



GEMS FPS COVID-19

Key Stage 4

Return to School Plan

Academic Year 2021-2022



Dear Key Stage 4,

I hope you have had an amazing summer break and are well-rested and ready to return to school for another fantastic year. The exam results Year 11 achieved this summer were out of this world and I look forward to seeing them improve further this year.

To support your return to school, we have put this booklet together to help you to understand how the school will work when you come back following the most recent government guidance. 'Safety-first' is our new slogan and as the rules change we will ensure that procedures are put in place so that all the changes can take place safely. We can assure you that your learning has remained the biggest priority throughout all of the decisions we have made.

I know that every single one of you will embrace the changes and will work together as Team KS4 to ensure a smooth transition. As always, we will strive for maximum academic excellence, wellbeing and happiness.

I cannot wait for the new school year to start!

Kindest regards

Mr. Rhys Headley
Deputy Head of School

Resumption of Operations

Your safety is our primary concern and we are fully committed to supporting your health, wellbeing and continued academic development during this important time. Our reopening plans have been verified by both the KHDA and GEMS and they centre around 3 critical factors:

- 1) The safety of students across all age-groups at FPS. We will be adhering to all Health and Safety regulations without exception.
- 2) We want our students to be happy to be back at school, excited to see their friends and at all times feel safe and reassured that FPS is doing everything they can to keep you safe and provide you with a high-quality education.
- 3) To provide an outstanding education that is uncompromised by the changes in delivery. We will ensure that every lesson is supporting your progress whether delivered face to face in the classroom or via our Remote Learning strategy, which achieved the highest rating of 'Developed' by the KHDA in 2020
Alongside this, we have ensured staff presence in the UAE at least (10) days prior to their first day of work or a negative PCR a maximum of 48 hours before they start work.

