

1st May 2020

Subject: Recommendations and programs of events during May – July 2020

Dear Parents

As per instructions from the Ministry of Education, which has ordered that the school can open on 1st July 2020, please find all the details below which provide information and recommendations. The details will ensure that students can learn seamlessly and parents are kept posted with all the school's updates.

No.	Event	Date	Details				
1	Collection of summer course fee refund (for those who have not collected yet)	7 th - 29 th May 2020, only from Monday to Friday during 08.30-16.00	<p>Recommendations for summer course fee refund collection</p> <p>1. Documents required: An original receipt and a copy of identification card of collectors</p> <p>If a copy of identification card is not brought, please follow the recommendations below.</p> <table border="1"> <tr> <td>1. Refund is collected by the student's father or mother</td> <td>A copy of identification card</td> </tr> <tr> <td>2. Refund is collected by other persons aside from the student's father or mother (authorization is required)</td> <td>1. Please bring a copy of identification card of the student's father or mother with a written text ".....(an attorney's name & surname) is authorized to collect summer course fee refund of(the student's name & surname)" with a signature of the grantor affixed. 2. A copy of identification card of the refund collector</td> </tr> </table> <p><i>Remark:</i></p> <p>1.1 Please prepare complete documents required. Please note that photocopying service is not available at the school.</p> <p>1.2 If parents cannot present complete documents required on the date of contact, refunds cannot be given.</p> <p>1.3 A copy of identification card can only used for one student.</p> <p>2. Contact Venue:</p> <p>2.1 Parents of KG.1-Year 6 students (academic year 2020) can collect the refund at the primary campus administration office. Parents of Year 7-10 students (academic year 2020) can collect the refund at the secondary campus administration office. Cross-campus refund</p>	1. Refund is collected by the student's father or mother	A copy of identification card	2. Refund is collected by other persons aside from the student's father or mother (authorization is required)	1. Please bring a copy of identification card of the student's father or mother with a written text ".....(an attorney's name & surname) is authorized to collect summer course fee refund of(the student's name & surname)" with a signature of the grantor affixed. 2. A copy of identification card of the refund collector
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			<p>collection is not allowed to prevent confusion and repeated refund collection.</p> <p>2.2 For new students who are going to attend NC. -Year 6 classes, please collect the refund at the primary campus administration office, and parents of new Year 7-10 students can collect the refund at the secondary campus administration office.</p>
2.	Launch of Student Name List	8th May 2020	<p>Student name lists of every student for every level (both current and new students) of academic year 2020 will be announced on the school's website: www.ektra.ac.th</p>
3	Registration for online classes taught via Google Classroom	8th – 13th May 2020	<p>Google Classroom System is open for parents and students to register. A guide to the system has made into video clips and has already been posted on the school's Facebook Fan Page (Ektra Activities Facebook) and on the school's website: www.ektra.ac.th. Once the registration is done, please go to Important Messages and follow the recommendations below.</p> <ol style="list-style-type: none"> 1. Watch the study guide. 2. Study the guide to Google Classroom. 3. Study the class timetables of each level. 4. Respond to the survey form regarding the collection of textbooks and grades. Please complete the survey by 14th May 2020. 5. Periodically follow up updates from the school. <p>Other important updates from the school will also be posted in Important Messages menu in online classes. Every time a new update is posted, there will be a push notification sent to the e-mail of each student. Parents can also read messages or go through updates in Google Classroom as well.</p>
4	Google Meet Trial	14th – 16th May 2020	<p>Google Meet Trials to be held on the following dates and times:</p> <p>Primary level on 14th May 2020</p> <p>Secondary level on 15th May 2020</p> <p>Kindergarten on 16th May 2020</p> <p>Time of Google Meet Trials will be posted in Important Messages in online class timetables.</p>
5	Joining online classes in Google Classroom	18th May - 30th June 2020 (Weekly timetables can be checked in Important Messages)	<p>Devices required:</p> <p>Smartphones, tablets, iPad and computers with internet connection. For other accessories such as webcams, printers, headphones, and microphones, students can use these devices if students have already have them. If not, students are not recommended to buy new ones.</p>

** Joining online classes in Google Classroom could be a new thing. Some difficulties are expected. We apologize to all parents for any inconvenience caused.

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Collection of textbooks and grades (Por Phor 6)

25th May – 1st June 2020

As of now, many printing houses cannot deliver complete textbooks. In order for us to manage and make sure that parents can collect the most complete sets of textbook on the collection day, we set the textbook collection day to be around the end of May until the beginning of June 2020. There are 2 options for parents in collecting textbooks.

