

Dear Parents

I hope you and your family have had an enjoyable summer, that you are well rested and that you are looking forward to our Primary School reopening!

In this letter I will outline the plan for the reopening of the Primary School.

WHEN WILL MY CHILD ATTEND SCHOOL?

As per the published school calendar, the first day of school for all students will be August 30, 2020. Orientation for new families in Year 1 to Year 5 will take place on August 27 2020. New FS students will have orientation on their first short day at school on August 30. More details to follow in the coming weeks.

WHAT WILL BE THE SCHOOL TIMINGS?

The EC **Primary** School Day will be slightly shorter to allow for staggered entry and exit from the school premises whilst still allowing for parents with children in all areas of the school to have as little waiting time as possible. Each year group's timings is stated below:

The Primary School day for **FS 1 and 2 in Week 1** will be staggered timings and shorter days. The first FS group will have an 8am to 10am day. The second FS group will have an 11am to 1pm day. You will be informed of which group your child is in next week (16th August). From the second week, all FS children will be in school from 8am to 1pm from Sunday to Thursday.

The Primary School day for **Year 1 in Week 1** will be a shorter day - 8am to 1pm. From the second week, 6 September, all **Year 1** children will be in school from 8am to 3.05pm on Sunday to Wednesday. Thursday will be a 1pm finish.

The Primary School day for **Years 2, 3, 4 and 5** will be from 8am to 3.05pm from the 30th August. Note Sunday to Wednesday is a 3.05pm finish but Thursday each week will be a 1pm finish.

The above timings will continue throughout Term 1.

WHAT EQUIPMENT MUST A PRIMARY STUDENT BRING TO SCHOOL?

Before leaving home check that you have:

- A pencil case with stationery if Year 2 or upwards. NO exercise books or textbooks as they will be provided on your desk for you when needed.
- Extra water bottles in the school bag as there will be no water dispensers at school
- A device, headphones and a charger for Year 3 to Year 5
- At least 3 disposable masks, or 1 reusable mask for ages 6 and upwards
- Hand sanitiser (optional as there are stations in school)
- Lunch and any healthy snacks needed during the day.

DROP OFF and PICK UP

If you wish to park your car and bring your children to the school gates, you will need to park in the designated area, this will be confirmed on the completion of roadworks next week. **ONE** parent/family member only can then escort the child on the matted pathway to the entry point gate.

If you wish to simply drop your child off, please follow the drop off zone directions to drop your child off and drive off the school premises via the signposted route.

FS and Primary students need to be in class from 8.00am, please come to school between 7.45 to 7.55am unless you have children in your family who are in both FS/Primary and Middle/Senior schools then you can come to school between 7.30 and 7.40am if needed. In week one during our staggered starts, the 11am - 1pm FS groups should also arrive at school from 10.45am to 10.55am.

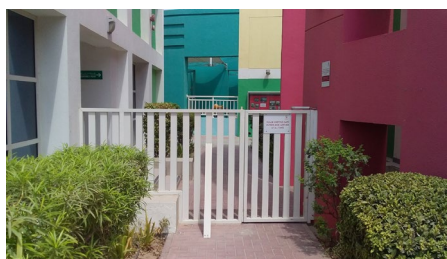
FS and Year 1

Upon reaching the school gates:

FS 1 and 2 and Year 1 students will go to Gate 1, the 'Big Gates', pictured below.



One adult can accompany the child. On reaching the gate, you will have your temperatures measured with the thermo scanner. You will then walk along the internal road following the directional signs to the small gate (pictured below) by the FS building (Year 1 will also be in this building).



Learning Support Assistants will meet you at the gate and take your child onto the school premises and to the class teacher. If there is a queue, you must maintain social distancing as marked by the arrows you see on the floor. You will then leave via the exit directional pathway and out through the same gate, Gate 1. If you are late, you must report to the Gate 2 security office (the former pedestrian entrance and next to Gate 1 in the Primary Car Park area). The security guard will take your child to the Primary Reception. Note, if the gate is locked, the security guard will be escorting a late student and we ask that you patiently wait outside until he returns.

