

Dear EC Community

I hope you and your family have had an enjoyable summer and that you are all well. I'd like to take this opportunity to introduce myself; I am Emily Hopkinson and I am incredibly excited to be the new Head of Senior School at The English College.

We are happy to inform you that we have received approval from KHDA for our reopening plan and will be back in school from the 30th August. In this letter I will outline the plan for the reopening of the Senior 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 10 to Year 13, and all students in year 12, will take place on August 27 2020. More detail will follow in the coming weeks.

Please note that no ECAs will run in term 1. Also please note that there will also be no access to lockers during this period.

### **WHAT WILL BE THE SCHOOL TIMINGS?**

The EC Senior School Day will operate within the normal school day timings. Students in years 10 to 13 should aim to be at school between 7.30 and 7.40am for a 7.45 start. On a Sunday, Monday, Tuesday and Wednesday, year 10 and 12 students will finish school at 3.10pm and year 11 and 13 will finish at 3.20pm. On a Thursday, year 10 and 12 students will finish at 12.45pm and year 11 and 13 will finish at 12.50pm. This stagger will hopefully ease congestion.

Please note: students in years 10 to 13 will be deemed as 'late' if they arrive after 7.40am and usual sanctions for being late will apply from this point forward.

### **DROP OFF**

Anyone with a temperature above 37.5 °C 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.

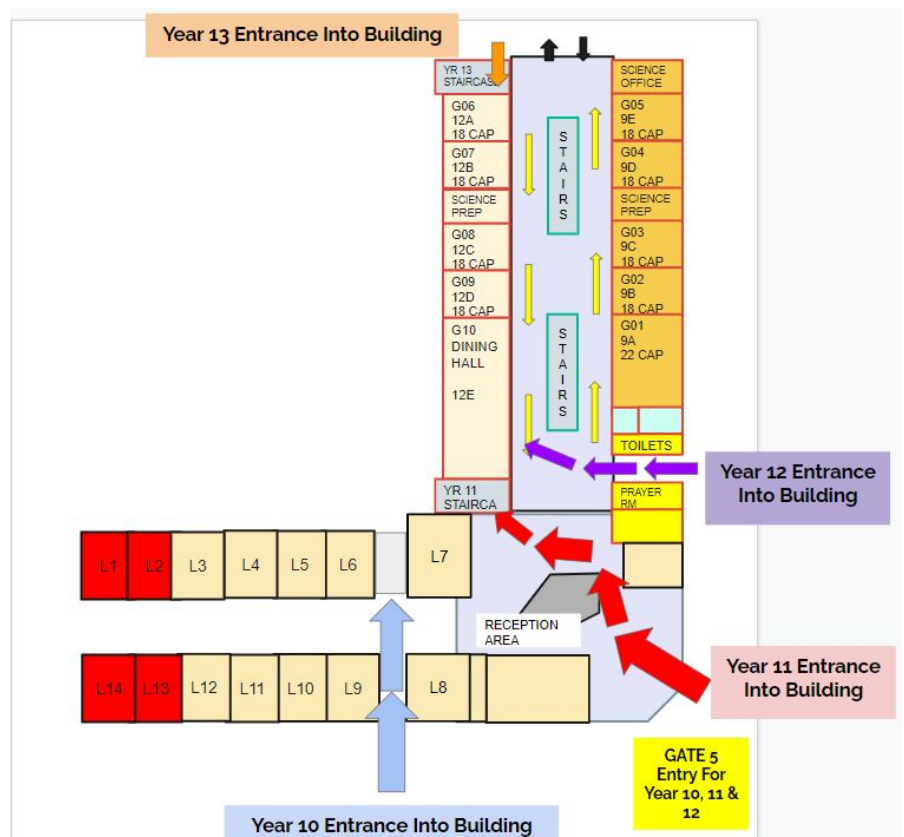
Students in years 10, 11 and 12 will enter the building via the main entrance (**gate 5**).



Students in year 13 will enter the building via the field gate entrance (**gate 4**).



Please see the diagram below to explain the entry point for year 11.



## HOW WILL A STUDENT GET FROM THE GATE, INTO THE BUILDING?

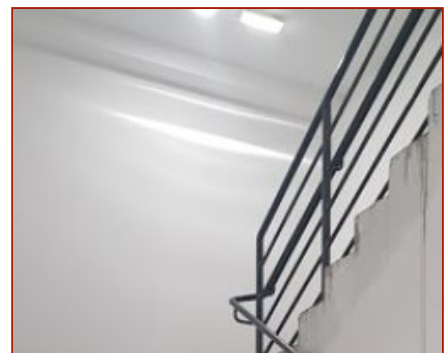
1. Students will enter the main secondary reception.



