



مدرسة السعد العالمية

A'soud Global School

Return to School Handbook

November 2020

COVID 19 EDITION

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Principal's Welcome:

Dear Parents,

We have completed preparations for one of the most challenging school openings in history. The community's support, commitment and resilience throughout this time have been paramount in ensuring that our children have continued to count, contribute and succeed.

The Ministry has worked with schools, parent representatives, teachers and the Supreme Committee to develop a set of protocols to ensure a safe return to school. These guidelines reflect scientific evidence, international best practice and are informed by discussions with school leaders, teachers and parents. With these guidelines in place, we are confident that our school will be able to welcome students back for the Academic Year 2020/21.

The following guide provides you with essential information to prepare you and your child for the return to school. We remain committed to implementing the highest standards and will continue to evaluate our systems and processes and respond accordingly. Student and staff Health and Safety and providing a meaningful and dynamic learning experience are non-negotiables. Whilst we adapt some of our systems and processes, what remains a constant is our climate, culture and aspirations for our children. I know the impact the pandemic and not being able to attend school has had on them. I look forward to the reopening, despite the inevitable constraints that will be placed upon us, AGS can be pivotal in helping our young people revert to some semblance of normality, and in doing so we pick up the baton to do what we do best: ensuring our collective contributions count and our young people succeed personally and academically.

I am sure there will be additional questions that you will have that are not answered in this booklet. In that instance, please email the Registrar.

On behalf of the entire team at AGS, we look forward to welcoming you back from 1st November.

Yours sincerely,

Mr Lee Davies

Principal

Before School Starts:

All parents are required to complete the following before your child/children can start in the school. Your cooperation in its completion is very much needed and appreciated:

1. State your intentions re: Return to school
2. Complete the AGS Health Declaration Form for your family
3. Sign the AGS Parent School Contract

All staff will undergo COVID Testing before the school reopens and only staff with confirmed negative tests will be working in school.

Reintegration to School

We believe that for most of our children, being back in school will be a positive experience, in which they will thrive being amongst their peers, furthering their education and achieving success.

Whilst there may be some discomfort or unease at some of the measures put in place to keep all members of the school community safe, such as the wearing of masks, our view is that being in school, regardless of the restrictions, will be a positive experience for children, from both a social and a learning perspective.

However, we recognise that for some of our younger students and more vulnerable students, reintegration to school will be challenging. Ms Davidson and the Learning Support Team will provide appropriate support wherever we can.

We need to work together and we ask that all parents address the issues below with their children, and reassure them that their health and safety is paramount in our minds. We also ask to ensure that there is a balanced focus on what will be the same, what they are most looking forward to, the positives that they enjoy so much about being part of AGS.

Before Returning

- Speak to your children about COVID-19 and let them know that it's natural to feel anxious or nervous about returning to school.
- Have an open conversation about their anxieties and fears about returning to school and reassure them about safety measures and precautions the schools will have in place to keep everyone healthy.
- Be honest about the changes that they will see at school, such as the need to wear masks, inability to be close to their friends and teachers.

- Explain to your children that they will play an important role in keeping themselves and their community healthy by wearing a mask, maintaining social distancing and sanitizing hands.
- Highlight the positive aspects of returning to school such as being able to meet their friends and learning new things.
- Continuously check in with your children to evaluate their well-being when school begins.

Arriving at School/Drop Off:

School Start Times

Year Group	Arrival	School begins	Collection from
KG2	8.05am Outside class doors	8.30am	12.00pm – 12.30pm
Grade 1and2	7.55am Outside class doors	8.10am	1.55pm – 2.10pm
Grade 3-5	7.55am Sports Hall	8.10am	1.55pm – 2.10pm
Secondary Grade 6 - 11	7.45am Sports Hall	8.00am	2.10pm – 2.20pm

Staggered Start:

We are excited to welcome our students back to the school site, yet want to ensure we do so in a calm and safe way. As a result of some of the adaptations to the school campus and its environment, we will stagger the return of our students. We must ensure we get the process right and our community is comfortable with the measures in place during this initial phase of reopening. This will allow us to evaluate the effectiveness of our operating procedures whilst at less than 100% capacity. It is not possible to align this to siblings. Your support and understanding are appreciated.