1. Collect textbooks at the school (Monday – Friday during 08.30 – 16.00). Schedules of textbooks collection are in the table below.

Date	Classroom	Venue
25 th May	Nc.1 and all other /A classes	NC.: Ground floor, Building 1 KG.1-2, Year 5-6: Ground floor,
26 th May	NC.2 and all other /B classes	Dominic 1 Building KG.3, Year 1: Floor 2, Building 6
27 th May	All /C classes	Year 2-3: Ground floor, Dominic 2
28 th May	All /D classes	Building
29 th May	Year 2G and all other /E classes	Year 4: Ground floor, Building 4 Year 7-9: Ground floor, Bosco
1 st June	Year 2H and all other /F classes	Building Year 10-12: Ground floor, Baptist Building

2. Parents can hire school vans' delivery service. Service charges are approximated to be around 50-150 Baht per a student depending on the distance.

Remark:

1. Parents choose methods of textbooks and grades (Por Phor 6) collection in the survey form put in Important Messages in Google Classroom by 14th May 2020. If the survey form has not been completed by the due date, parents can collect textbooks and grades at the school on the date mentioned.
2. For parents who hire school vans' delivery service, after responding to the survey form, the school van club is going to collect all the route information to manage logistics. Delivery charges will be informed to parents and more details will be sent accordingly.
3. Logistics of textbooks are managed into routes. The driver of each route will contact parents individually.

			<p>4. If more than one student is in the same family wish to collect textbooks on the same date, it is recommended that parents come on the textbook collection date of the elder students (elder brother or sister). Please put your requests in the survey form otherwise your processes of textbooks collection would not be smooth and convenient.</p> <p>5. For new students which whose textbooks have not been ordered yet, please contact the administration office to arrange payment and textbooks can be collected on the date assigned. Please note that you cannot hire textbooks delivery service. For new students whose textbooks have already been ordered, textbooks can be collected at the school on the date assigned, OR parents can hire textbooks delivery service (as chosen in the survey form).</p>
7	Collection of Por Phor 1 and 2	Every Tuesday – Thursday during 08.30 – 16.00	<p>Additional details</p> <ol style="list-style-type: none"> 1. For students in NC. - KG.3, Year 1-5, 7-8, and 10-11 (of academic year 2019) who request to leave before 30th June 2020, documents can be collected on 14th May 2020 onward. 2. For students in Year 6 and 9 (of academic year 2019) who have already filed leave request, documents can be collected on 7th May 2020 onward. 3. For students in Year 6 and 9 (of academic year 2019) who have requested to continue but wish to collect Por Phor 1 and 2, the documents can be collected on 7th May 2020 onward (after the tuition fee payment of semester 1/2020 has already been arranged. In case of payment by check, please arrange payment 5 business days in advance prior to documents collection). 4. Documents collection venue <ol style="list-style-type: none"> 4.1 Kindergarten – Primary: Ground floor, Dominic 1 Building in front of the administration office 4.2 Secondary: Mirror room, floor 2, Baptist Building 5 For any cases of educational documents collection, parents must visit in person. If students are accompanying, they should be wearing school uniform. 6 Grades and educational documents of students can be collected only after all fees have been paid.

No.	Event	Date	Details
8	Collecting goods ordered from Rembrandt Studio	Please follow the same guidelines for textbooks and grades collection	<p>For KG.1 – Year 1 students (of academic year 2020) who have ordered goods from Rembrandt Studio, your survey form will also ask you to indicate methods of goods collection.</p> <p><i>Remark:</i></p> <ol style="list-style-type: none"> 1. As some ordered goods have high value, if you are worried about goods damage caused by transportation, you can come and collect your goods at the school on the date of textbooks collection OR when the new semester starts. 2. After goods are received, if you have any questions or have found any goods with defects, you can directly contact Rembrandt Studio by contacting Ms. Amornrat (Khun Kung) Tel. 088-6753752 and 085-3183635.
9	Student uniform, P.E. uniform and schoolbags purchase	8th June 2020 onward (Monday – Friday during 08.30 – 16.00)	<p>For NC. – Year 6 students, uniforms and schoolbags are available at the kindergarten – primary campus' stationery shop, Sathupradit 20 Alley.</p> <p>For Year 7-12 students, uniforms and schoolbags are available at the secondary campus's stationery shop, Sathupradit 26 Alley (entering through Sathupradit 16 Alley).</p> <p><i>Remark:</i></p> <ol style="list-style-type: none"> 1 To prevent crowds forming, the school may launch limited queue tickets or only allow one level to come at a time. This will be announced again at the end of May 2020. 2 For boy scout and girl guide uniform, parents can purchase the uniform at UB shop (in front of Sathupradit 18 Alley) on 8th June 2020 onward. However, if parents or students have not been ready yet, the school allows students to wear regular student uniform in July.
10	Class timetables	26th June 2020	<p>Students of every level can download class timetable from the school's website: www.ektra.ac.th</p>
11	New semester starts	1st July 2020 3rd July 2020	<p>KG.3 – Year 12</p> <p>NC – KG.2</p> <p><i>Remark:</i></p> <ol style="list-style-type: none"> 1 The schedules are subject to change depending on the situation and the declaration from the Thai government. 2 After the new semester starts, to compensate the lost learning time caused by delayed start of school and to grant students some rest time before the start of semester 2, there are some possibilities that the school may require students to come to school during public holidays. However, students still

