

6th March 2020

Subject Preventative Measures for COVID-19 Outbreaks, 2nd Edition

Dear Parents

Referring to the letter of Ministry of Education concerning preventative measures of COVID-19 outbreaks (MOE 02145/655) and the letter issued by Office of the Private Education Commission (OPEC 0211.6/3358) which require the school to implement the preventative measures stated in the referred letters,

For preventative measures compliance required, the school has proposed the following changes described in the tables below.

No.	Original Date	Activity	Details															
1.	Monday 9 th March 2020	Announcing names of failed students	Original plan is confirmed. 1. Primary students: homeroom teachers make phone calls to parents of failed students for examination re-sit appointment. 2. Year 7-11: ID numbers of failed students can be checked at the school's website.															
		Expected Characteristics Re-sit	Original plan 1. Year 7-11 students have their examination re-sit at Baptist Building in secondary level campus. 2. Students wear student uniform.															
2	Tuesday 10 th – Friday 13 th March 2020	Examination re-sit	Original plan is confirmed. 1. Primary and secondary students: examination re-sit is arranged according to plans. Registration is needed prior to examination re-sit time. 2. Students must wear student uniform.															
3	Saturday 28 th March 2020	Receiving grade reports (Por Phor 1, 2 and 6)	✗ Dates of grade report receiving outlined previously are cancelled. Please follow the new plans listed below.															
			<table border="1"> <thead> <tr> <th>Level</th> <th>Students who continue in academic year 2020</th> <th>Students who wish to leave</th> </tr> </thead> <tbody> <tr> <td>Kinder-garten</td> <td>Collect grade reports after the new semester starts</td> <td>Collect grade reports on 30th March 2020</td> </tr> <tr> <td rowspan="2">Primary</td> <td rowspan="2">Collect grade reports after the new semester starts.</td> <td>Year1-5 students collect Por Phor 1 and 6 on 30th March 2020 *</td> </tr> <tr> <td>Year 6 students collect Por Phor 1 and 6 on 3rd April 2020.</td> </tr> <tr> <td rowspan="3">Secondary</td> <td rowspan="3">1. Collect grade reports via Checker System on 31st March 2020. 2. Collect official grade reports after the new semester starts.</td> <td>Year 7-8 and 10-11 students collect Por Phor 1 and 6 on 30th March 2020 *</td> </tr> <tr> <td>Year 9 students collect Por Phor 1, 2 and 6 on 3rd April 2020.</td> </tr> <tr> <td>Year 12 students collect Por Phor 1, 2 and 6 on 8th April 2020.</td> </tr> </tbody> </table>	Level	Students who continue in academic year 2020	Students who wish to leave	Kinder-garten	Collect grade reports after the new semester starts	Collect grade reports on 30th March 2020	Primary	Collect grade reports after the new semester starts.	Year1-5 students collect Por Phor 1 and 6 on 30th March 2020 *	Year 6 students collect Por Phor 1 and 6 on 3rd April 2020.	Secondary	1. Collect grade reports via Checker System on 31st March 2020. 2. Collect official grade reports after the new semester starts.	Year 7-8 and 10-11 students collect Por Phor 1 and 6 on 30th March 2020 *	Year 9 students collect Por Phor 1, 2 and 6 on 3rd April 2020.	Year 12 students collect Por Phor 1, 2 and 6 on 8th April 2020.
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Remark:

1. * Only for Year 1-5, 7-8, and 10-11 students [who give resignation notice by 12th March 2020](#). For resignation request submitted later than the specified dates, please follow the dates of document collection listed in the table below – as set by the school's evaluation department.

Date of Resignation Request Submitted	Document Collection Date
13th – 31st March 2020	8th April 2020
1st – 8th April 2020	22nd April 2020
9th – 22nd April 2020	1st May 2020
23rd – 30th April 2020	18th May 2020

2. For Year 6 and 9 students who wish to continue with the school but intend to collect Por Phor 1 and 2, the tuition fee payment of semester 1/2020 must be completely arranged prior to documents collection. In case payment is arranged by cheque, advanced payment for 5 business days prior to documents collection is required.
3. Document Collection Venue
 - 3.1 **Kindergarten – Primary:** Ground floor of Dominic 1 Building, in front of administration office
 - 3.2 **Secondary:** Mirror room, 2nd floor of Baptist Building
4. Students must wear student uniform.
5. For the collection of grade reports, educational documents and grade reports made through Checker System, students must not have any pending payment of tuition fee or any afterschool course fees.

4 30th March –
30th April 2020

Summer
Course 2020

✗ Summer Course 2020 is cancelled.