Detailed information on when your child is able to return to school will be shared in due course.

Parents:

You will understand that we have a collective responsibility as a community to minimise risk to our staff, students and each other. As such, we need to modify, adapt and restrict adult access to the site. **Only one adult per family** can come onto school site during morning drop off and pick up.

Arriving at School/Drop Off:

Gates and Parking:

Parents are to park in the marked parking bays or safely on the streets around the school.

BUSES will enter the front inside parking as previously and students will enter school through a dedicated 'bus children' entrance door. Buses are expected to restart from January in Term 2.

Primary and Secondary children Grades 1 - 11 are to enter the Sports Hall through Gate 5 only. Only in Grade 1 and 2 can a parent accompany a student into the Sports Hall.

In order to access school, any student's/parents' temperatures must not exceed 37.5°C

If a child and/or parent does not meet the temperature requirement, they will be asked to wait and will be re-tested after 5 minutes has passed. If they still are >37.5c the parent will be asked to take the child home/parents will be contacted and the policy surrounding potential Covid-19 symptoms will be enacted - if without their parent/guardian, they will be taken to the supervised isolation area to wait for collection by a parent/guardian.

Before students leave the home in the morning, we recommend a parent to take and record your child's temperature. This way you will be sure they are within the limit and can enter the school. This can be done using a home purchased digital hand held thermometer for example.

We ask that if your child is not feeling well, please keep them at home. We respectfully request for parents not to administer medicine before coming to school in order to manage a temperature. We have a collective responsibility to play our part in minimising any infection, not just COVID 19.

Drop off is staggered for the different phases of the school. The drop off has been designed to create a one-way flow for parents and students around the school.

Primary School Drop-off

Children in Grade 3 - 5 will independently (without a parent) enter through the Sports Hall Entrance (Gate 5) and proceed to the classroom. Should you wish to speak to your child's class teacher or a member of the Leadership Team, an appointment must be made either via Reception or alternatively contact the member of staff directly through email.

Only parents of children in Grade 1 and 2 will be permitted to enter the campus through the special lane at the sports hall entrance (Gate 5). This will, after a thermal health check, guide them to the outside doors of the Grade 1 and 2 classrooms where the children can be handed over to the teachers and teaching assistants safely. Parents will then leave the school premises via Gate 4 immediately adjacent to the classrooms. Security will ensure everyone passes through in a socially distanced manner.

Secondary School Drop-off

Secondary students will enter the campus independently through the clearly identified lane at the Sports Hall entrance (Gate 5). Should you wish to speak to your child's Form Tutor/teacher or a member of the Leadership Team, you will need to make an appointment through reception or alternatively contact the member of staff directly through email.

Hygiene:

All staff will be COVID tested before school starts.

The school has employed additional cleaning staff to support us with the return to school procedures. All cleaning staff have been trained, the correct chemicals and products have been procured and are effectively in use. There will be an additional three cleaning staff who will maintain the washrooms and door handles. An hourly cleaning rota has been devised.

Hand Sanitiser

Regular hand washing will be a consistent part of our school routines, and in addition, there will be 'no touch' automatic hand sanitiser stations around the school and by each classroom door.

We also recommend that children carry a small bottle of hand sanitiser (key ring style bottles can clip to a school bag) so they can access it when needed.

Children and adults will be asked to sanitise their hands regularly when they leave or enter their group; especially on entry and exit to their classes.

Masks

For students in **Grade 5 - 11**, it is mandatory that they wear a face mask. If parents of children in younger years wish for their child to wear a face mask/visor, then this is your right to do so.

Please ensure that your child is confident with how to wear a mask correctly before the start of the school, and knows the importance of wearing a mask correctly. Children will need to bring 2 masks per day. One for before lunch break and one for after the break and have a spare available in their bag.