			<p>have their days off during Saturday and Sunday as usual. Relief lessons will be announced in June 2020. In addition, other essential information and updates will be also announced on this day so that everyone is well prepared before the new semester starts.</p>
12	Tutorials	Tutorials of each level start on the first day the new semester starts.	<p>Around the end of May until the beginning of June 2020, the school is going to launch announcements about afterschool tutorials. Afterschool tutorials online registration and online fee payment will be open around June 2020. The first day of afterschool tutorials will be held on 1st July 2020 (for KG.3 – Year 12 students) and on 3rd July 2020 (for NC. to KG.2 students).</p>
13	Examination Schedules	3rd – 7th August 2020 16th – 22nd October 2020	<p>Only Year 1 – 12 students have midterm examinations. Kindergarten students will not have midterm examinations.</p> <p>Every student in every level must attend final examinations.</p> <p><i>Remark:</i></p> <ol style="list-style-type: none"> 1 Schedules are subject to change depending on the situation and the declaration from the Thai government. 2 Semester 2 / 2020 is scheduled to start no later than the 2nd week of November 2020 and will end approximately at the beginning of April 2021 approximately).
14	Contacting administration offices	Monday – Saturday during 08.30 – 16.00 EXCEPT Sunday and public holidays ** Administration offices start working on Saturday 16th May 2020 onward.	<p>Tuition fee payment methods</p> <ul style="list-style-type: none"> - The school has added another channel of tuition fee payment: bank remittance. To arrange payment for tuition fee, air-conditioning or food, parents can add the school's official Line Account: sesektra01 to obtain account numbers and steps of remittance. <p>To file requests concerning name & surname change, students' and parents' address change, documents collection (student status certificates, a copy of grade report and transcript),</p> <ul style="list-style-type: none"> - Requests can be filed through the school's website: www.ektra.ac.th. After filing, please contact the administration office (Tel. 02-212-9930-1 and 02-212-0157) to verify the date of documents collection.

As of now, we are closely monitoring COVID-19 outbreaks and the potential spreading of the virus. Therefore, we kindly ask for students' and parents' cooperation by following the steps below when contacting the school (in all cases).

1. Please wear a face mask every time when contacting the school.
 2. If you are sick or feeling sick, please avoid contacting the school under any circumstances.
 3. Parking areas are provided in the following locations.
 - 3.1 Kindergarten and primary: Ground floor of Building 6 and at Field 3. Parents can enter the campus through a small gate of Building 3.
 - 3.2 Secondary: Field 1 (If parents need to contact secondary campus while the school is closed during this summer, please enter the campus through Sathupradit 26 Alley).
 4. Students and parents entering the campus need to be screened and everyone's body temperature must be checked. If the temperature is found higher than 37.5 degrees Celsius, please do not contact the school under any circumstances. Screening points are in the following locations described below.
 - 4.1 Kindergarten and primary: Ground floor, Building 3
 - 4.2 Secondary: In front of Mother Mary statue and in front of the tunnel
- After passing the screening points, everyone is recommended to have their hands sanitized with alcohol-based hand sanitizing gel and receive a sticker.
5. If there are any further orders from the Ministry of Public Health or the Ministry of Education which result in any further changes in school, the school is going to keep parents posted through the school's website: www.ektra.ac.th, Facebook Page: Ektra Activities and Checker Line System. Please note that Checker Line System is only used by secondary students.

Please be informed accordingly and we apologize for any inconvenience caused. We would like to send out our appreciation to all Parents in advance, for their understanding and cooperation during this challenging period of time. Please stay safe and healthy and we will get through this hard time together.

Sarasas Ektra School