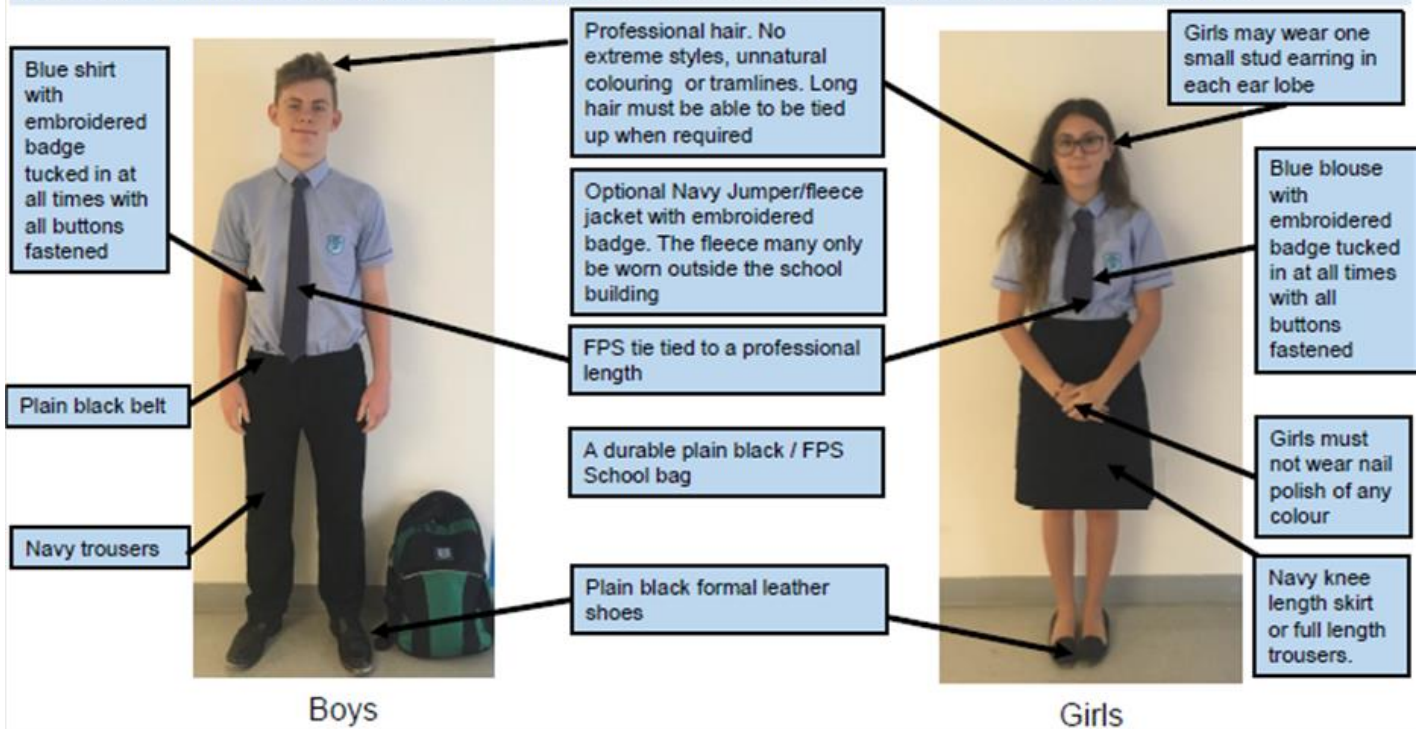
Uniform

GEMS FirstPoint School Uniform Expectations 2020-2021 **Key Stage 4**

	KS4 (Year 10-11)
Hair	Professional haircut Tied back and off the face Discreet black, white or dark/light blue hair accessories All hair must be of natural colour No extreme hairstyles/cuts/hair sculpture
Jewellery	The only permitted jewellery items are: A wrist watch One very small stud earring in each ear No other piercing is permitted No temporary tattoos or body art, other than for religious reasons
Make Up	No make-up, false nails or nail varnish
Shirts	FirstPoint blue shirt- shirts tucked in, all buttons done-up and no rolling of sleeves
Pullover/ Jacket	FirstPoint navy pullover or navy school jacket outside of the classroom
Tie	School tie
Shoes	Smart formal plain black leather polishable shoes; no canvas, fabric, pump or sport-shoe style or brand
Trousers/ Skirt/ Belt	Boys: trousers in FirstPoint uniform fabric Girls: trousers or skirt in FirstPoint uniform fabric Plain black belt No chinos or jeans
Socks	Boys: plain navy or black Girls: plain navy or white
Religious Coverings	Head coverings: plain black, white or navy Arm coverings: plain, matching the school shirt
Bag	House colour school bag or plain black bag
PE	<i>PE</i> FirstPoint PE shirt: house colour FirstPoint PE shorts or navy/black sports leggings White socks Sport shoes

Secondary Uniform Expectations

All GEMS FirstPoint School pupils are expected to be smartly dressed at all times, in complete School uniform, both in the School and to and from the School. The uniform is the visible sign of belonging to GEMS FirstPoint School and it should be worn with pride. Below are the expectations that the school will have of all secondary students on the first day of term next year.



Secondary Equipment List

Pencil case

Pens (black, blue and purple)

Pencils/ sharpener/ eraser

Coloured pencils

Highlighters

Ruler

Scientific calculator

Reading book



USB drive

A tablet or laptop: in line with the FirstPoint Bring Your Own Device (BYOD) Policy

Hygiene and sanitising products

Food Preparation and Nutrition:

When food practicals are again able to take place students will need to bring their ingredients in weighed and ready for the practical lesson. They will need to ensure they bring a suitable container to take the product home in. Drop-off and pick-up logistics will be communicated when the practical lessons begin once again.

Mathematics : Geometry set

Hygiene Measures

Key Stage 4 students are required to:

- Wear masks at all times
- Maintain social distancing (1-meter outside of the classroom and 1-meter inside of the classroom)
- Have their temperature checked when entering site
- Sanitise frequently throughout the day

Times of the Day

- Students can arrive earlier than usual at 7:15 am where needed.
- Students should proceed directly to their first classroom.
- Teachers will be in their classroom and activities will be provided prior to the lesson start.

Secondary
Y10 Lesson Start 7:45am; Finish 3:10pm.
Y11 Lesson Start 7:45am; Finish 3:10pm.

Entering and Exiting Site

Entering Site

Key Stage 4 students can enter site through 2 gates:

1) Gate 1- Main Gate

- Students will move through the gates and into the auditorium through the double doors.
- Students will proceed through the designated channels and be temperature checked as they enter school. Students will then exit the auditorium and leave via B Block double doors and enter the school via their designated entry points (see below).



2) Gate 6- Back Gate

- Students move through the gates (storing bikes, etc.). Students proceed to enter the back of B Block (the back of the swimming baths). Students will be temperature checked as they move through the double doors past the sports hall and auditorium. Students will then proceed to enter the school through their designated entry points (see below).





- At all entrance points, all authorised persons must enter one at a time, spaced 1-metres apart (as per the floor

markings). All authorised persons must enter wearing the appropriate personal protective equipment (PPE). The school will stock extra PPE to accommodate authorised persons who do not have the required PPE for entry.

