

## OPERATING TIMES OF THE LFM

From Monday 7 February 2022

Dear all,

The upgrade of Metro-Manilla to level 2 and the decision of the DEPED allow us to restart the limited face-to-face teaching.

As of Monday 7 February, the school will be able to welcome students from all classes.

Indeed, for each class, the number of students allows all of them to be present while respecting the distance imposed by the DEPED. The classrooms are ready, and it is already possible to reserve the canteen. Only the school transport will not be operational immediately, as its implementation requires accreditation of the transport company by the authorities. It should be operational for the return of the February-March holidays.

**In primary schools, timetables are returning to the normal rhythm, with classes starting at 7.30 a.m. and ending at 1.30 p.m. The timetable remains unchanged at secondary level.**

### Conditions for a return to class

From an administrative point of view, the return of pupils requires the completion of the following two forms

- Annex C of the DEPED, agreement for the return to school. This annex has been filed on Eduka and Mrs RUBY has been informed. If this is not the case, contact Mrs RUBY of your decision;
- Annex G, health form to be returned every Monday morning.

The return of the students is also conditional on the respect of the school's health protocol. You are therefore invited to reread it and read to your child the important points that he/she will have to respect during the school day.

The protocol in case of a person infected by Covid is very strict and could, if a case is confirmed on the school site, lead to the confinement of staff or students. It is therefore to be expected that overnight the entire class will be back in remote, asynchronous lessons. **It is therefore up to everyone to be as vigilant as possible and to apply the precautionary principle for the good of the entire educational community.**

Mrs. Roxanne LIMA, our nurse, will send you the protocol in case of a proven Covid situation or contact case.

### Individual situation of pupils

Before the Christmas holidays, you declared to the School Life Office your child's situation for the start of the new school year: "in class", "in temporary distance learning", "in distance learning". You will receive an email to confirm or not this situation for Monday 7 February.

For students marked in class, you will receive the following e-mail: "I am expected on Monday 7 February".

For students graded in provisional distance learning, you will receive the following e-mail: "I will remain in distance learning on Monday 7 February".

For students without an annex C or out of the territory: "I am staying in the distance learning class".

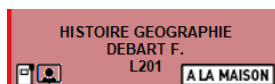
If this status is incorrect, please send us a corrective e-mail.

- For the first level, to Mme CHAMPEIL and the school life in copy ([viescolaire@lfmanille.ph](mailto:viescolaire@lfmanille.ph))
- For the second level, to Mme BAUD and the school life in copy.
- Mrs Ruby if necessary.

From Monday, Mrs SQUIBAN, CPE will be replaced by Mr VILLENAVE until May.

### How do I check if I am "welcomed" or "in distance learning"?

On Friday 4th February at the latest, in PRONOTE, on the timetable of the students who stay at home, the label "at home" will appear.



When the decision is made to return to the classroom, the students return under the school attendance system. They are therefore not allowed to choose the days of the week when they are in class, including the days when assessments are offered, as we have seen in the first two weeks of the return.

**The return to the classroom is therefore definitive.** Only absences linked to health constraints, to usual situations of absence will be admitted, the student will be reported absent and will not have access to the courses to be able to relax. The student will be graded on a distance learning basis if the health situation forces him/her to stay at home.

Students in troisième, première et terminale have final exams coming up. Students in première and terminale are also evaluated in continuous assessment. Their presence at school is therefore strongly recommended.

The mock exams scheduled in 3ème, première et terminale will be held in person. There will be no remote assessment.

In Terminale, the speciality exams scheduled for the end of March have been postponed as in France. The dates have not yet been set for the Asia Pacific zone. The language certification is suspended for this year. The assessments of experimental skills in SVT and Physique-Chimie will take place after the speciality tests. It is therefore important that the students concerned are in class to manipulate.

### **For students returning to the school in class**

It is important that the health protocol is read to the students before they return to the school. Certain elements such as the circulation plan are important to understand. It is also important to make them aware of barrier gestures and distancing (see posters).

**On the Monday morning of their return**, the students will come to the school with the health form (attached document) previously filled in by their parents.

**Change: This document will be given to the school once a week and one for all siblings**

Students who already have an antigenic test (provided by the school) should carry it out at home before coming. However, it is possible to do it on the spot if necessary. Students who have never done an antigenic test at the school will do it on arrival.

A demonstration video will be available on Pronote by Friday. Please note that you have seen it.

The school opens at 7.00 am, students are not allowed to enter the school grounds before then. Tests can start at 7.00 am.

### **The family memo is there to remind you what to do before coming.**

As the tests may delay the start of classes on Monday, students will be welcomed in their classrooms without being notified of any delay. This first hour will be devoted to reminding the students of the rules of the road.

### School catering

For those students who are expected to attend, do not forget that you can reserve your meals via the link on the school website:

<https://www.lfmanille.ph/restauration-scolaire>

### **For students staying at home, in distance learning**

Pupils who stay at home are declared on PRONOTE as home schooling. The PRONOTE call does not concern them. They must attend the lesson on time and the teacher will have created a teams link. They will also have the possibility, depending on the course, of taking the elements deposited on the usual platforms and doing the work independently. It is up to them to communicate with their teacher and hand in the work requested on time.

Teachers who do not see a student in class can make comments on the call sheet. You will be notified.

On Monday 7 February from 7.30 to 8.30, there will be no class as the teacher in charge of the class will be welcoming the students on site.

I thank you in advance for your cooperation and we remain at your disposal for any questions.

Yours sincerely

Eliette BAUD, Principal

