

## Parents - Back to school plans - 15th/22nd July 2020

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Dear Parents and Students,

This letter gives you a more detailed breakdown of what to expect when school starts again in the next two weeks. As you will see, this document is very similar to the Year 11 return to school document sent to everyone in June, and is in keeping with the SoP issued by the MoE.

### Year groups

The school will be following Model 3 from the MoE. This means that we will be alternating most students between in school learning and at home learning. This has been driven by the space requirements of the SoP. This table shows when students will be in school.

Year group	Dates in school
Year 11	<ol style="list-style-type: none"> <li>09th to 30th July</li> <li>24th to 28th August</li> </ol>
Year 10, Year 7	<ol style="list-style-type: none"> <li>15th to 17th July,</li> <li>27th to 30th July</li> </ol>
Year 9, Year 8	<ol style="list-style-type: none"> <li>20th to 24th July,</li> <li>24th to 28th August</li> </ol>
Year 5 (Group A), Year 6 (Group A)	<ol style="list-style-type: none"> <li>15th to 17th July</li> <li>27th to 30th July</li> </ol>
Year 5 (Group B), Year 6 (Group B)	<ol style="list-style-type: none"> <li>20th to 24th July</li> <li>24th to 28th August</li> </ol>
Years 1 - 4 (all Group A)	<ol style="list-style-type: none"> <li>22nd to 24th July</li> <li>24th to 28th August</li> </ol>
Years 1 - 4 (all Group B)	<ol style="list-style-type: none"> <li>27th to 30th July</li> <li>1st to 4th September</li> </ol>

The Primary school will be in contact with parents and students about Group A and Group B once we have more details about who intends to be in school.

Online learning will continue for the year groups on the dates when they are not in school. This will be reviewed in Term 3 or when changes are made by the MoE.

### Siblings

Where possible we will endeavour to keep siblings in the same rotation of classes. In secondary, this will be much more difficult and we appreciate your support during this period.

### School holidays

Due to the extensive online learning programme which is in place, there is no need to interfere with the school holidays. **Therefore the holidays will go ahead as scheduled.**

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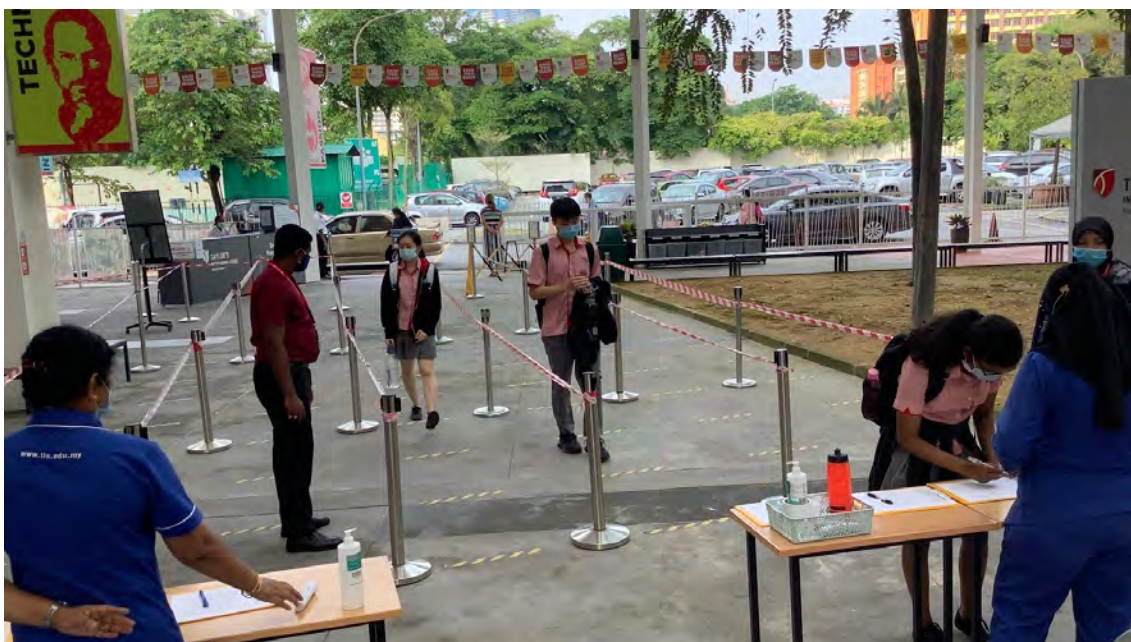
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### Before school starts

1. Communication of our current operating procedure.
2. A Google Form will be sent to all parents about whether you intend to send your children to school, under the current procedures. This will help us with our planning.
3. A Google form will be sent to all parents to declare your child's travel and health over recent weeks.

