

Dear Parents

As we continue to plan for online learning, we need to inform you of the following:

**1. Grade RRR and RR Learners**

- 1.1 From 17 April you will be able to collect weekly packs of activities for your children.
- 1.2 Due to lockdown restrictions, the teacher will not be able to give these to you personally. There will be a personalised box for each child. The boxes will be placed in the Junior School foyer.
- 1.3 The foyer doors will be open during the day but will be locked at night.
- 1.4 Every Friday, the work for the following week will be placed in the foyer for collection.
- 1.5 We hope this will add some enjoyment to your children's day as they learn.

**2. Grade R to 3 Learners**

- 2.1 Grade R to 3 learners will receive their work via e-mail on a weekly basis.
- 2.2 In the next few days you will be contacted by your child's teacher to confirm your preferred e-mail address and to chat about the next few days.
- 2.3 School will begin on Tuesday, 21 April and you can expect to receive the first weekly e-mail before then.
- 2.4 Please keep the work done by your child in a folder or file as a record of work done. This can be returned to the class teacher once school re-opens.

**3. Grade 4 to 9 Learners**

- 3.1 Grade 4 to 9 learners will operate on the Microsoft Teams platform which can be accessed from the internet or from a downloadable app.
- 3.2 Each of these learners has a registered Microsoft 365 license. The IT department will provide all Grade 4 to 6 parents with their child's login details to be able to access Teams. All Grade 7 to 9 learners already have their own login details (the one they use at school) and they will be able to log into Teams using this.
- 3.3 Parents may contact either Mr van Straten (Senior Phase learners) or Mrs Gouws (Intermediate Phase learners) if they experience difficulties when accessing the work. These staff members will pass the information on to the IT Support Team who will do what is possible to assist you.

D van Straten: devosvs@dss.org.za  
E Gouws: estelleg@dss.org.za

#### **4. Assemblies**

We are continuing with assembly during this time of lockdown. You can access it at the moment from your child's Teams space. We hope to make these accessible on the DSS website.

#### **5. Further Information for Parents of Grade 4 to 12 Learners**

##### **5.1 Privacy**

- 5.1.1 Microsoft Team provides a private space that will be managed and controlled by the school. Predators and other people cannot communicate with the children via Teams, unless your child gives his/her login details to someone else. At school we have emphasised that they may not give their login details to others.
- 5.1.2 The chat function of Microsoft Teams has been disabled by the school. No learners will be able to engage in private chats with one another.
- 5.1.3 Learners can reply to posts in the general channel which is a public platform for all registered users (teacher and other learners in the same class).
- 5.1.4 Each teacher will give each learner feedback on assignments and this is only visible to the learner concerned. Assignments submitted by learners will also only be viewable by the teacher, not the class.
- 5.1.5 We encourage all parents to use their child's login details to access Teams but we ask that you refrain from posting messages to the teacher using your child's class space. Please contact the relevant HOP or Mrs Pretorius to communicate any concerns or ask any questions.

##### **5.2 Suggested managing of assignments and other work**

###### **5.2.1 Learners can submit their work using three methods:**

- a. Type the work on a device when not connected to the internet and then submit when possible.
- b. Write the answers on paper, take photos and upload those to Teams.
- c. Scan the written work as a PDF and upload to Teams.

###### **5.2.2 Online classes in real time**

Please note that we will not require learners to attend online classes in real time. That means learners will not be required to log in at a specific time to stream a teacher's lesson. We aim to reduce the time learners have to spend on Teams as much as possible as we are mindful of the fact that data access could be a challenge for some families. The only exception for an online session would apply to Grade 12 learners.

##### **5.3 Online research and videos**

- 5.3.1 Teachers of Grade 7 to 11 learners have been asked not to give work for which research must be done online. Matric learners could be required to do so but this will be carefully managed by the teacher.
- 5.3.2 No teacher will ask any learner to watch an online clip/video outside of the Teams environment. Any clips/videos are screened by the teacher as we are mindful of the cost of data and the time factor for parents.

Finally, we would like to lighten the load for you, not to add to it. For this reason, we are going to try, where possible, to keep the screen time required by your child to a minimum as we realise that each family has their own unique challenges.

Yours faithfully

D Newlands  
Principal