- At all points, stickers on the floor will demarcate 1-meter social distancing and queuing. There will be a member of security staff to take temperature checks and man the thermal cameras.
- Every station will be manned - to control temperature checks, manning of the thermal cameras (checking for symptoms and temperatures <37.5) and isolating students with temperatures above 37.5. There will be spare sanitisation materials (hand gels) and PPE equipment at every entrance point, to ensure all students and parents are wearing the correct PPE. Staff will also carry mobile hand sanitisers, be wearing full PPE, and have available additional spares to ensure they can further sanitise students as they enter the site.

Designated Entry Points



The designated entry points are assigned based on the block that the Period 1 lesson is in:

Block	Designated Entry Points	
A		
B		

C & D	
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Designated Exit Points

- The designated exit points are assigned based on the block that the Period 6 lesson is in:

Block	Designated Exit Points
A	
B	

C	
D	

Further Entry Details



- Students can arrive earlier than usual at 7:15 am where needed.
- Queuing areas outside will be demarcated - intervals 1-meter apart.
- Entry/exit will be staggered, with limited crossover between students arriving by private transportation and bus-riders.
- Students will be supervised by staff in classrooms and by leaders as they transition into school.
- Hand sanitisers have been provided/installed at every access point and outside classrooms. Additional hand sanitisers are available in classrooms.

Exiting Site

- Students will be required to depart site as soon as the school day finishes at 3:10.
- They will depart site via Gate 1- Main Gate or Gate 6- Back Gate.

Designated Exit Points

- The designated exit points are assigned based on the block that the Period 6 lesson is in:

Block	Designated Exit Points	
A		
B		

C			
D			

Transport Safety Measures

- Students taking the bus will be scanned for their temperature before getting on. Anyone with a fever $\geq 37.50C$ will not be allowed entry– parents will be contacted and the child returned to their parent/carer.
- Buses will be running at 50% capacity.
- To use the bus you must register with STS, accept their terms and conditions and Bus Behaviour Code, clear any outstanding fees and pay one month (September 2021) fees to confirm registration.
- No food or drink (other than water) can be consumed on the bus.

- Students must sanitise their hands when getting on the bus, and once before dismounting.
- Only one bus at a time may allow students to descend and enter the school premises. Students should wait inside their bus until all students have disembarked from the previous bus.
- Descending from the bus should be done in an orderly fashion, row by row, and respecting social distancing.
- Each bus is required to have at least one bus monitor to check students' temperatures, dispense hand gel, tend to students who require assistance, and usher them when disembarking.
- Students will be assigned seating, with the same seating assignments maintained daily.
- Students will be temperature checked a second time on arrival at school and before leaving the bus - allowing them to exit the bus and then move across the green, directly to their designated entry points and into class from the back of school.
- For further information, please contact STS.

If your child becomes sick– Screening and Contingency/Emergency Plan

- They will immediately be moved to the Quarantine Room, where they will be monitored by a School Nurse.
- You will be contacted immediately to retrieve your child from school.
- The school shall not administer any medicines to your child.
- The school will inform you about the nearest hospital and COVID-19 testing centre.
- If your child tests positive for COVID-19, you are mandated to inform the school so that they can take measures to secure the health of other students and staff who may have been exposed to the virus.
- Information about your child will **not be shared** with anyone other than the relevant government authorities.

Teaching and Learning

Class Sizes and Grouping

- The school will be split into learning bubbles.
- Bubbles are arranged in age-specific groups.
- Each learning bubble is kept isolated from other learning bubbles.
- The maximum Key Stage 4 class size is 27 students.
- At any and all movement points within the day, students are sanitised before leaving the classroom, the classroom is sanitised, students move through common areas that are sanitised throughout the day by cleaning staff, all students are sanitised prior to moving into their new learning space and the learning space has already been sanitised. This ensures the safe movement of students within their learning bubble. Higher up the school, double and triple lessons in a subject are organised to reduce movement and the use of movement areas. Movement timings are staggered to prevent cross-contamination.
- The majority of lessons will be live streamed so that all students will be able to access lessons and teacher support in 'real time'. We will also be providing asynchronous material for students to complete and submit online. Teachers will feedback to students electronically using the systems we have established over the past year. The students and staff are experienced and confident with the platforms we will be using and we are therefore confident that this will be successful.