### Arriving at school

1. Arrival times
  - a. The Primary School will follow the original 2020 timetable, so they will start at 7.45 and finish at 3.00pm (12:30pm on Friday)
    - i. Primary students will go to classrooms at 7:30am.
  - b. The Secondary school will follow the current term 2 online time table, which operates from 8:45 am until 4.00 pm. (Finishing at 1:50pm on Friday)
    - i. Secondary students will be allowed to go straight to their allotted classroom from 8.00am.
  - c. There will be **no** waiting in the courtyard.
2. Everyone will have their temperature checked. **Please use the correct entry lane.**
  - a. Any temperatures above 37.5 °C will mean the person is sent home.
  - b. Any students in this situation will be isolated while parents come to collect them.
3. **Only the main entrance in the car park will be in use.** The back entrance into the cafeteria will be closed.
4. Buses
  - a. Bus operators are being reminded about social distancing protocols and this means that a much smaller number of students will be able to use the buses.



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### Parents

- a. **Parents are not allowed inside the campus**, to reduce the number of people on campus, and to reduce the need for more temperature checks.
- b. Parents must stay in their car, or socially distance outside of the school gates.

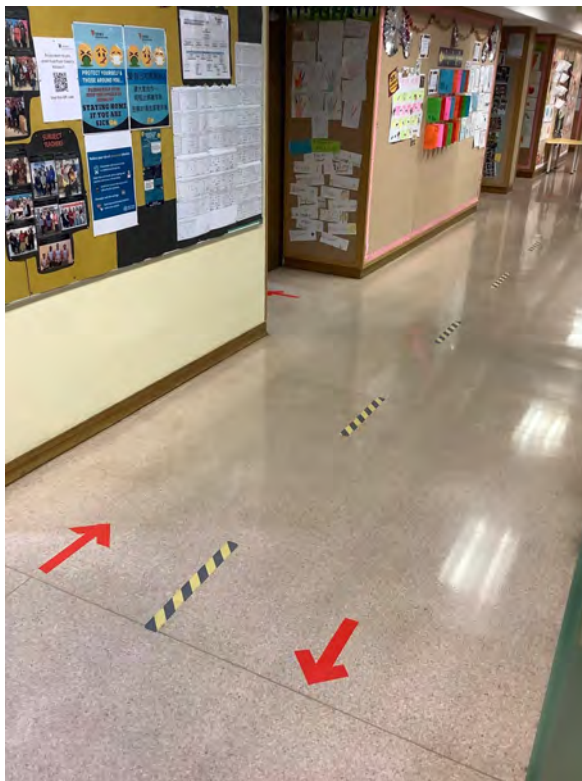
### Hygiene - all students will be reminded of simple hygiene rules

1. **Masks** to be worn by everyone
  - a. Supplied by the family
  - b. Masks should be worn everywhere, especially when there are others around.
  - c. Everyone should have a spare mask with them. Surgical masks only last a few short hours when in continuous use.
2. Observe social distancing (>1metre).
3. Sanitise or wash hands more regularly.
  - a. To remember to wash hands for at least 20 seconds - singing the "Happy Birthday song" is a good reminder of how long this is.
4. Do not share pens and other things with friends.
5. Use elbows/shoulders to open doors. We will try where possible to keep the classroom and other doors open to reduce the need to touch doors.