2. They will walk through reception past the desk on the right and out towards the netball court. Just on the right as you leave the reception area there are a new set of stairs.



3. Students will walk up two flights of stairs to the second floor of the new building.



4. Students should then go directly to their form room for morning registration. Following the directional arrows and one way systems.



Families are to drop off and pick up at designated areas only at the designated time 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.

### **WHAT IF STUDENTS ARE ARRIVING BY BUS?**

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 °C.

There will be 3 bus drop offs - the bus will drop off at gate 5 first for students in years 10, 11 and 12. It will then drop off at gate 4 for students in years 13 and 9. Finally, it will drop off at gate 3 for all other students.



When students in years 10 to 13 are returning home on the bus, they will exit school to the secondary car park where the bus will be parked and waiting. The exit is located where the star is on the picture above.

### **WHAT IF A STUDENT IS LATE TO SCHOOL?**

As previously stated, students in years 10 to 13 will be deemed as 'late' if they arrive after 7.40am and usual sanctions for being late will apply from this point forward. If a student in year 11 arrives after 7.40am, they will need to go to the secondary reception to sign in. They will then need to use the central staircase on the ground floor to gain entry to the 2nd floor. These stairs will only be used by students in an emergency and so should be free from pedestrian traffic.

## **WHAT WILL LEARNING LOOK LIKE?**

We are fortunate to have sufficient space to enable all students to be in school, safely, every day. That said, we will be building on the many successes of our distance learning programme and blended learning will continue to be a regular feature in every classroom.

Bubbles will exist across year groups and within year groups to minimise student movement across the school and risk of cross contamination, but allowing flexibility with older year groups to meet timetabling requirements. Students will remain in their bubble throughout the school day, only leaving classrooms during PE and having the opportunity to go outside at Lunch. This will be carefully controlled and monitored. Please note: if students have PE that day, they need to wear their PE kit to school all day.

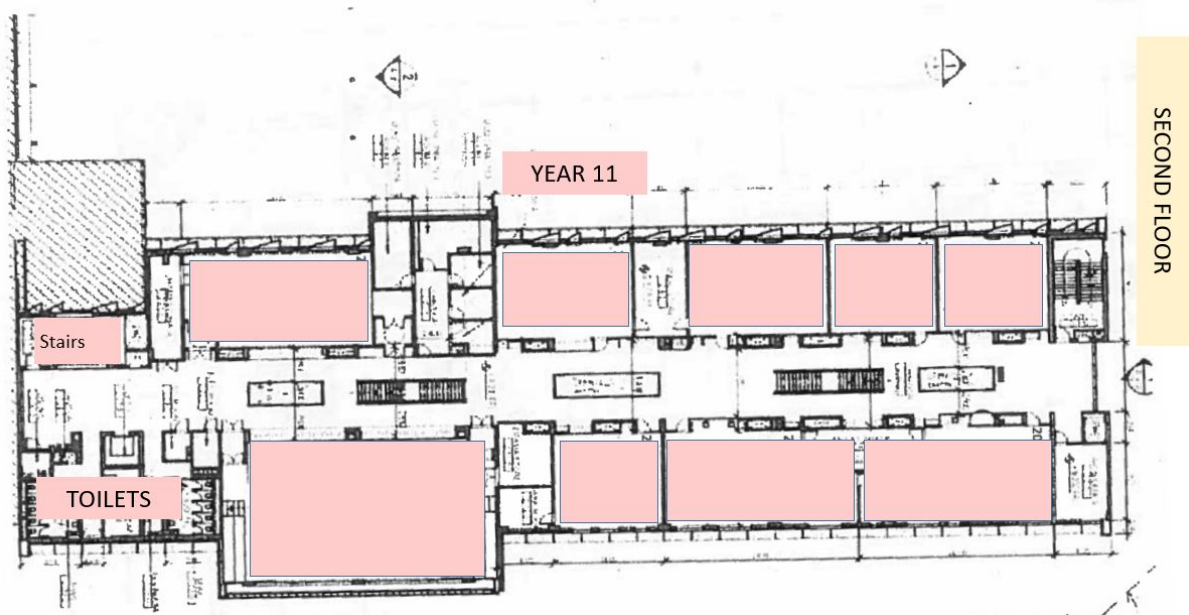
Desks will be set at a safe distance apart of 1.5 meters, and physical markings will be used in classrooms to ensure desks remain in the correct locations. Teachers will be positioned at the front of the classroom area, at a minimum distance of 1.5 meters from the front row desks.

