



April 18, 2020

Subject: COVID-19 ISK Update #13 - Virtual Learning and End of Year

Dear ISK Community,

I hope you are keeping well and staying healthy. The Board of Directors met late yesterday, April 17, to discuss different concerns related to continued learning for ISK students, as well as scenario planning for the future.

Virtual Learning Extended to End of School Year - June 11

ISK will continue with its Virtual Learning Environment for the duration of the 2019-20 school year. The last day of school is June 11. The Board of Directors affirmed ISK Administration Team's recommendation to continue learning virtually. This decision is based on a variety of factors, such as the current increase in COVID-19 cases in Kenya and our school's desire to uphold the health and well-being of our community. Moreover, we are mindful that in order to reopen campus, which would likely be in a phased manner, we would also have to implement new practices to ensure the health and safety of everyone, including appropriate social distancing both in and out of the classroom, and enhanced cleaning procedures.

Divisional Principals will provide more information for various planned events to end the school year as we continue to offer our synchronous and asynchronous virtual learning program.

Tuition Fees for 2019-20

According to school policy, tuition fees are non-refundable. The Board of Directors and the Board of Governors, who approve the budget and tuition fees, upheld this school policy agreeing that tuition fees are non-refundable. As such, tuition fees for the 2019-20 school year will not be refunded. We understand that community members

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may be under significant financial strain. However, the majority of ISK's commitments are contractual for the academic year and are non-variable. ISK remains committed to continuing to provide high-quality learning experiences in our virtual learning environment that will prepare students for the next school year.

Food Service and Bus Transportation Fees - Prorated Refunds

We will be refunding unused prepaid lunch money (or providing future credit) for all families signed up for this service. We will be refunding bus service fees (or providing future credit) minus our continued staffing costs through the end of the school year. Here are the contacts for both of these areas:

Lunch Money Credit – fully refundable based on your account balance, contact our Food Service Customer Representative, Angelina Ndungu, at andungu@isk.ac.ke.

Bus Service Fee – partially refundable (after staff costs) for the number of school days the school has been on virtual learning. Contact our Business Manager, Moez Jiwani, at mjiwani@isk.ac.ke. If you have both a request for lunch money credit and bus service, you are welcome to contact Moez with a single email.

We will continue to provide synchronous and asynchronous learning for our students in our Virtual Learning Environment through June 11, 2020.

Again, we appreciate that we are in an unprecedented situation that no one could have predicted at the start of the school year. We hope by conveying this information now we will allow all ISK families to plan for the next several months. More than ever, we look forward to preparing to safely welcome our students back on campus for the 2020-21 school year.

Be well, be safe, and be kind.

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Sincerely,
David

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