

*** addition: When your daughter writes only in the first session, she will be dismissed at 10:30. Please make the necessary arrangements.

2 November 2020

Dear Parents/ Guardians

**Final Controlled Tests
Grades 10 and 11**

The final controlled tests will commence on Friday 6 November 2020 and end on Thursday 26 November 2020. Attached to this letter is a copy of the controlled test timetable. Please use this to assist your daughter to structure her study time table. Note that within the exam period, learners will only report to school on the days they are writing exams.

Please take note of the following procedures:

- 1. Learners writing in the first session only or in both sessions:**
 - 1.1 Learners will report to school as normal by 7:30. Screening takes place from 7:00 – 7:40.
 - 1.2 Learners will report to form rooms for registration. Text books will be collected during this time.
 - 1.3 The first exam session is from 8:30 – 10:30.
- 2. Learners writing ONLY in the second session:**
 - 2.1 Learners will report to school at 10:40.
 - 2.2 Learners will be screened between 10:40 and 11:00
 - 2.3 The second session is from 11:30 – 13:30.
3. The first half hour will be a study session if the paper is 1½ hours long.
4. Learners who arrive late for the test will not be given extra time.
5. Please allow approximately ten (10) minutes at the end of the test for the collection of scripts.
6. It is very important that the school is contacted by 7:45 should your daughter / ward be too ill to write the test. Please note that if your daughter wishes to write a missed exam paper, a medical certificate has to be produced. She will be given a **new** paper to write on a stipulated date. This date is non-negotiable.
7. Non-regulation school bags will be confiscated.
8. Stationery must be placed in a clear plastic bag or clear pencil case.
9. Learners must be attired in full summer uniform and abide by the school's code of conduct.
10. Cell phones are not allowed at school. If a cell phone is in your daughter's possession it will be confiscated in accordance with the protocols in the learners' code of conduct.
11. In the interest of safety and good health, all Covid 19 protocols must be followed. Wearing of masks is compulsory. Learners must sanitise their hands regularly, and ensure social distancing. Outside of school, if learners are in uniform, they must comply with all school Covid protocols.

Grade 10 and 11 learners must return to school on Monday 30 November 2020. They will be given the opportunity to check their test scripts.

After the controlled tests, attendance is mandatory until school closes for the term for learners. Work will begin in earnest to compensate for time lost this year and to get a head start on 2021 work. This will benefit learners if there are further disruptions next year.

Yours faithfully,

Mrs S. Motheeram (Principal)

*** addition: When your daughter writes only in the first session, she will be dismissed at 10:30. Please make the necessary arrangements.

23 October 2020

Dear Parents/ Guardians

Final Controlled Tests Grades 8 and 9

The final controlled tests will commence on Tuesday 10 November 2020 and end on Wednesday 25 November 2020 (Grade 8) and Thursday 26 November 2020 (Grade 9).

Attached to this letter is a copy of the controlled test timetable. Please use this to assist your daughter to structure her study time table. Note that within the exam period, learners will only report to school on the days they are writing exams.

Please take note of the following procedures:

- 2 Learners will report to school as normal by 7:30. Screening takes place from 7:00 – 7:40.
- 3 Learners will report to form rooms for registration. Text books will be collected during this time.
- 4 The first session is from 8:30 – 10:30; the second session is from 11:30 – 13:30.
- 5 The first half hour will be a study session if the paper is 1½ hours long.
- 6 Learners who arrive late for the test will not be given extra time.
- 7 Please allow approximately ten (10) minutes at the end of the test for the collection of scripts.
- 8 It is very important that the school is contacted by 7:45 should your daughter / ward be too ill to write the test. Please note that if your daughter wishes to write a missed exam paper, a medical certificate has to be produced. She will be given a **new** paper to write on a stipulated date. This date is non-negotiable.
- 9 Non-regulation school bags will be confiscated.
- 10 Stationery must be placed in a clear plastic bag or clear pencil case.
- 11 Learners must be attired in full summer uniform and abide by the school's code of conduct.
- 12 Cell phones are not allowed at school. If a cell phone is in your daughter's possession it will be confiscated in accordance with the protocols in the learners' code of conduct.
- 13 In the interest of safety and good health, all Covid 19 protocols must be followed. Wearing of masks is compulsory. Learners must sanitise their hands regularly, and ensure social distancing. Outside of school, if learners are in uniform, they must comply with all school Covid protocols.

Grade 8 and 9 learners must return to school on Friday 27 November 2020. They will be given the opportunity to check their test scripts.

After exams, attendance is mandatory until school closes for the term for learners. Work will begin in earnest after exams to compensate for time lost this year and to get a head start on 2021 work. This will benefit learners if there are further disruptions next year.

Yours faithfully,

Mrs S. Motheram (Principal)