During the School Day

Children will keep all items such as lunchboxes, drink bottles and book bags inside their own school bag only taking these items out when having their breaks in their designated break space. As ever, toilets are managed by both FS and Year 1 teachers and learning support assistants and proper sanitisation and distancing will be supervised at all times. All handheld resources will be sanitised throughout the day and have a deep clean at the end of each day. All break times are staggered for the students so they will go outside to play only with their bubble of ten students at least twice a day.



At the end of the school day

Please park in the designated area. If you are an FS parent, enter again through Gate 1, the 'Big Gates' (as shown above) have your temperature check and proceed to follow the pathway. Now wait outside the small gate (that goes to the FS/Y1 building, as shown above) and maintain social distancing using the arrows as a social distancing guideline. The teacher/Learning Support Assistant will lead each bubble of ten students out to the small gate where students were dropped off in the morning. It is therefore vitally important that you as a parent are on time. Please exit using the exit pathway and through Gate 1. If you are a Year 1 parent wait outside Gate 1 in the designated waiting area as the class teacher and learning support assistant will bring the children to you.

Year 2 and 3

Upon reaching the school gates:

Year 2 and 3 students will go to Gate 1, the 'Big Gates'



One adult can accompany the child to the gate only. On reaching the gate, Year 2 and Year 3 students will be temperature checked. Parents and children must have masks on. A Learning Support Assistant/teacher will help direct Year 2 and 3 along the internal road and walk directly to POD 1 using the side entrance pictured here.



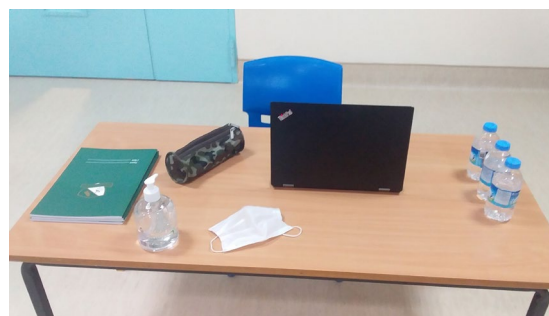
There will be a teacher outside to help you go the right way. Learning Support Assistants will meet you at the POD entrance and guide you to the classroom bubble where the teachers will be. If you are late, you must report to the Gate 2 security office (the former pedestrian entrance and next to Gate 1 in the Primary Car Park area). The security guard will take your child to the Primary Reception. Note, if the gate is locked, the security guard will be escorting a late student and we ask that you patiently wait outside until he returns.

During the School Day

Children...Your classrooms will look like this.



When you enter the class you will have a desk that you will stay at for the whole day. Your school bag will stay on the floor by your desk. You will keep all items such as lunchboxes, drink bottles and book bags inside your own school bag only taking out your pencil case and drink bottle to start the day, and a device if you are in Year 3.



When you have your breaks you will eat at your own desk. You will still get breaktimes outside or in the school hall but will go outside with just your classroom bubble to a large play space that is just for your bubble! For toilet times, try to go in lesson time as only one student per bubble can go to the bathroom at any one time. There are lots of sanitisers around so make sure you wash your hands throughout the day, especially after toilet and break times.



Sanitisers outside each classroom

At the end of the day the teacher/LSA will take you out from POD 1 through the side door pictured below and take you to the gate in your classroom bubble.



At the end of the school day

Parents please park in the designated area and use this pathway by the fence. Parents can wait outside the gates, by the fence in the designated area for Year 2 and Year 3 whilst maintaining social distancing. Shade will be provided as much as possible for parents waiting outside. At 3.05pm the teacher/Learning Support Assistant will lead each classroom bubble out to Gate 1 where students were dropped off in the morning. It is therefore vitally important that all parents are on time to avoid students having to wait outside.

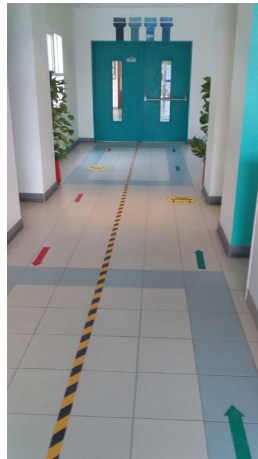
Year 4 and 5

Upon reaching the school gates:

Year 4 and 5 students will go to Gate 1, the 'Big Gates', pictured below.