Approaches

- Blended learning is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods. It requires the presence of both teacher and student, with some elements of student control over time, place, path, or pace. While access with a teacher present, face-to-face classroom practices, where appropriate, can be combined with digital activities regarding content and delivery.
- Synchronous learning happens in real time. This means that the teacher and students are present face to face or virtually. This method will be the most common for your child whether you have chosen the option to be in school or access live lessons through distance learning.
- Asynchronous learning happens at a time and place to suit the learner. The materials to access learning are readily available. This method suits the independent learning tasks which your child can access at any time and at a pace that is suitable for them.

Transition Areas

- One-way circulation has been privileged and signalled through floor/wall markings. Where one-way circulation is not possible (e.g. C Block), two-way paths will be clearly marked to minimise crossovers and control the “flow” of students and movement.
- Easy-to-understand signage (signs, arrows, colour signals in line with GEMS policy) has been ordered and installed throughout school at agreed, designated points.
- Bottleneck areas have been identified (entry to classrooms, entry to bathrooms, entry into narrower hallways, etc.) where crowding is likely. Here signage is in place to demarcate queuing and social distancing while 1 meter apart. Access to these areas is also timed.
- Waiting areas in and out of key areas (classrooms) have been identified and marked with stickers to identify socially distant standing positions (1 meter).
- Timings for breaks and other downtimes have been adapted to limit crossover between classes and to minimise congestion in hallways and other circulation zones.
- Classroom doors will remain open when possible (i.e. unless a fire hazard) to increase entry/exit flow and avoid touching of door handle/knob, etc.
- *Students of Determination will be provided with clear guidance, differentiated as appropriate, to ensure the safe movement of themselves and others around the school site. Adaptations to the protocol may be required to meet any specific needs of the individual; however, these should not result in increased risk to themselves or others.*

Classrooms

Classrooms will be set up according to the following standards:

- Hand-gel dispensers (contactless and manual) will be installed at the entrance or inside classrooms. Teachers will also have access to dispensers which they can use (wearing PPE) to dispense for students.
- A sanitisation kit will be made available to every teacher in every classroom. This will include a box of disinfectant wipes and disinfecting sprays and cloths which will be placed on every teacher's desk (and regularly stocked).
- Workstations will be arranged so that students are positioned 1 meter apart.
- Shared tables will be demarcated so that it is clear where students should be seated.
- All non-essential furniture will be removed to maximise available space.
- Separate storage for belongings and lunch boxes will be designated within the classrooms and be allocated for every child.
- Physical see-through barriers/partitions will be used in classes and larger spaces (i.e. the auditorium, converted cafeterias, converted gym/dance studio).

Bring your own device BYOD

In order to enhance access to learning opportunities across a range of subjects and support the blended learning approach, it is recommended that your child brings their own device to school which they can continue to use at home, this also supports the rules and regulations surrounding the covid guidelines. Where required, we can support our students with devices, but any sharing will be avoided and covid guidelines will be adhered to in regards to cleaning.



A windows based laptop is preferable but other laptops such as an iMac is acceptable.



Wired headphones are preferable as they are easy to connect and don't need charging.



Please ensure the device is 100% charged for the start of each day.



(optional) If you have a tablet device then a keyboard would make typing a lot easier.

For Years 7-13 we recommend a windows based laptop for completing work and accessing digital content and resources. There are tablet devices with detachable keyboards or laptops which switch between the two features which are also well-suited, as long as they are compatible and you can access the software that has been used during distance learning e.g. Microsoft 365 apps (free access for all GEMS students), Microsoft Teams, Seesaw, Padlet etc. Any other specific applications will be shared by the subject teachers. Windows 10 is the preferred operating system, but whatever device you are using you need to ensure it can still receive updates from the manufacturer e.g. Microsoft, Apple, Samsung etc. Students will have access to cloud/online storage through Microsoft OneDrive but it is recommended you have at least 16GB available for storage in case some applications require internal space.

Each student must bring their own headphones which are compatible with the device they are using. Remember to fully charge the device each evening so it is ready for each school day.

*Please note that mobile phones are not an appropriate choice for school based tasks and students are not expected to use them during the school day for any of the main tasks. If you would like a full copy of the BYOD policy you can view it at <https://www.gemsfirstpointschool-dubai.com/For-Parents/School-Policies>

Break and Lunchtime

- Key Stage 4 students will have their break time in their Period 3 lesson classroom between 10:45-11:05.
- Key Stage 4 students will have their lunch time in either the restaurants, auditorium or School library between 1:05-1:35.
- There will be an extended Registration period between 1:35-2:05.

