



28th January 2021

Subject The 4th announcement on the emergency school closure due to the respreading of COVID-19

Dear Parents

According to the announcement made by the Centre for COVID-19 Situation Administration (CCSA) and the Ministry of Education which state that the school can re-open on 1st February 2021 as prolonged online learning can block certain areas of students' development. Besides, online learning cannot be completely accessible by every student as each family has different limiting factors. Therefore, the school may take this opportunity to inform schedules including their details.

1. The re-opening of the school

1.1 Every year starts fully from Monday to Friday without odd/even days schedules.

Classes are re-arranged and will consist of 25 students or less. This pattern of class re-arrangement will be similar to what has been done in July 2020. Student names in each newly-arranged class, new class schedules, and new classroom plans are going to be announced through Important Messages by Friday 29th January 2021 at 13.00.

Remark:

- Online classes are over on 29th January 2021 for students in Year 1 - Year 12, and on 30th January 2021 for students in NC - KG.3.
- The school opens regularly on 12th and 26th February 2021 (As these days are announced by the government to be public holidays, but the school opens regularly.)

1.2 Relief lessons of the subjects which their class time has been lost

- A change of the last day of semester 2
Originally, the last day of the final examination is on 1st April 2020. The last day of the final examination is now **adjusted to 9th April 2021 EXCEPT Year 12 students in which the same schedules are adhered to. Year 12 students' final examination is during 8th - 12th March 2021** (This is to allow the students to have enough time for university entrance examination preparation which has been set by the Ministry of Education.)
- Adding of the last period of each day
After students finish their school day, **there will be an extra period added from Monday - Friday, and there will be no afterschool courses during 1st - 31st March 2021.** Details of subjects which are added to the last period of each day will be informed in the end of February through Important Messages.





โรงเรียนสารสาสน์เอกตรา

SARASAS EKTRA SCHOOL

1.3 Afterschool courses

- Afterschool courses will be normally arranged in February. More information about payment methods are explained in the information under number 3 of this document.
- The list of students joining afterschool courses in February are prepared based on the students who have successfully arranged payment in January. However, for students who have neither arranged payment nor canceled any afterschool courses, students will be put into subjects they joined in December.

1.4 Details on other classes

- For subjects which emphasize on practices, their patterns of practices have been adjusted by the school. For music classes, lessons on woodwind are avoided and replaced with lessons on piano and percussion. For P.E. classes, lessons on swimming are replaced with Health Education and Home Economics. In a class, the first half of students are going to learn computer, and the second half are going to practice keyboard uses.
- For student athletes who play for the school's sport teams including students joining symphonic bands, evening practices will start right on the first day of school. Each student practices his / her own instrument, not practicing in bands.
- For more information about academic department, kindly scan QR Code provided



2. Prevention of COVID-19 spreading

Please adhere to the school's preventive measures formerly enforced. For example, wearing face masks, passing the temperature screening area, washing hands before entering classrooms, and not allowing any students with fever, coughing, and runny noses to enter classrooms. If any students are found with those symptoms at school, the parents will be contacted to bring them home. Besides, while dropping off and picking up, parents are encouraged not to get out of their cars. Parents' zones are allocated, and the morning assemblies are canceled.

Other practices regarding keeping cleanliness are implemented normally. For example, afterschool ozone treatment of classrooms, increased rounds of toilet cleaning and other points of contact, classroom treatment with electrolyzed water disinfectant, cleaning of school vans before and after students' rides. If parents witness any drivers or supervising teachers on duties without wearing face masks, please inform the school immediately.

- For more information about the school's schemes, kindly scan the QR Code provided.



After the school opens, it is possible that certain students might get close to high risk individuals or even with infected individuals, therefore there might be partial classroom or floor closure due to orders of the Ministry of Public Health.

* *Remark: Self-Evaluation Forms will be provided through Important Messages. Please log in to the school email accounts (studentID@ektra.ac.th) to respond to the forms within 31st January 2021.*



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3. Fees

3.1 Afterschool courses

- For students who have already arranged payment for afterschool courses before the school closure, **40% of the amount will be refunded. Parents' bank accounts are going to be surveyed on Important Messages** within 8th February 2021.
- For students who have already arranged payment for afterschool courses in January, additional payment incurred in February is unnecessary.

3.2 Air-conditioning and food fee

Discount on air-conditioning fee and food fee are going to be given based on relief lessons arranged. **Discounts to be given for semester 1 of the academic year 2021, which parents are going to receive are listed below.**

- 3.2.1 Air-conditioning fee: 300 Baht will be refunded.
- 3.2.2 Food fee: A 600-Baht food fee discount will be given to students in NC - Year 4 and a 700-Baht food fee discount will be given to students in Year 5- Year 9.
- 3.2.3 For students who wish to discontinue the school in the academic year 2021, the air-conditioning fee and the food fee will be refunded within 7 business days after the resignation form has been received.
- 3.2.4 For students who have not arranged payment for the air-conditioning fee and the food fee in the semester 2 of the academic year 2020, the discounts will be automatically included when arranging payment for the tuition fee in semester 1 of the academic year 2021. This is to prevent confusion.

3.3 Payment methods

To avoid contact, online payment is enabled. Please study the details below.

- 3.3.1 Afterschool courses: If the same afterschool courses are continued, payment can be arranged by bank remittance. If students wish to change afterschool courses' subjects or class time, please check the availability before proceeding payment. If the course to be enrolled is available, please remit the money and submit the payment proof within the date of inquiry otherwise the seat will not be reserved.
- 3.3.2 Parents who have not arranged payment for the tuition fee of the 2nd semester, installment options are available.

- Download the payment form at www.ektra.ac.th. The document title is "Tuition Fee and Other Fee Payment Form". The form is in the menu "Regulations". Optionally, parents can scan the QR Code.





- Arrange payment of the first month of installment.
- Submit proof of payment and please specify the student's name, surname, and year. Next, submit the form via email: tuitionfee@ektra.ac.th

3.3.3 For instructions on online payment, please scan the provided QR Code.



3.4 Instructions on administration office contact

Parents are encouraged to submit all requests online or through the school website. This is to save travel time and to reduce physical contact.

Item	QR Code	Instructions
<ul style="list-style-type: none">• Request transcripts, student certificate, any other certificates for visa application, and copies of grade report		Proceeding requests can be done online through www.ektra.ac.th . It takes 3 working days to collect the document or contact the administration office to check the collection date
<ul style="list-style-type: none">• Noticing name change (student's and parents' name - surname)		Proceeding requests can be done online through www.ektra.ac.th
<ul style="list-style-type: none">• Other requests		Download the request form. Next, fill the form and submit the file through admin@ektra.ac.th .

During the spreading of COVID-19, the school has made a great attempt to manage online class schedules of core and practice subjects either in Google Meet and Google Classroom taught by both Thai and foreign teachers. We tried our best to gather all the online lessons and put them in one platform which students and parents can always review. Assignments are checked and graded frequently, and students who are absent or do not submit assignments are followed up on. Besides, student behaviors while attending Google Meet are traced systematically. Going through these procedures normally takes time and requires further improvement. Every teacher has put their greatest attempts in preparing their online lessons under many constraints.

However, due to parents' diverse expectations, management strategies of the school may not fulfill all expectations of every parent. The school would like to use this opportunity to express its greatest apology if we have not met your expectations, and we are thankful for countless words of encouragement sent from many parents. Thank you so much again for your all-time support.