Students may also wish to wear the clear visors in addition to the masks – this is optional.

All staff will wear masks and/or face visors and will adhere to the hygiene and sanitisation protocols as per the MOH.

Students with an *identified* cognitive, intellectual or sensory need (or any impairments that hamper their ability to breathe or communicate) will not be required to wear a mask. This however must be discussed with the SENCO, Ms Davidson, for Inclusion before they start the school.

Every evening, the school will undergo disinfectant cleaning as per MOH guidelines. This is in addition to the standard and approved cleaning schedule during school hours.

Uniform:

School uniform must be worn by all students. Students will need to be provided with clean uniform every day. It is imperative that parents recognise the importance of ensuring children's uniform is washed thoroughly and each day they wear clean uniform. On days your child has PE they must come to school in PE uniform as the changing rooms are still closed.

To purchase Uniform items, parents must complete the new online form (link forwarded to parents) to order what they require. (A sizing guide is also visible when clicking the link) When the items are ready for collection, a member of the Uniform Shop team will contact you directly. On arrival at school please proceed to accounts, pay the invoice and collect the items. **Items cannot be exchanged once purchased.**

Please ensure that all school items are clearly labelled.

Movement Around the Campus:

Primary School

Movement will be limited. Class teachers dedicated to each group will lead the learning for most of the day. Specialist subject teachers, wherever possible, will come to the children's classroom to deliver the learning. Lunch time will be staggered to ensure that bubbles do not mix. Students will eat inside their classroom before being escorted to their outdoor area for a period of break time play.

Secondary School

Due to the size of our secondary section, we can easily comply with social distancing. Students will mainly be in their Form room with teachers moving from class to class to deliver lessons. Where a specialist lab or facility is required, students will be guided to move by staff in accordance with their timetable. Staff will ensure that social distancing is maintained and to help a there is a one-way system in operation throughout the secondary school. Lunch will also be taken in their class to ensure safe social distancing before being led to an outdoor area for games and play.

Equipment:

Students will require the usual stationery for school and must keep these items with them in their school bags. They must not share items with other students. It is the student's (parent's) responsibility to ensure they have the right books and the right equipment each day for school. .

Personal laptops/iPads will not remain in school. These need to be taken home and brought to school daily. However AGS is not responsible for any damage or loss to these items howsoever caused and are the responsibility of the student. Again these should never be shared in school.

School Bags

As nearly all equipment will remain in school, there is a limited need for school bags. If there is a school bag requirement, **NO WHEELIE bags of any kind.** School bags, if brought to school, must be placed under their table.

Secondary School students will **not be able to access lockers** and must ensure they bring the correct books for the lessons they have on their timetable each day. It would also be useful to bring a laptop or iPad or similar each day also to work on.

Headphones for ICT Learning

Students should also bring to school their own pair of headphones for ICT lessons. These headphones do not need to be expensive or branded. For sanitary reasons, it is not possible for us to provide shared headphones.

All students from Year 1 upwards, should have a pair of headphones as part of their standard uniform. These can be in ear or over ear type headphones- we recommend choosing an appropriate pair for your child. For Primary, headphones must be securely stored in their bags.

Lunchboxes/Water Bottles:

Water Bottles

We ask you to ensure that your child has an appropriately sized water bottle to carry enough water to last them the whole day. This is especially important during the hot weather and when children have PE. In emergencies, bottled water can be provided by school if needed.

Lunchboxes

Students in all Grades must bring a healthy packed lunch in a suitable container each day. The schools canteen will remain closed for now. When organising a packed lunch for your child, please be sure that they can open containers and packaging

independently – teachers will not be able to assist. Practising this skill at home will ensure that your child has a smooth and happy snack and lunch time.

Emergency Collection/Procedures:

In the event of an emergency collection from school, parents are requested to phone the school in advance to notify the Main Reception. **Parents can only enter the school premises via Gate 2.** Your child will then be brought to Main Reception by a member of staff to handover to you and for you to complete signing out procedures.