All year 11 lessons will be live streamed via google platforms, as well as being taught in the classroom, ensuring that students can access lessons either face-to face or virtually, at the same time. We expect the vast majority of our students to return to school for face to face learning. However, 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 distance learning (whether that be 100% distance learning or part distance learning) is something you would like to discuss further, please don't hesitate to contact myself, or Ms Ayre Please note: distance learning, either full or in part, will need to be pre arranged with the school, following a prearranged and agreed set timetable. It cannot be used on an ad hoc basis.

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

## **WHAT WILL LEARNING LOOK LIKE FOR A STUDENT IN YEAR 11?**

Year 11 will operate within their own bubble. The year 11 bubble will be on the second floor of the new building.



Within this bubble, there are enough classrooms to house each class safely, a set of toilets and a break space. Classes will not be taught in tutor groups, as is the case with other year groups. This is because year 11 students each follow a specific timetable, based on their option choices. Therefore, year 11 students will move between classrooms, but only classrooms within their bubble. Teachers of year 11 will move to the year 11 bubble when it is their time to teach. Movement arrows clearly indicate the direction of traffic.

When students walk down the corridor they should walk 2 meters behind the student in front. If a student can touch another student, they are too close. A clear one way system will be in place for all year 11 students to move around their bubble.

## SENIOR SCHOOL LESSON LOGISTICS

All year 11 lessons will be housed within their bubble. Specialist teachers will move to teach year 11 lessons within the year 11 bubble, rather than the students moving across the school site. Lessons may be 50-55 minutes instead of 60 minutes in order to allow safe movement time for students within their bubble and for teachers who may need to cross the campus.

All tables and chairs in classrooms will be socially distanced. Therefore each room will have a maximum capacity - on the rare occasion that the number of students in a class exceeds that capacity, some students will be moved to an alternative venue, on a rotational basis, for the interests of safety. All lessons will be shown live online, via the google platform, at the same time and students will still be able to access the lesson from a different space.

Computer Science lessons require a student to use their own device, not the school computers.

Students will not line up outside classrooms; they will be trusted to go into the classroom and sit at their designated seat, which will not change. Desks must not be moved, as they are placed with the required social distancing. This includes during breaks and lunchtimes.

Please note: there will be no access to lockers during this period.

### **WHAT EQUIPMENT MUST A YEAR 11 STUDENT BRING TO SCHOOL?**

Students should ensure that they bring:

1. Their device, headphones and a charger. Lessons will more likely require their use in order to deliver content within COVID restrictions.
2. Any stationary they need, including art supplies.
3. Any textbooks or exercise books that they have been given. Note, these cannot be collected by the teacher and cannot be shared between students.
4. At least 3 disposable, or 1 reusable, masks.
5. Hand sanitiser.
6. Enough water and drinks to keep them hydrated throughout the day. Please note water dispensers **will not** be available in school.
7. Their lunch and any other snacks they need during the day.
8. A telephone in case contact needs to be made with home for collection (however, it must not be seen or heard during school hours).

### **WHAT WILL A YEAR 11 STUDENT DO AT BREAK AND LUNCH TIME?**

Until Health and Safety restriction allows greater flexibility, students will eat snacks and lunch within the classroom environment. Tuck Shop will operate a pre-packed lunch service as an option to pre-buy, with no live cooking taking place at school.

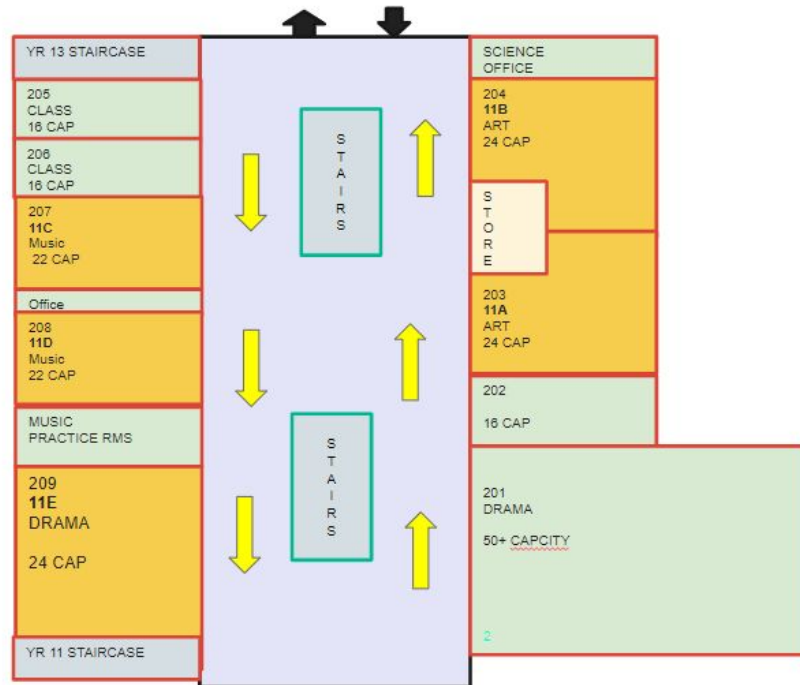
Students are encouraged to bring their own food from home. Water dispensers are not permitted to be used, hence please equip your child/ren with sufficient water/beverages to last throughout the school day. Sharing of food, cutlery/crockery and water bottles is not permitted.