One adult can accompany children to the gate. On reaching the gate, Year 4 and Year 5 students will all be temperature checked. Make sure that both you and they have their mask on too! Year 4 and 5 will then walk along the internal road, following the signs and walk directly to Primary Reception. A teacher or learning support assistant will help the students with this during the first weeks at school. If you are late, you must report to the Gate 2 security office (the former pedestrian entrance and next to Gate 1 in the Primary Car Park area). The security guard will take your child to the Primary Reception. Note, if the gate is locked, the security guard will be escorting a late student and we ask that you patiently wait outside until he returns.



The students will then walk down the corridor to POD 2 using the arrows on the floor to guide them and to keep the appropriate social distance from the person in front of them and behind them.

There will be a teacher and learning support assistant to help guide all students. Teachers will be outside classrooms to help students go to the correct classroom bubble.

During the School Day

Children...Your classrooms will look like the picture below.



When you enter the class you will have a desk that you will stay at for the whole day. Your school bag will stay on the floor by your desk. You will keep all items such as lunchboxes, drink bottles and book bags inside your own school bag only taking out your pencil case, device and drink bottle to start the day. When you have your breaks you will eat at your own desk. You will still get breaktimes outside or in the school hall but will go outside with

just your classroom bubble to a large play space that is just for your bubble. For toilet times, try to go in lesson time as only one student per bubble is allowed in the bathroom at any one time.

At the end of the school day

Parents please park in the designated area and use this pathway by the fence. Parents can wait outside the gates, by the fence in the designated area for Year 4 and Year 5 whilst maintaining social distancing. Shade will be provided as much as possible for parents waiting outside. At 3.05pm the teacher/Learning Support Assistant will lead each classroom bubble out to Gate 1 via Primary Reception. It is therefore vitally important that all parents are on time to avoid students having to wait outside.

OTHER SAFETY MEASURES

Anyone with a temperature above 37.5 will not be allowed entry. These students will be taken to a dedicated medical room within the school, where further temperature and medical checks will be made, and families subsequently notified.

Students travelling by bus will have their temperatures checked before getting on the bus and again before accessing the building. Designated and trained security guards will monitor the system throughout the day. A process is in place to manage all students identified with a temperature greater than 37.5 degrees Celsius.

Families are to drop off and pick up at designated areas only in designated timings with no interaction inside the school. There will be no access to the school facility by family members or visitors. Family members are given a maximum time limit of 10 minutes in the designated area to pick up/drop off with no crowding, maintenance of 2 meters distance, and wearing masks at all times. In the case of a distressed child at drop off time, we will obviously have a little flexibility on this time.

WHAT WILL LEARNING LOOK LIKE?

In the Primary school we are able to take advantage of the flexible POD spaces and our extra 'spare' classrooms to enable all students to be in school, safely, every day. We will therefore be able to continue to deliver a high quality, personalised program for all students. Every class will have a Teacher and Learning Support Assistant (LSA) so that every 'bubble' has an adult constantly working alongside the students. All lessons will be 'live' ensuring a blended learning approach between digital online learning and classroom teaching. Therefore, a student can access the learning wherever they are.

Foundation Stage and Year 1 students will be allocated to 'Bubbles' of no more than ten children. Each 'Bubble' will have its own space and will be appropriately staffed. Each group will have time with their class teacher and class Learning Support Assistants.

Year 2, Year 3, Year 4 and Year 5 students will be taught in their classroom bubbles of no more than 16 by their class teacher and LSA for all non-specialist lessons.

Bubbles will exist across year groups and within year groups to minimise student movement across the school, the numbers of students in each class, and to greatly reduce the risk of cross contamination. Students will remain in their bubble throughout the school day, only leaving their classrooms during PE, Lunch, Arabic A and Islamic lessons. On PE days, students should come to school and return home from school in their PE kit. Note that there will be no swimming or extra curricular activities (ECA's) until further notice.

Primary break times will be staggered. Each bubble will both eat and play together only within their bubble and in the designated areas for that particular bubble.

Desks will be set at a safe distance apart of 1.5 meters, and physical markings will be used in classrooms to ensure desks remain in the correct locations. Teachers will be positioned at the front of the classroom area, at a minimum distance of 1.5 meters from the front row desks.

We are conscious that some parents may want their children to return to school on a part time basis, indeed, some may prefer for their child to continue with a 100% distance learning programme and our blended model will facilitate this. If you wish to take up the offer of Distance Learning, please arrange an appointment to see me at school. I can be contacted at: dwilcock@englishcollege.ac.ae

Virtual learning platforms will also continue to be used to collect and assess students' work and to provide feedback on learning.