If you are contacted by the Nursing Clinic and informed that your child needs to go home, please follow the same procedure. Enter via Gate 2, Main reception where one of our school Nurses will hand over your child and support with signing out procedures.

In the unlikely event of a Fire or Lockdown, the preservation of student and staff health and safety will supersede COVID protocols. In the case of a fire alarm, children will stand at the fire assembly points at arm's length.

We will inform you that such an event has occurred so you can monitor your child's health after and if any signs appear we recommend that the normal procedures are followed and the student is kept home as required.

Leaving School/Pick Up:

For the time being, only one approved adult can come onto school site for pick up and drop off.

Foundation Stage

FS2/KG2 pick Up - Children will be collected at 12.00pm. As a parent, you will need to enter through Gate 1 and pass through the thermal screening. Collection will be made from the external doors to your child's classroom. Parents will have to undergo thermal screening before they enter the school premises.

Primary School

Grade 1 and 2 collection will be made through the external doors to the classrooms from 1.55pm – 2.10pm. This is the reverse of the drop-off procedure.

Grade 3 - 5 collection will be from the Sports Hall from 1.55pm – 2.10pm. Entry for parents will be through thermal screening at Gate 5. Adults must follow the one-way system in the pick-up area whilst maintaining social distancing.

Secondary School

Students will leave the school site between 2.10pm – 2.20pm independently through Gate 5. They will proceed to an agreed meeting point decided upon by you and them. Please ensure that your child is aware of where you will meet them.

Senior students can collect younger siblings in Grade 3 – 5 only as they pass through the Sports Hall and exit. However teachers must have written permission from you before they will release the brother or sister to an older sibling. This permission in writing must be provided in advance and sent by email to the form tutor. You must receive an acknowledgement from the class teacher confirming approval has been given before they can collect their siblings.

Grade 1 and 2 students must be collected by an agreed responsible adult (parent/guardian/driver) and not an older sibling.

Inclusion:

The Achievement Centre

The Achievement Centres for both primary and secondary will be available for teacher to work in. Surfaces will be cleaned between student sessions. Due to the fact that we will uphold stringent COVID-19 precautionary measures, we will carefully stagger the use of these rooms for our students.

Intervention Groups

Students who require additional support and intervention will still have access to this but small group support will be run in a slightly different way to ensure that students from different classes are not mixing unnecessarily.

Learning Support Assistants / Shadow teachers

Students who receive support from a 1:1 LSA will continue to do so. The Learning Support Assistants will maintain social distancing measures and will wear a face mask/sheild when working on a 1:1 basis with a student.

Library:

The library will remain closed to students while Covid Restrictions are in place. Teachers will select books to be kept in the class and will supervise students in their selections. Books can go home for students to enjoy and continue their reading development. When they return them to school, books will be placed in a prepared plastic box and will be returned to the book store by the teachers where the librarian will arrange for them to be sanitised and stored for three days before they can be reused.

In Primary, the class teachers will supervise book selections.

In Secondary, book selection will be made during specific English lessons.

Educational Visits:

At this present time, all educational visits are cancelled until further notice.

PE/Swimming/ECA:

PE

Every student at AGS will continue to receive PE provision in school. In order to ensure safety of all, lessons are adapted so as to allow for adequate social distancing. Students must come to school dressed in their PE uniform on the days they have PE in their timetable.

The PE Dept will continue to produce additional activities to be carried out at home and in students' free time. We remain committed to students maintaining active and healthy lifestyles.

Swimming

At present, Ministry guidelines prohibit swimming as part of the school curriculum. We will update parents as/when this changes.

ECAs

There will be no ECAs during school time. As soon as it is safe to do so and restrictions ease, we will offer an internal ECA programme which will run as in previous years.

Visitors:

All visitors to the school **MUST** have a prearranged appointment.

External visitors will not be allowed on site, aside from permitted entry to the Main Reception where children will be strictly prohibited. Visitors will have their temperature tested and must leave full contact details including ID in our Visitor Log **BEFORE** entry is permitted.

Deliveries can only be made after 4pm and at weekends. There can be no deliveries made of any description during school operating hours.

