

3 May 2019

Dear Parents,

Arrangements for Opening of Senior School
(Please see pages 3 and 4 for Junior School arrangements)

Following the tragic events on Easter Sunday and the ongoing uncertainty in the country, our priority as a school is guaranteeing the safety of all our students and providing them with the support they need.

We are planning to open school as follows:

| | |
|--------------------------|----------------|
| Form 5 and Upper 6 Exams | Monday 6 May |
| Form 4 and Lower 6 | Thursday 9 May |
| Forms 1 – 3 | Monday 13 May |

Counselling:

All teachers are ready to provide any help they can. All students who want to share their feelings or seek help dealing with them should feel able to speak to their Class Teacher, the School Counsellor or any other teacher they feel comfortable talking to. Before school reopens, students or parents may contact the School Counsellor on moircounsellor@gmail.com as normal. Mrs. Mihindukulasuriya also has details of assistance available outside school and a range of resources to help young people deal with grief.

Security:

- Drivers and other domestic staff will not be allowed in school at all.
- All parents and other family members who regularly come to school will be issued with security passes which must be worn at all times when in school – until these are ready, parents will need to obtain temporary passes at the gate, like other visitors. Parents are requested not to bring their own bags into school.
Parents should send passport photos of all family members who regularly come to the school for the new security passes, which should be handed in to the Accounts Office by students on their first day of school.
- All guests and visitors to the school will only be allowed to enter the school premises with the approval of a senior member of the administrative staff and will be issued with a security pass to be worn in a visible location. Visitors' National Identity Cards will be retained at Security until their departure where applicable.
- All packages and deliveries will be checked at Security.
- No clubs or activities will take place out of school and students will not be taken on trips. All clubs and squads are cancelled until further notice.
- No cars may enter the school premises during school hours, apart from teachers' cars, which will be checked at Security.

- Parents will not be permitted to drop off lunch or anything else during the course of the school day. Students need to bring lunch in the morning or buy it from the canteen.
- Students should carry their books, rather than using a bag, if possible or use a see-through bag. All possessions should be clearly labelled.
- Students should come in appropriate casual clothing (no uniform).
- There will be additional security on duty at the gates and more staff, including teachers, on duty on the road in the mornings and afternoons. As per the government directive, we are expecting additional security from the security forces.
- The school gates will be closed until 7.45 am: there will be no access for students until staff come on duty. Please note that the time specified is to avoid clashes with the other schools on the road.
- Security will check the school premises before the school gates are opened every day.

We also encourage all families to exercise special caution over the next few weeks and monitor their children's travel to and from school carefully. This applies, in particular, to students who come to and leave school on their own and students in Form 4 and above who leave school during lunch on certain days when staff are not on duty on the road. We also ask that details of our arrangements be kept confidential.

We are constantly monitoring the situation and seeking advice from experts, and you will receive an SMS if we need to make any further changes to opening dates.

We are very grateful to all parents for their support at this difficult time.

Yours faithfully,

Elizabeth Moir MBE
Head of School

3 May 2019

Dear Parents,

Arrangements for Opening of Junior School

Following the tragic events on Easter Sunday and the ongoing uncertainty in the country, our priority as a school is guaranteeing the safety of all our students and providing them with the support they need.

We are planning to open the Junior School on **Monday 13 May**.

Counselling:

All teachers are ready to provide any help they can. All students who want to share their feelings or seek help dealing with them should feel able to speak to their Class Teacher or any other teacher they feel comfortable talking to. Before school reopens, students or parents may contact the Senior School Counsellor, Mrs. Mihindukulasuriya, on moircounsellor@gmail.com. She also has details of assistance available outside school and a range of resources to help young people deal with grief.

Security and other protocols:

- Drivers and other domestic staff will not be allowed in school at all.
- All parents and other family members who regularly come to school will be issued with security passes which must be worn at all times when in school – until these are ready, parents will only be given access to school if identified at the gate by a member of the teaching or administrative staff. Parents are requested not to bring their own bags into school.
Parents should send passport photos of all family members who regularly come to the school for the new security passes, which should be handed in to Miss Nazreena on the first day of school.
- All guests and visitors to the school will only be allowed to enter the school premises with the approval of a senior member of the administrative staff and will be issued with a security pass to be worn in a visible location. Visitors' National Identity Cards will be retained at Security until their departure where applicable.
- All packages and deliveries will be checked at Security.
- Parents will not be permitted to drop off any food, drink or resources during the course of the school day.
- On the first day of school, students are requested to bring all their books in see-through bags. After this, all their books and stationery will be kept in school and children will carry only their books for their homework home in their hands.
- Students' possessions must be clearly labelled so they can be easily identified.
- Students should come in casual but practical clothing (no uniform).

- There will be no Clubs and Squads at all until further notice. There will be no swimming lessons until further notice; students will have PE lessons during this time instead.
- Students will not be taken out of school for trips or other activities.
- There will be no assembly at the Junior School until further notice.
- There will be additional security on duty at the gates (Mr. Calyaneratne, Alaina’s father, will be providing us with extra personnel), as well as teachers who will identify parents before they are given access. Parents will not be permitted entry to the school building unless by prior appointment. As per the government directive, we are expecting additional security from the security forces.
- The school gates will be closed until 7.00 am: there will be no access for students until staff come on duty. Security will check the school premises before the school gates are opened every day.
- Due to limited parking at the Junior School, we request parents neither to arrive early nor to stay on at the Junior School after dropping or collecting children. We would appreciate it if you would drop and collect your children quickly.
- As far as possible, we would like to avoid having many people in school and ask that you drop your children at the gate and avoid coming in.
- Please note the following temporary drop off and pick up times:

| | Drop off | Pick up |
|-----------|----------|----------|
| EL to KG2 | 7.15 am | 11.00 am |
| J1 to J5 | 7.00 am | 11.30 am |

Siblings with different times may be dropped off and collected together at whichever of these times is more convenient to you. Please make your children’s Class Teachers aware of your plan in this respect.
Please note that the times specified are to avoid clashes with Isipathana School and with heavy traffic periods.

We also encourage all families to exercise special caution over the next few weeks and monitor their children’s travel to and from school carefully. We also ask that details of our arrangements be kept confidential.

We are constantly monitoring the situation and seeking advice from experts, and you will receive an SMS if we need to make any further changes to opening dates.

We are very grateful to all parents for their support at this difficult time.

Yours faithfully,

Elizabeth Moir MBE
Head of School