



โรงเรียนสารสาสน์เอกตรา

SARASAS EKTRA SCHOOL

SES.224/2020

Sarasas Ektra School

13th January 2021

Subject The 3rd announcement on the emergency school closure due to the respreading of COVID-19

Dear Parents

According to the announcement from the Ministry of Education which orders all educational institutions to close due to the special circumstances from Monday 4th January 2021 to Sunday 31st January 2021 or until further notices has been approved and enforced from 2nd January 2021,

Hence, the school wishes to inform schedules which have been set and their details. Please study the information below.

1. Closure of the school

The school had been previously scheduled to close until 17th January 2021 (according to the school's announcement SES. 215/2020 issued prior to the announcement of the Ministry of Education).

However, if the pandemic situation has not been improved, it is possible that the school closure will be extended. Parents will be kept posted regarding the school closure.

2. Midterm examination (primary and secondary level)

Midterm examinations had been previously scheduled for January. Collection of assessment scores of students from Year 1 to 12 (for subjects taught by both Thai and foreign teachers) will be adjusted. As students need to have 100 marks, collection of scores will be divided into different stages. Please refer to the information detailed below.

2.1. Midterm assessment scores (50 marks) are divided into 2 collection stages:

2.1.1. Students who have already had some scores partially collected in November and December (prior to the school closure): The total marks to be collected are 30.

For students whose scores have not been completely collected, subject teachers can individually contact the students for assignment follow-up.

2.1.2. Online lessons arranged during 5th – 29th January 2021: Total marks to be collected are 20. Please refer to the score ratio in the table below.

	Subject taught by Thai teachers	Subject taught by foreign teachers
Online lesson participation	5 Marks	10 Marks
Assignment submission / quizzes	15 Marks	10 Marks



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2.2. Final assessment scores (50 marks):

- If the school can open on 1st February 2021, lessons will be implemented regularly. The final examination of Year 1 to 11 is scheduled on 29th March – 1st April 2021. The final examination of Year 12 is during 8th – 12th March 2021.
- If the school closure is extended, online lessons will continue starting from January until the school can open again. However, scheduling and means of the final examination will be adjusted. Parents will be informed accordingly regarding the scheduling and means of the final examination.

3. Means of evaluation in kindergarten

Means of evaluation of kindergarten students are detailed below.

- 3.1. Students are evaluated based on their actual learning outcomes during November to December 2020.
- 3.2. Students are evaluated from attending classes online during 5th – 29th January 2021. Criteria of evaluation include attendance, assignment submission, and student development co-evaluated by parents (please find further evaluation details in Important Messages).
- 3.3. If the school can open on 1st February 2021, classes will be continued regularly and the final student development evaluation of students in KG.1 to KG.3 will be scheduled from 29th March to 1st April 2021.

4. Parent meeting of Year 6 and Year 9

Parent meetings are cancelled. Information to be communicated in the meetings will be made into documents and sent out to parents through Checker System and Google Classroom (via Important Messages). Parents will be provided with acknowledgement forms on school continuation which require responses within the specified date. Once the documents are sent out to parents, parents will be notified again through the various communication channels of the school.

5. Online lessons

Online lessons are delivered via 2 channels.

- 5.1. Google Classroom: A channel for students to review and complete assignments of each subject by themselves. Students are required to complete assignments and turn them in punctually EXCEPT the students in kindergarten since parents can flexibly manage students' time to attend the online classes arranged. If students have any questions or do not understand lessons, students can post messages to teachers underneath the lessons posted at Classwork.



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5.2. Google Meet: A channel for students to subject teachers to meet real-time through the video conference feature. During Meets, teachers are going to teach, discuss important points, and teach additional topics that are linked to what has been posted in Google Classroom. If students are unable to attend Meet sessions, they can re-view videos recorded by the system after 12.00 noon the following day.

- For students from NC. to KG.3, videos are posted at Online “Meet” Classes.
- For students from Year 1 to Year 12, videos are posted at the classroom of each subject.

Online class schedules of each week are going to be posted in Important Messages. Also, Important Messages also contains the user manuals of Google Classroom, Google Meet, and announcements from the school. For students’ benefits, please visit Important Messages at least once a week to stay updated.

6. Learning packages for students in NC. to KG.3

Kindergarten department has come up with “Integrated Learning Activity Pack”. This learning package fortifies online lessons and allows students to play with for all-dimension self-development. Each package of it consists of Sand Set, Shape Set, worksheets, and Tree Plantation Set (only for students in KG.2 to 3). Detailed below are materials collection date for students in each year level.

Date	Year Level	Time and Venue
18 th – 19 th Jan 2021	NC. and KG.3	<ul style="list-style-type: none">• Students in all year levels collect materials at 08.30-15.30.• Collection venue: Building 6, at the student drop-off & pick-up area• Instructions<ol style="list-style-type: none">1. For students riding cars or taxis, material collection is drive-thru. Please put the student name card on the car’s dashboard OR tell the student’s name at the teacher at the security booth. After this, enter the campus to collect the materials.2. For students riding motorcycles, please park your motorcycle next to the security booth and enter the campus on foot. Please pass the temperature checkpoint underneath Building 6 and contact your child’s homeroom teacher to collect the materials.
20 th - 21 st Jan 2021	KG.1 and KG.2	
23 rd Jan 2021	For parents where it is inconvenient to collect materials on the specified dates mentioned above.	

Remark: Additional information on Integrated Activity Learning Pack will be provided to parents through Important Messages by 16th January 2021.



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7. Administration offices contact

7.1. Certificates or requests can be submitted online through the school website at www.ektra.ac.th. After submitting requests, please contact administration offices at 02-212-9930-1 OR 02-212-0157 for documents collection date confirmation. For any inquiries, please contact admin@ektra.ac.th.

- For inquiries related to online lessons, please contact it.support@ektra.ac.th or submit your messages to the school's Facebook Fan Page: Ektra Activities. In submitting your inquiries, please select only one communication channel to allow our IT Department to prioritize questions correctly and to completely provide assistance to you effectively.

7.2. Office hours: Monday – Friday at 08.00-16.30 Saturday at 08.30 – 16.00 (EXCEPT Sunday and public holidays). Please be advised that office hours are subject to change on Saturdays during the pandemic situation. Please make a telephone call to check with administration offices prior to the visit.

7.3. For inquiries related to various payments which parents have already arranged.

- 7.3.1. Afterschool tutorial fees of December and afterschool tutorial fees of January which parents have partially paid: Once the school opens, the school is going to verify the amount of afterschool tutorial courses' fees based on the remaining time of the courses. After this, the school is going to:
- Refund the money to parents, OR
 - Arrange relief lessons without additional costs. However, if the school is ordered to continuously close until the end of the academic year, the school is going to communicate means of refund to parents as the next step.

7.3.2. For the discount or partial refund of tuition fees, air conditioning fees, and food fees, every refund item is under consideration (as it is necessary to take the time when the school can open into consideration).

If there are any further changes implemented resulted by the announcements of the Ministry of Public Health or the Ministry of Education, the school is going to keep parents posted through the following communication channels: the school website at www.ektra.ac.th, Facebook: Ektra Activities, Google Classroom's Important Messages, and LINE Checker (only for secondary students).

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