



IMMACULATE CONCEPTION PREPARATORY SCHOOL

152 Constant Spring Road,
Kingston 8.

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Email: immaculate.prep@gmail.com Website: immaculateprep.com

April 21, 2020

Dear Parents/Guardians,

As you know, there was a virtual meeting yesterday, with representatives of the Board, HSA Executive, Classes and Admin. Already some Class Reps have shared their notes with their respective grades. This therefore outlines our plans for the upcoming term and addresses some of the concerns raised.

Scheduling and Delivery of Lessons

A virtual Staff Meeting was held on Sunday evening where we looked at the upcoming school term as well as concerns that have been brought to our attention. The following is our plan of action:-

- ✍ School will begin at 8:30 a.m. and end at 2:00 p.m. Kindergarten will end at 1:00 p.m.
- ✍ Provision will be made for a Lunch break.
- ✍ All classes will be reflected on the Time Table with the exception of swimming.
- ✍ A register of attendance will be taken daily. Note will be taken of children missing two or three days within a week and contact made with the parents/guardians.
- ✍ All Teachers have been trained with Zoom. The Zoom platform will therefore be used by all Class teachers to provide daily face to face contact, based on the timetables you have received. The Subject Teachers will also be using Zoom.
- ✍ The school is also working towards purchasing a Zoom license to allow us access to other features of the platform.
- ✍ In some instances you will notice on a given day, that your children will see the subject teachers more than their class teacher.
- ✍ At the end of each week, teachers have been asked to send a summary of the work covered to the parents/guardians so that you will be able to review and support your daughter(s).
- ✍ The school year maybe extended in order for our teachers to ensure the curriculum is covered.
- ✍ We are trying to resolve the issue of marking work. However, we ask that you adhere to the deadline for the submission of work.
- ✍ Students will be assessed at the end of the term as per usual and the end of year report prepared. There may not be a report for the Easter Term but this is under review.
- ✍ As it pertains to the Ministry of Education's Exams, Mrs. Jackson will attend a meeting on Wednesday which she hopes will address this subject.

Further to this letter, a document on Zoom etiquette will be prepared and forwarded to you.

With regards to repeating of a grade, the school does not believe children will be held back in light of our current COVID19 situation.

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Fees:

Over 80% of the school fees pay the salary for all members of our Staff and in order to grant the 15% discount, our Staff has had to take a substantial pay cut. There are other recurring expenses of the school that must be met even though there are no physical classes taking place. We therefore are unable to make any further adjustments to the fees. However, there has been an adjustment to the time in which you are allowed to pay in order to access the discounts.

- 15% (\$106,250.00) discount will go for a further two weeks ending on May 15.
- 10% (\$112,500.00) discount will also be available for another two weeks ending on June 12.
- Here again no discount will be afforded beyond this point.

For parents with more than one child, the fees with the 15% discount are as follows:

- 2 children \$201,875.00
- 3 children \$287,937.50

The deadline dates to have the 15% or 10% discount still applies.

Again in respect of the social distancing, we are encouraging persons to pay online. There was an error in the details for payment in our last correspondence. Please see the corrected Transit number below.

BANK: BNS
TRANSIT #: 50575
A/C #: 142115 ICPS
CODE: NOSJMKMN

For those who have to use credit cards, the office will be open for payments on Tuesdays and Thursdays between the hours of 9:00 am and 1:00 pm until further advised. We are working on making online payments via credit card available. We thank those who have already made payments to our account.

Please remember as always the office can be contacted at (immaculate.prep@gmail.com) concerning the above.

The school remains committed to serving our families and delivering quality education to your children. We're all working to refine our skills with this new technology and we ask your patience as well as your cooperation. It takes a village to raise a child is often said and especially now we need to work together to ensure that this partnership with children and teacher and parents work and work well.

Plases continue to remain safe and well.

Yours sincerely,



Ethan Sinclair
BOARD CHAIRMAN