



# Hugo Lambrechts

Music Centre • Musieksentrum  
Iziko Lomculo

27 May 2020

Dear Parents

Since our last communication earlier in May, all our full-time staff members have now returned to work at the Music Centre. Our building has been cleaned, our admin office is fully functional, our sanitizing and screening stations are up and running and our full-time teachers have received their Covid-19 protocol orientation. So we are ready to receive our grade 7 and grade 12 learners next week.

We do, however, stand by our decision that online distance learning remains the preferred tuition platform until the Covid-19 health risks are reduced. This is specifically relevant for learners who qualify for special consideration re comorbidities. So even though we welcome our grade 7s and 12s next week to receive face-to-face tuition, they do have the option to stay with online tuition. Should you wish to exercise the latter option to stay with online tuition, kindly confirm this in writing by sending an email to the teacher concerned, or to the office at [info@hugolambrechts.co.za](mailto:info@hugolambrechts.co.za).

As the schools reopen in phases, so too shall we reopen in a staggered manner to receive the rest of our learners, aligned with what the Department of Basic Education prescribes. Similarly, our adult learners will be permitted to return for face-to-face tuition as the lockdown eases. Again, online tuition will remain an option for the sake of the health and safety of all concerned.

We are earnestly looking forward to our first planned events, which will be our end-of-year concerts scheduled for 26 and 27 November. Only this time round it will be our Concerto Festival and an Orchestras Concert as opposed to our regular Christmas Concerts. However, this too could only take place if the lockdown is eased to level 1.

Because all our other concerts, music competitions and eisteddfodau have been cancelled, we have had to take the difficult decision to also cancel our Prestige Concert. With the permission of the donors, funding received for scholarships have been redirected to our special fundraising drive *Play your Part*, established by the Music Trust to support our families in need. If your financial position has changed or worsened during the lockdown period, you may apply for financial assistance for tuition fees. The normal application process pertaining to applications for financial subsidy applies; however, we do now accept electronic applications. Please contact Ms van Rensburg, our financial officer ([finance@hugolambrechts.co.za](mailto:finance@hugolambrechts.co.za)) for more information.

Ms van Rensburg will proceed with the issuing of Music Centre account statements via email shortly. I again appeal to you to honour your commitment to pay Music Centre tuition fees, or to liaise directly with her should you wish to arrange an installment plan.

Tel: 021 939 9105 • E-mail: [info@hugolambrechts.co.za](mailto:info@hugolambrechts.co.za)

[www.hugolambrechts.co.za](http://www.hugolambrechts.co.za) • PO Box 68 • Parow • 7499 • Dr SM Voges (Principal)

In preparation of the return of our learners, we have implemented the required Covid-19 protocol as prescribed by the Department of Basic Education as well as the Western Cape Department of Education. We have also followed all the recommendations made by FEDSAS. Here follows a brief summary of what is to become our new normal:

- i. Teachers will communicate and liaise with learners individually about their return to class. Every teacher will receive every learner in person in the foyer upon their return, to orientate them about sanitising and screening.
- ii. No person will be allowed onto the school premises without a mask. This access control will be carried out by the security officer on duty at the gate, the entrance point to the Music Centre.
- iii. Teachers and learners must wear their cloth facemasks in public and observe social distancing (1.5 metres). Teachers may remove the mask when speaking but will then wear a visor and keep a physical distance.
- iv. Ditto for teachers and learners of wind instruments: the mask will have to be removed for the duration of the lesson, and physical distance maintained. We are also looking into providing screens for additional protection.
- v. Only one-on-one tuition will be permitted, with only 1 learner allowed into a class with a teacher at any time. Regrettably, no orchestra or ensemble activities can be accommodated.
- vi. Each classroom will have a designated area where instruments are to be unpacked and sanitised. This area will be sanitised by the teacher in-between lessons, together with music stands and doorknobs.
- vii. Lesson plans and activities will be rearranged to minimise the sharing of books/teaching materials and passing items back and forth, as handling paper should be minimized.
- viii. No ad hoc piano accompaniment by external freelance musicians will be permitted. Only Hugo Lambrechts staff/parents may provide piano accompaniment when needed for subject examinations.
- ix. Pupils must arrive on time for lessons and leave when their lessons are over. They are not allowed access to another room to practise.
- x. Movement within the Music Centre must be restricted, therefore all staff and learners must confine themselves to their specific corridors as far as possible. By staying within this “bubble” at all times, the steps of that person can be retraced if necessary.
- xi. All staff and learners must wear closed shoes.
- xii. All learners are to stay clear from any area where maintenance work is executed.
- xiii. Learners may not congregate in groups while awaiting collection by parents or transport services.
- xiv. Parents must wait in their cars while their children have lessons. No parents/visitors are allowed inside the building without a formal appointment.
- xv. Where possible, grandparents and elderly caregivers should not pick-up or drop-off learners.
- xvi. No-one except the secretary, bursar and principal are allowed inside the admin offices.
- xvii. Only 2 people are permitted in a bathroom at any given time, and they must sanitise/wash their hands before and after using the bathroom.
- xviii. A sanitising station is established in the school building foyer and designated screening station at reception. Every person entering the building must sanitise their hands and feet at the front door; they then proceed straight to the admin office for screening.
- xix. **Screening**
  - The secretary, Ms van Wyngaard, will conduct the screening. Any person who refuses to be screened, cannot be allowed into the school building. Screening encompasses temperature screening (taking and recording the temperature) and the person must answer the following five questions with a Yes/No answer:
    - Do you have a cough?
    - Do you have a fever?
    - Do you have a shortness of breath?
    - Do you have a sore throat?
    - Within the last 14 days, did you have direct contact with someone who has contracted Covid-19?
  - This information will be recorded and signed off daily by the principal.
  - If the questions indicate that an individual is at risk, or the scanner reading is above 38°C, then the screening test is not passed and that person may not enter the premises.
    - If the person arrived with own transportation, (s)he must leave the premises immediately and visit the doctor.
    - If the person arrived with public transportation/on foot, (s)he is to be escorted to room B2, the designated sick bay, where they will be kept temporarily. The office/teacher concerned will contact

parents/next of kin to collect and take care of that person, and they will be advised to consult the COVID-19 hotline number (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999).

- xx. Should a staff member or learner become exposed or test positive, the procedures set out in the WCED Guideline: Managing Covid-19 cases in schools (dated 23 May 2020.) must be followed strictly.
- xxi. Where necessary, a substitute teacher will be appointed to lessen the impact on teaching if teachers within the department concerned cannot step in to assist learners.

Should you like to obtain more information about these measures we have put in place to protect us all, you are most welcome to contact me in person.

In conclusion, we have prepared very well to keep us all safe and healthy and to keep on making music.

Yours faithfully



Dr SM Voges

Principal: Hugo Lambrechts Music Centre



Mr MM Hill

Chairperson: Governing Body