

EARLY YEARS CAMPUS:

344 MU 12 RAMKAMHAENG 164 ROAD, MINBURI, BANGKOK 10510
TEL: 0-2540-7122-3 FAX: 0-2540-7124

PRIMARY AND SECONDARY CAMPUS:

55 MU 9 WINDSOR PARK GOLF CLUB, SUWINTHAWONG ROAD, MINBURI,
BANGKOK 10510 TEL: 0-2989-4873 FAX: 0-2989-4094

EMAIL: ENQUIRIES@BROMSGROVE.AC.TH WWW.BROMSGROVE.AC.TH

20 August 2020

Dear WP Campus Parents and Guardians (Year 2 to Year 13)

RE: WP Campus Operation Protocols Updates for Term 1 2020/21

I am very much looking forward to welcoming your children back to WP campus next week for the start of Term 1 2020/21.

Please note the following campus protocols for Term 1 2020/21, in line with our revised COVID19 preventative measures:

1. All parents, guardians and drivers **must** wear their ID badge in order to enter campus.
2. All cars **must** have a BIST car sticker in the windscreen to enter the WP campus.
3. ALL students, parents, visitors and staff **must** wear a mask at all times while on campus.
4. Any parent or visitor that enters the DJ building where our classrooms are or the PAC building to use the toilet, **must** check in *and* out using the *Thai Chana App* on their mobile phone. This **must** be done in the afternoon for all Primary parents collecting their child from the DJ building.
5. We have limited access to the WP campus for parents - please see the Start of School Day and End of School Day procedures below and please adhere to the protocols.
6. All parents **must** ensure their children keep their own record of where they have been/any place they have visited, after school has finished once they are at home – this must be shared with the School if/when requested. This is in line with the current MOE protocols.
7. Throughout the WP campus, we will also continue to implement temperature checking upon entry to the school building, regular hand sanitizing, regular hand washing, using feet sanitizing mats upon entry to the main buildings, social distancing in the dining hall and around campus and one-way systems for students and staff, wherever appropriate and practical to do so.

Primary School (Years 2-6) – Start of School Day Procedures

07:20 - School campus will open for Primary School Students. If you arrive *before* 07:20, **your child must wait in the car until 07:20** (if your child gets the school bus they will wait on the bus).

Upon entry to campus, your child's temperature will be taken and a hand sanitizer dispensed.

Primary School children will then proceed **by themselves** to the DJ building. **No Years 3-6 parents are allowed to proceed past the temperature checking point at the entrance area, unless** you have a pre-booked appointment with a member of staff or you need to visit the finance office/school shop/school office.

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For Week 1 only (Monday 24-Friday 28 August) while the Year 2 children settle in to WP campus, only **ONE** Year 2 parent/guardian *is permitted* to accompany their child to the DJ building. Once the Year 2 child has been dropped off at the Year 2 classroom with Mr. Flegg, the parent/guardian must leave the DJ building immediately and then leave the campus.

Primary School (Years 2-6) – End of School Day Procedures

Monday & Friday

14:45 - Only **ONE** Years 2-6 parent/guardian is permitted to collect their child from the DJ building 1st floor Primary school classrooms. **Please do not go to the DJ building before this time and please do not enter any classroom**. If you arrive on campus before this time, please wait in the Tee Bar area by the front entrance to the school.

Tuesday, Wednesday and Thursday

14:30 (before ECAs start in Week 3, then at **15:30** after ECAs have started) - Only **ONE** Year 2-6 parent/guardian is permitted to collect their child from the DJ building 1st floor Primary school classrooms. **Please do not go to the DJ building before this time and please do not enter any classroom**. If you arrive on campus before this time, please wait in the Tee Bar area by the front entrance to the school.

The outdoor playground and sandpit will be **CLOSED** for use after 14:30/14:45 for all day school students, on every day of the week and you must leave campus with your child as soon as they have been collected from class.

Primary children's late pickup collection area - if you are unavoidably delayed in collecting your Primary child from class at the end of the school day, they will be taken to the Dining Room by a TA and wait there to be collected. Please call the SIC if you are going to be late collecting your child, for whatever reason.

Secondary School (Year 7-13) – Start of School Day Procedures

07:00 - School campus will open for **Secondary School Students only**. If your child arrives *before 07:00*, they must wait in the car until **07:00**.

No Secondary parents are allowed to proceed past the temperature checking area and enter the campus buildings, unless you have a pre-booked appointment with a member of staff or you need to visit the finance office/school shop/school office.

Upon entry to campus, your child's temperature will be taken and a hand sanitizer dispensed. Secondary School children will then proceed **by themselves** to the DJ building.



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Secondary School (Years 7-13) - End of Day Procedures

Once classes/ECA's have finished, Secondary Students will leave campus directly via private car transport or school bus.

Secondary parents are not allowed to be on campus at the end of the school day, unless they have a pre-booked appointment with a member of staff or you need to visit the finance office/school shop.

Lastly, whilst not related to COVID-19, please can I remind all parents and drivers **to turn off your car engine** when you are waiting with/for your child in the car park before and after school. A healthy environment is better for everyone.

Thank you for your continued support in keeping our school community safe when we reopen for Term 1 2020/21.

Warmest Regards,

Dr Dan Moore
Headmaster & CEO
Bromsgrove International School