Students will spend break time in their period 2 lesson classroom from before break, in their chairs. Students can eat and talk.

Students will eat their lunch in their second floor tutor rooms for the first 20 minutes of lunchtime. A staff duty team will ensure that students are socially distanced and supervised. Please see orange rooms for tutor group bases.



## NEW BLOCK FLOOR PLAN (SF) - YR 11 FLR



Students will then be allowed outside, if they wish, for the second half of lunchtime to their own designated year 11 outside space. The year 11 space is the covered netball court. Whilst outside, students must wear their masks at all times and must maintain social distancing. Students will be supervised at all times. See diagram below:

## SECONDARY SCHOOL FLOOR PLAN GF - Y11







## **PICK UP**

All Senior school students will be encouraged to turn on their phones at 3:10 and check to see if their parents have any delay. Year 10 - 13 students will exit the building and school site through the same entrance they came in.

Students in years 10, 11 and 12 will exit the building via the main entrance/exit. Students in year 13 will exit the building via the field gate entrance/exit.

On the rare occasion that a student has an issue with getting home, they will wait in their classroom for their parents to call and then exit as their year group did.

The site must be clear of students by 3:30 pm so that a deep clean and sanitisation for the following day can begin.

## **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.

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service as an option to pre-buy, with no live cooking taking place at school. Students are encouraged to bring their own food from home. 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?**

All teachers and students in the senior school are required to wear face masks. Face masks can be removed during strenuous physical activity. 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 re-usable 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?**

Our school has conducted a review of all potential frequent touch points, including, door handles, light switches, handrails, taps and washbasins, etc. Increased cleaning and sanitization will be conducted across these areas throughout the duration of the day. A thorough cleaning of the school will be conducted each day by an approved vendor, using approved Municipality chemicals. A thorough deep clean and sanitization of the school will be conducted at the end of each week. Cleaning staff will wear the required PPE for all cleaning activities.

### **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 one of our isolation rooms on the secondary campus, away from other students. 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.

- 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. Reassuring parents that their children will be returning to a safe, secure environment is essential. We will also release a video to illustrate clearly the arrangements described in this letter, specifically for year 11 students. This video will also explain very clearly what each child in year 11 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. This video will be released soon - we are waiting for final access to the new building to be available.

The school will continue to keep parents up-to-date with developments through D6, our main communication tool for parents. We will also continue to build on the successes of our distance learning experiences and our use of the website and our social media platforms to further encourage and enhance parental engagement. There will be regular newsletters/video messages from the Principal, as well as the Senior School, in order to keep parents fully informed. We will also continue to proactively call random samples of parents to seek feedback and adapt practice where appropriate.

We understand that you may have concerns about the reopening, but I want to reiterate Mr Ford's earlier message; we are committed to our community's safety and also to providing our learners with an outstanding education. I hope that the detail in this letter goes some way to alleviate any concerns you may have at this stage, but please feel free to come back to me with any questions or concerns you may have. As mentioned earlier, you will also receive a video that explains the process of arriving at school, being in the building, lessons and lunch times, and the end of the school day. If you wish to come into school to see our arrangements first hand, please do not hesitate to get in touch with me.

May I take this opportunity to thank you for being a part of the EC family and for your support during these challenging times. We are all looking forward to welcoming you back in school and I am excited to meet all of our students and parents when we return to school.

If you have any questions or concerns at this stage, please do not hesitate to contact me at [ehopkinson@englishcollege.ac.ae](mailto:ehopkinson@englishcollege.ac.ae).

Kind regards,  
Mrs Emily Hopkinson