Monday & Wednesday  3-T: Monday & Wednesday 3-F: Tuesday & Thursday  4-C: Monday & Wednesday 4-BW: Tuesday & Thursday  Parents have the option of remaining on line for the entire week, if desired. Parents who work in essential services or those who are experiencing challenges in hosting their child/ward at home, please make contact with the school.	
		Grade 5	Face to face – Monday & Tuesday Online – Tuesday, Thursday & Friday Accommodations will be made for parents who are desirous of online classes only.
		Grade 6	Face to face – Monday, Wednesday & Fri. Online – Tuesday & Thursday Accommodations will be made for parents who are desirous of online classes only (Similar to those made during the PEP Camp)

### Lunch Time

Lunch time will be staggered to reduce physical contact. Lunches for students at the Prep School will be ordered and delivered to their classrooms. Students will not have access to the canteen.

### Sanitization Period on Timetable

Sanitization periods are scheduled on the timetable and must be adhered to. Please ensure that this is communicated to your child/ward. Each student should also take his/her sanitization kit to school each day. The kit should include: 1 extra mask, hand sanitizer, wipes, and sheets of tissue and hand towel. This is **mandatory**.

### Disclaimer Form

Before attending face to face classes, all parents/guardians are required to sign and submit a **Covid-19 Disclaimer** on behalf of their child/ward. This was sent in the WhatsApp Groups and is also available at the office. **Students will not be allowed to attend face to face classes without the submission of a signed Covid-19 Disclaimer.**

### Meeting

A meeting will be held via Zoom Platform on Wednesday, January 13, 2021 from 3:00 p.m. – 4:00 p.m. This is to facilitate all questions that parents/guardians may have. You may also call the school's office. **Meeting I.D.83995266719 Passcode 654465.**

Changes to the information provided above will be communicated to parents/guardians on a timely basis.

We thank you for your usual cooperation and support and look forward to seeing all students starting January 18, 2021.

Sincerely,

Alethia Williams (Mrs.)  
Principal

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