Transportation:

Our bus transportation will not be available for students in Term 1. Information about our school bus services will be shared in good time to restart them in Term 2 in January.

Suspected COVID-19 Cases:

If a child demonstrates any of the following symptoms, the class teacher or specialist teacher will be responsible for their removal from class, and to the clinic. They will then be assessed by the clinic team.

In most cases where Covid is suspected, parents will be called and asked to collect the child from school and they will then wait for the parent in the isolation clinic room.

However in cases identified a potentially serious, it may be necessary for the school to seek immediate medical care and call for an ambulance. The medical professionals will then assume care for the child and the parents will be informed of the destination of the ambulance so they can divert and meet them.

Common Symptoms:

fever (temperature $\geq 37.5^{\circ}\text{C}$) dry cough

tiredness

Less Common Symptoms:

aches and pains

sore throat

diarrhoea

conjunctivitis

headache

loss of taste or smell

a rash on skin, or discolouration of fingers or toes

Serious Symptoms:

difficulty breathing or shortness of breath chest pain or pressure

loss of speech or movement

All cases will be followed up by the school's nurse, Mrs. Alex. The Covid-19 Quarantine Procedures will be enacted, please see the following page.

COVID-19 Quarantine Procedure:

Mrs. Taylor and Mr. Frame will be responsible for the wellbeing of children who are absent from school due to a suspected/confirmed Covid-19 quarantine in Primary/Secondary.

Procedure

1. Upon a child's withdrawal from school and entering into quarantine, the Nurse will inform Mrs Taylor/Mr Frame of the quarantine period.
2. A COVID Education Plan will be put in place, detailing the support for both the child's wellbeing and educational development - this will include measures such as Google Meet calls with teachers to support their learning, as well as ensuring the child has access to educational materials.

3. The above measures will vary depending on the severity of the case. We will treat all cases on a case by case basis as such.
4. Mrs Taylor/Mr Frame will continue to make contact from time to time with the child/parents throughout the quarantine period to ensure the continued wellbeing and support of the child.
5. Upon the return to school, Mrs Taylor/Mr Frame will liaise with the class teacher/form tutor to ensure the child is able to transition effectively back to the classroom.
6. **A child must obtain a negative PCR test before being allowed back on to site.**

Monitoring & Contact Tracing:

Temperature checks will be carried out for all members of staff entering and exiting the site.

Academic Support Staff will be assigned to fixed classes.

All staff are COVID tested

In the case of a COVID outbreak within a class/bubble, parents will be immediately notified, the class/bubble and subsequent staff will be quarantined. COVID protocols will be implemented and full Distance Learning will be available until it is safe and confirmed that the bubble/class and the staff attached to that bubble/class can return.

Online Learning:

Distance Learning

We recognise that in the early stages, not all parents will want their children to return to school. Additionally, some children or their family members may have compromised immune systems which may make the return to school more challenging. Once school reopens, distance learning is a limited option. Please note that there is no fee reduction for this mode of learning.

As we return to school, adaptations will need to be made to our Distance Learning Programme as we will have a finite number of staff and resources. It is not possible for the teacher to carry both live and Distance Learning at the same time. Therefore, Distance Learning will be an adapted and modified version of the programme we had when school was closed during Term 3. Learning will be accessed through pre-recorded material as well as the content of the lesson being shared. School Leaders will clarify the full extent of the Distance Learning Programmes once we have a clear indication of the numbers opting for this programme. We will strive to ensure that the programme is as full and purposeful as possible. The Distance Learning Programme will be communicated via Mrs Harrison for Grade 1 and 2, Mrs Buchanan for Grades 3 - 5, Mr

Richardson for Grade 6 and 7, Mr Makin for Grade 8 – 10 and Mrs Davidson for our Grade 11 students.

Disclaimer

All information in this document is accurate as to 1st November 2020. Updates will be regularly made as the situation and instructions from the ministry of Education and Supreme Council changes. These updates will be posted on the website and sent to parents directly.