



Brescia House School

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COVID-19 PROCESS CONTROL UPDATE 5

Rev 5 – 01/10/2020

We unfortunately have had issues with parking this week and as such need to amend the parking access accordingly. We have taken cognisance of the issues arising this week as we try to implement a safe/effective method of operation. Please would you all make use of the updated process forthwith, as follows:

Grade 11 and Grade 12:

- We have given the 12's and 11's the opportunity to use Sloane Parking lot
- Drive-through only - drop & go in mornings; and in afternoons collect and go (no parking)
- Please keep traffic circulating,
- Those matriculants who have their own vehicle, are to continue to park in the lower fence bays of Pytchley parking.
 - **Class start time:**
 - Grade 11 & 12 - 07H30
 - **Collection:**
 - Grade 12 - 14H25 Monday, 13H25 rest of week
 - Grade 11 - 13H25 Whole week
 - By arrangement after school sessions for all HS grades vary per week; per day; and per allocated time

Grade 4 to Grade 10 (IP and rest of HS):

- Pytchley parking lot
- Please keep traffic circulating – do not stop in the traffic flow areas, use parking bays where necessary
- Please be prompt in drop-off and collection – the IP and HS have various staggered times, and this allows the spread of drop-off and collection if used appropriately to reduce congestion
- We confirm collection and drop-off times as follows:
 - **Class start time:**
 - Grade 4 to 10 - 07H30
 - **Collection:**
 - Grade 4, 5 & 6 - 13H30
 - Grade 10 - 13H25 Whole week
 - Grade 7, 8 & 9 - 12H50 Whole week
 - By arrangement after school sessions for all HS grades vary per week; per day; and per allocated times

Grade R to Grade 3 (FP):

- Grade R parking lot
- Please keep traffic circulating – do not stop in the traffic flow areas, use parking bays where necessary

- Please be prompt in drop-off and collection – these four grades have staggered times, and this allows the spread of drop-off and collection if used appropriately to reduce congestion
- We have amended the collection/drop-off times daily. This will be effective from Monday 5th October 2020 as follows:
 - **Class start time:**
 - Grade 2 & 3 - 07H30
 - Grade 1 - 07H45
 - Grade R - 08H00
 - **Collection:**
 - Grade R - 12H45
 - Grade 1 – 13H00
 - Grade 2 – 13H15
 - Grade 3 – 13H30

We trust this revised system will work and we can all adapt to this new normal. The usual school process is disrupted by COVID-19 and as such we have several factors that cause congestion at our parking lots, please allow for congestion and plan accordingly. Some of the contributing factors are:

1. Church parkade use limited – due to alternative protocols that have been stringently applied for Church access now that the Church is re-opened for Mass and Activity.
2. There is currently little extra curricular activity, no cultural nor sports, and as such the usual process of staggered arrival and collection of pupils is completely absent – hence the connection in these unusual times.
3. COVID-19 mitigation protocols and SOP processes have added to the complexity of the arrival and the collection as well.

These are all impacting on everyone, and our own school community is no exception. Calm, patient, caring action is needed by all of us to face these challenges and work together as a community.

- Our school staff and security officers are doing their best under difficult and trying circumstances, and we all need to respect their efforts and act appropriately.
- Please be aware of safety in the parking lots,
- Please always wear masks,
- Please maintain social distancing; please be kind in traffic and allow traffic to flow – let people in and out and provide space in traffic as needed for everyone to have ease of movement.

Thank you in advance for your patience and understanding, and your assistance to make this work.

Paul Matthews
(Operations Manager & COVID-19 Manager)