WHAT PROTOCOLS ARE IN PLACE TO ENSURE THE SAFETY OF OUR LEARNING COMMUNITY?

The EC Health and Safety team has established a robust set of health, safety and operational procedures and protocols, in order to support the safe reopening of schools. Quality assurance checks will also be conducted to monitor the effectiveness.

Safety markings will be set up throughout corridors, the markings will dictate safe distances of 2 meters. Students will be monitored to ensure adherence. One-way pedestrian flows will be required and will be marked out accordingly.

Until Health and Safety restriction allows greater flexibility, students will eat snacks and lunch within the classroom environment. Water dispensers are not permitted to be used, hence please equip your child/ren with sufficient water/beverages to last throughout the school day. Sharing of food, cutlery/crockery and water bottles is not permitted.

WILL STUDENTS AND STAFF WEAR MASKS?

Teachers and students aged 6 and above are required to wear face masks. Face masks can be removed during strenuous physical activity and when eating and drinking. Face

shields can be worn for those employees who are in direct contact with students. Parents should ensure that children bring three disposable masks to school per day or one reusable option. It will be the responsibility of the students to ensure that they bring the required number of masks each day and ensure any reusable masks are washed in line with the manufacturer's guidelines.

WHAT TRAINING WILL THE STAFF HAVE BEFORE SCHOOL OPENS?

Our entire team will undergo specific Covid-19 training prior to the start of the new academic year. In addition, teachers will regularly communicate and provide information to students on the associated risks, safe practices and controls. All students will be briefed on this plan prior to the start of the academic year.

WHAT ARE THE CLEANING AND HYGIENE PROCEDURES?

FS/Year 1 Classroom and Environment

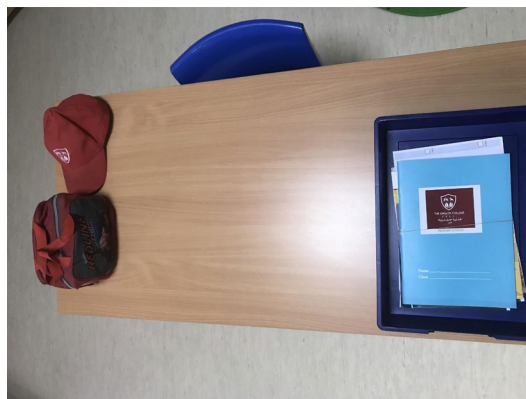
- Children wash hands before and after snack times.
- Tables and chairs to be sanitised before and after snack times. Maximum 2 children sitting together at a table. For toilet arrangements, there will be a limited number of children in the toilet area at any one time – 3x sinks therefore 3x children.
- All resources/toys/areas for learning to be sanitised at the end of the school day. All resources such as soft play, costume dress, 'messy play', soft furnishings, have been removed from classrooms
- There are demarcated areas in each class so only two children per activity (Continuous Provision style of learning) will be allowed at any time - ongoing sanitisation of these areas after each activity is provided by the LSA's and Class Teacher.
- The large internal and external areas provide for ample space for the 'Bubble classes' of ten as per KHDA requirements. Outdoor play is enabled in the large, demarcated areas for each bubble.
- There will be limited books available to each student on a weekly basis, all of which will be sanitised on return.
- All students will keep lunch boxes and water bottles in their own bags and not in shared areas.
- Each student will eat and drink in their own designated space.

Year 2 to Year 5 Classroom and Environment

- Classroom environments will be arranged more formally to support social distancing. Tables will be front facing with a designated teaching area outlined at the front.



- Tables will be cleaned regularly and clear passages will be maintained to exit points and sink areas.
- Staff will avoid close face to face support with pupils and will communicate from a 'side on' position when possible.
- Extra Furnishings (exempting bookcases) and non-essential classroom furniture have been removed to avoid children from touching it and to maximise space.
- Pupils will be allowed to bring in their own hand sanitiser and hand cream - this must be labelled and remain on the individual's table.
- Teaching outdoors will be utilised whenever possible, weather and space dependent.
- Pupils will ensure that their own stationery set from home is kept in school as all times.
- Hygiene stations have been added internally and externally so children are able to sanitise hands on entry and exit of rooms.
- First aid kits and equipment will be stored in individual classrooms rather than in central areas.
- Specialist teachers will visit classrooms rather than children travelling for transitions (with the exceptions mentioned above).
- Children's work spaces will have a personal tray which will hold all stationary and work books. Children are to keep water bottles, snack boxes and bags within their designated work zone.