Refunding Guidelines

1. **Refunding Dates:** During 9th – 13th March. After these dates, refunding will be available again starting from 7th May 2020 (only during Monday to Friday at 08.30 – 16.00).
2. **Documents Required for Refunding**
[Original receipts and a copy of Thai ID card of the money collector](#)
Listed below are instructions for money collection without original receipts

			<table border="1" data-bbox="631 71 1507 611"> <tr> <td data-bbox="631 71 987 180">1. Father / Mother collects money in person (s).</td> <td data-bbox="987 71 1507 180">A copy of Thai ID card</td> </tr> <tr> <td data-bbox="631 180 987 611">2. If money is to be collected by other people aside from the father or mother, authorization is required.</td> <td data-bbox="987 180 1507 611"> 1. A copy of the father's or mother's Thai ID card with the text "I authorize (name & surname of the representative)..... to collect the refunded summer course fee of(student's name & surname)" with the proxy's signature affixed. 2. A copy of Thai ID card of the representative or money collector </td> </tr> </table> <p data-bbox="597 625 699 653"><i>Remark:</i></p> <ol data-bbox="695 674 1507 905" style="list-style-type: none"> 1. <i>Please prepare complete documents for quick service. Photocopy service is not available at the school.</i> 2. <i>Refunding will not be made in case parents do not submit all the documents required on the date of contact.</i> 3. <i>One copy of Thai ID card is used for one student</i> <p data-bbox="646 972 1008 999">3. Venue of Money Collection</p> <p data-bbox="646 1020 1539 1346">3.1 For current NC – Year 6 students, money can be collected at administration office in primary level campus. For students in Year 7 – 10, money can be collected at administration office in secondary level campus. Cross-campus money collection cannot be done to prevent confusion and doubled collection. ** For Year 6 students' parents who wish to collect money on 7th May 2020 or later, money can be collected at administration office in secondary level campus.</p> <p data-bbox="646 1367 1539 1545">3.2 For new students who are joining NC – Year 6 level, money can be collected at administration office in primary level campus. For Year 7 – 10 students, money can be collected at administration office in secondary level campus.</p>	1. Father / Mother collects money in person (s).	A copy of Thai ID card	2. If money is to be collected by other people aside from the father or mother, authorization is required.	1. A copy of the father's or mother's Thai ID card with the text "I authorize (name & surname of the representative)..... to collect the refunded summer course fee of(student's name & surname)" with the proxy's signature affixed. 2. A copy of Thai ID card of the representative or money collector
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5	16 th – 24 th April 2020	Purchasing student uniform	<p data-bbox="597 1566 1507 1661">✗ Student uniform, PE uniform and school bags are not available for purchase during the mentioned dates.</p> <p data-bbox="597 1682 1539 1860">Because the suppliers start to deliver all the goods during the mentioned dates, parents can visit the campus and purchase all the goods during 9th – 13th March 2020 and 30th March – 3rd April 2020. If parents cannot make it during these dates, the school's stationery shop will open again on 7th May 2020.</p>				

6	During Summer Course	New students purchase textbooks.	Parents of new students who are joining the school in academic year 2020 in all levels can order and arrange payment for textbooks at administration office of each department from 9th – 13th March 2020 and 7th – 13th May 2020 (Monday – Friday during 08.30-16.00).
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As the school is now closely monitoring outbreaks of COVID-19 outbreaks, we kindly ask for cooperation from students and parents to follow the instructions listed below while contacting the school due to any reasons.

1. If you are found sick, avoid contacting the school in all cases.
2. Parking areas
 - 2.1 **Kindergarten and Primary Level:** Underneath Building 6 and at Field 3 – parents can enter the school through a small gate of Building 3.
 - 2.2 **Secondary:** Field 1
3. All students and parents must pass screening points to check body temperature. If temperature is found to be greater than 37.5 degrees Celsius, please avoid contacting the school in all cases including examination re-sit reason. There are 2 checkpoints available.
 - 3.1 **Kindergarten and Primary Level:** Underneath Building 3
 - 3.2 **Secondary Level:** In front of Mother Mary statue and the walkway tunnel

After passing checkpoints, everyone must sanitize their hands with alcohol gel and receive a sticker.
4. Due to current face mask scarcity, wearing face masks may not be necessary for those who are not sick. However, if you are unsure, wearing face masks is recommended while contacting the school.
5. For those who wish to submit documents to proceed requests in terms of name and surname change, parents' postal address change, including other student-status related documents such as student status certificate, a copy of grade report, and transcripts – request filing can be done at the school's website www.ektra.ac.th After request filing, please contact administration office at 02-212-9930-1 or 02-212-0157 to confirm document collection date.
6. If there are any further announcements or orders from Ministry of Public Health or Ministry of Education, all the announcements and updates will be communicated to parents via the school's website www.ektra.ac.th, Facebook: Ektra Activities and Checker System (Line). Please note that Check System (Line) is the channel for secondary level students only.

Please be informed accordingly. We apologize for any inconvenience caused. Your understanding of the situation and cooperation is appreciated. We wish for everyone to have good health and that we can all work together to get through this difficult period.