



OFFICE OF THE HEAD OF DEPARTMENT

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INTERNAL MEMORANDUM

TO: ALL DDGs
ALL SMS MEMBERS
ALL EMPLOYEES OF THE ECDOE
ALL SCHOOL PRINCIPALS AND SGBs
ORGANIZED LABOUR
ASSOCIATIONS OF SGBs

FROM: HEAD OF DEPARTMENT

DATE: 21 JULY 2021

SUBJECT: REOPENING OF SCHOOLS DURING COVID-19 RISK
ADJUSTED ALERT LEVEL 4

1. PURPOSE

1.1 To give guidance on the re-opening of schools for the third quarter in line with the directions issued by the Minister of Basic Education dated 15 July 2021.

2 Introduction

Following the president's announcement that the country is to operate at COVID 19 Risk Adjusted Alert Level 4, the Minister of Basic Education Issued Directions

3. REOPENING OF SCHOOLS

2.1 The following procedures should be observed in re-opening of schools for the third term:

- i. Schools will reopen on 26 July 2021 for all grades utilizing the daily or weekly rotational timetable model.
- ii. All principals, SMT's and non-teaching staff to return to school on 22 July 2021 to prepare for the return of learners to school on 26 July 2021.



- iii. The rest of the educators must return to school on 26 July 2021
- iv. Principals, SMT's and non-teaching staff in primary schools (Grade R to Grade 7) and in schools for learners with special educational needs (Grade R to Grade 12) must utilize the weekly rotation timetable model commencing on 26 July 2021 to finalize the preparations for the return to the traditional daily attendance timetable model on 2 August 2021. This means that grades R to 7 (mainstream) and grades R to 12 (schools with learners with special education needs) will use the normal traditional timetable from 02 August 2021.
- v. All catch-up programmes targeting grades 11 and 12 must continue as planned and school principals and district officials are called upon to monitor such programmes closely

DR N. MBUDE
HEAD OF DEPARTMENT

21/07/21
DATE