IN THE EVENT THERE IS A POTENTIAL OR CONFIRMED COVID-19 CASE, HOW WILL IT BE HANDLED?

Managing a potential Covid-19 case in school

If a student is suspected of being a positive Covid-19 case, he/she will be immediately moved to our isolation room in the Primary building (old Admissions Room). Only the school medical and emergency services team are permitted to enter the isolation room, wearing full PPE kit. The students' parents will be contacted immediately by the school nurse and the required authorities will be notified. The school will strictly adhere to the health authority requirements for managing and transferring any suspected cases of Covid-19. All areas which may have been accessed will be thoroughly deep cleaned and sanitized following any suspected cases. These areas will be closed immediately until the deep clean is completed. Tracing will be conducted to identify those who may have come into contact with the student or staff member. Health authority requirements will be strictly adhered to. This may include additional testing and isolation of persons who have come into contact with a positive case.

Managing a confirmed case

A confirmed case could be in the form of a student or staff member. In such cases the person will be in isolation for a period of time - this may be at home or in a medical facility. Upon receiving notification of a confirmed case, a tracing exercise will be conducted by the school. This will identify all other persons who may have come into contact with the positive case.

Any persons who have come into close contact with the confirmed positive case will be sent home from school immediately, with a potential isolation period of 14 days. Further advice from the authorities, including the health authority and education authority, will be required on this aspect. No persons who have tested positive will be permitted to return to school without first providing evidence of a negative test result, in line with authority requirements. All relevant areas will undergo a thorough deep clean and sanitization exercise.

Communication of a confirmed case

It is important that parents are provided with suitable information regarding confirmed cases within the school. It is also vital that people's individual privacy is maintained. Parents will be notified when there is a positive case to a class member or class teacher. The required procedures will be followed for notifying the authorities.

WILL SCHOOL BUSES OPERATE?

Bus routes will be revised based on the demand of parents wishing to continue to use bus transportation and to accommodate the new staggered start times. Students in Primary travelling on buses will be dropped off near the swimming pool side of the building and be escorted by bus attendants to Gate 1. At the end of the day, students travelling home on buses will be escorted by an LSA to the parked buses. Bus guidelines below:

- Maximum of 50% capacity in line with authorities' instruction
- Buses will be disinfected prior to each trip as per RTA/DHA/DM protocols
- Driver and Bus Attendant will wear masks and follow all protocols of COVID-19
- Driver and BA temperature will be checked before the start of the duty and before each trip
- Buses will have sanitizer and first Aid kit will include face masks and gloves
- Buses will have non-contact thermometer
- Temperature of every student will be checked at the time of boarding. Any student with a temperature over 37.5 degrees will not be permitted to enter the bus
- Records of all student passengers and absences will be maintained
- Students over the age of 6 must wear face masks at all times
- Social distancing of 2 meters will be enforced and students will not change seats during the journey.

WHAT WILL BE THE COMMUNICATION CHANNELS FOR FAMILIES?

There will be regular communications over the coming weeks to parents about our reopening plans. Our upcoming videos will also explain very clearly what each child can expect on their return to school - from their arrival to school each morning, their time in class, breaks to leaving school at the end of the day.

The school will continue to keep parents up-to-date with developments through D6, our main communication tool for parents. The school's leadership team will continue to proactively call random samples of parents from all phases of the school to seek feedback and adapt practice where appropriate.

All important contact details are available on the school website home page and communicated regularly to parents, as was the case during the distance learning programme.

Our priority as always is the safety and well-being of our students. Please feel free to come back to me with any questions or concerns you may have. If you wish to come into school to see our arrangements first hand, please do not hesitate to get in touch with me at: dwilcock@englishcollege.ac.ae and I will arrange a visit for you.

May I take this opportunity to welcome back our existing families and to say welcome to our many new families joining The English College community. We look forward to seeing you all soon.

Kind regards

David Wilcock

Head of Primary