### Movement around school

1. There is a one way system throughout the school.
  - a. Please follow the markings on the floor, and the posters.
  - b. **The stairs in the academic block** have been made one way to reduce numbers and keep social distancing.
    - i. The main academic stairs will be **UP**
    - ii. The Cafeteria stairs will be **DOWN**
    - iii. The staircase C (from 3rd floor to ground) will be **DOWN**
  - c. **Stairs in the Admn block** have been marked to separate up from down. Please follow these markings.
2. **Lifts** will only accommodate 2 people with social distancing. Only students with prior permission can use the academic lift.
3. **Toilets**
  - a. Students will be asked to stay in the corridor if the toilets are occupied.
  - b. Marks on the floor in the corridor to keep distancing in place.
4. There will be **no use of the lockers**. This is to reduce any gathering around the lockers.
5. **Sanitiser** will be available at multiple locations
  - a. Entry to school.
  - b. Classrooms

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## **Classrooms**

1. **Secondary students will be using different rooms to their original timetable**
  - a. Years 7 to 9 will largely stay in a designated room to reduce movement around the school.
  - b. Year 10 and 11 will be using a different set of rooms to normal. These rooms will be kept closer together to reduce movement around the school.
2. Primary students will be using their normal homeroom.
3. Social distancing and hygiene is a priority
  - a. We are using 1 metre spacing between students.
  - b. Different rooms can therefore accommodate different numbers of students.
  - c. Desks will be moved or marked to keep social distancing
  - d. Hand sanitiser will be available in every classroom.



## **Breaks and lunchtimes**

1. Food - Either brought in from home at the start of school or pre ordered online. This is to minimise the movement of students around the school. Students will not be having breaks out in the courtyard.
  - a. **No deliveries** of food by parents during the school day.
  - b. **No external deliveries** of food - Grab Food, McDonalds, Dominos, etc
  - c. Cezar's Kitchen in the Cafeteria
    - i. Can be ordered using a google form - <https://forms.gle/6rfbFznUZRXpue6r8>
    - ii. This form can be used as many times as needed - please make sure you select the correct dates.
    - iii. Older students will move in an orderly manner from their classroom to the cafeteria using the one way system.
    - iv. Food will be paid for by the card as normal.
    - v. Food will then be taken back to their classroom to be eaten.
    - vi. Students **MUST** bring their own cutlery.
2. Cafeteria workers will all be following strict hygiene protocols.
3. Water fountains
  - a. Students are encouraged to bring a water bottle.

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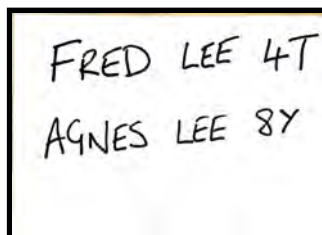
- b. Fountains are **ONLY** for filling bottles.
- c. **NO DRINKING** from fountains.

### Emergency collection of students

- a. Contact the section office as usual.
- b. Guards will radio the section office, and the child will be brought down to the guards, with the appropriate form.

### Leaving school

1. Students will be released to the sports hall, observing social distancing
  - a. Car pick up - **Parents/Drivers should have an A4 sheet with their child's name and class in their windscreen.** Example below, please write the names very large and clearly.



- b. This notice will be 'read' by a teacher at the start of the school road (by the TNB building). The student will then be alerted to come to the main entrance by radio.
  - c. Parents will continue to move around the car park to the collection point.
  - d. Students should quickly go to their parents' car. Any delays here will cause a large delay to others - **PLEASE TALK TO YOUR CHILDREN AND REMIND THEM TO LISTEN FOR INSTRUCTIONS AND QUICKLY WALK TO THE ENTRANCE.**
2. Students walking home, will leave school through the school field to avoid crowds at the school gate, and to reduce crowding.

### Nurses and First Aid

1. The Nurses will be operating as usual, but parents are reminded **NOT** to send their child to school if there are any symptoms of illness.
2. The Nurses will contact the MoH if there is a suspected case.
3. We will use the old bookshop as an Isolation room, should any child have a high temperature, or exhibit any signs of illness while awaiting collection.

### Library

The library will not be in use to borrow or use books.

### Assemblies and group meetings/ Wellbeing sessions

- There will be **NO** assemblies, to avoid any mass gatherings.
- Assemblies will be held via video.

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**ECA** - there will be no ECAs this term.

**Sport and PE**

- Will be exercise and fitness, there will be no contact sports.
- There will be no inter-school sport until permitted by the MOE.

**Visitors** - There will be No ad hoc visitors. Visitors will **by appointment only**.