Food and Beverages

- Following discussions with GEMS and the KHDA, the school is asking parents to send individual packed lunches with students to reduce the risk of infection. No cooked lunches or food will be available on site. Therefore, the use of the canteen by different groups will not be permitted for cooked lunches. Lunch will be conducted in classrooms and other designated safe spaces where possible (libraries, school restaurants, auditorium), but in smaller groups and with social distancing and strict hygiene rules in place.
- This will be reviewed at half term and cooked food will return when we are able.

Recreational Areas

- Students will be allowed to take regular supervised breaks (outdoors where possible and when the temperature is in line with our safe play policy) but break times will be staggered to avoid mixing of different classes (especially age groups).
- As the recreation space is large enough to host multiple groups, this will be done, but under the strict supervised separation of groups.
- High-traffic playground equipment (i.e. slides, swings, etc.) are to remain off-limits during the initial return to school period.
- Hand gel dispensers and disinfectant wipes should be made available in the vicinity and staff will have portable hand gels on their lanyards.
- Students of Determination will be appropriately monitored and supervised to ensure appropriate physical distancing whilst outside to ensure the safety of themselves and others.

Libraries

- A library service will be provided and online resources will be made available where possible.

Sports Facilities

- All students are highly encouraged to participate in non-contact sports to maintain their health and wellbeing.
- Contact sports (i.e. rugby, wrestling, basketball, etc.) are prohibited for the initial reopening period. Individual sports (yoga, dance, jump rope, running, cycling, track & field not including relays, etc.) may be practised.
- Authorised sports should preferably be practised outdoors if and when the weather allows, but will be indoors during the return to school. This will be in line with the school's weather and play policies.
- On their designated PE days, students will be required to come in wearing their PE kit.
- Swimming pools will be reopening and further details regarding this will be sent to you shortly.

Cultural Facilities

- All students are highly encouraged to participate in cultural activities to channel their creativity and maintain their wellbeing.
- Cultural activities that are part of the curriculum such as the arts may also take place under the condition that social distancing is implemented, and shared material is minimised and/or disinfected before and after use (i.e. paintbrushes, pottery wheels, etc.).

Student Wellbeing

Supporting students to cope with anxiety:

- FPS has a comprehensive wellbeing plan in place which has been adapted and evolved to support students during the pandemic. This involves work and training with teachers in conjunction with school counsellors. Additional counselling sessions will be put in place for vulnerable students.
- Students may be returning to school having experienced effects related to confinement, social isolation, and loss and bereavement amongst many other things. The school has therefore created additional capacity as above to support the school community with mental health issues.

Identifying Areas of Learning Loss and Developing Interventions

- FPS will be scheduling, developing and delivering extra interventions to students to continue to ensure students are track to meet their FPS aspirational targets and to cover any gaps that have emerged during DL, or been identified during testing. Schools will teach these lessons in a tutorial-style setting, only for students that need the additional learning support or challenge and these groups will be fixed.

High-Stakes Exams

- Details may vary depending on the specificities of each exam (i.e. exam requirements, materials to bring, examination protocol); however, FPS has full plans in place to facilitate all exams.

Additional Information



Special Events and Assemblies

- We aim to reintroduce special events such as festivals, holiday events, special performances, and sports tournaments safely and will write to you with further plans of how this will take place at a later date.
- Students of Determination will be provided with appropriate support as outlined on their IEP to participate in all school activities on an equitable basis as their peers. Where Health and Safety needs prevent this, alternative provision must be outlined on the IEP.

Communication

- Transparency is of the utmost importance in tackling COVID-19. Schools shall develop a parent communication plan.
- The school will regularly communicate with parents and update them regarding the return to school and our plans.
- Communication will be maintained on a weekly basis (i.e. update emails, newsletters, Principal's message, formal letters etc.) to keep them abreast of progress, challenges, and to remind them of their role in keeping their children safe by enforcing the basic preventive measures.
- The Key Stage 4 contact details can be found at the end of this document.

Before the Term Begins

Review the model that your child's Mini School and Year Group is adopting, along with any specific guidelines related to:

- Requirements/modes for distance learning
- Timings for pick-up and drop-off (private transportation and school buses)
- Any additional guidelines that your school has provided

Respond to school's requests related to:

- Updated contact information
- Updated medical records
- Special arrangements for your child as required

Daily Checks and Actions

- Ensure your child does not have a fever or any symptoms such as cough, breathing difficulty or body aches.
- If your child is older than 6 years, ensure they have at least two masks (if disposable) to wear at school during the day.
- Wear a mask when dropping off your child to school.

- Stay 1-meter away from other families and individuals during drop-off and pick-up.
- If your child can manage, provide them with 70-80% alcohol-based sanitiser to carry in their pocket.

Ongoing Actions

As we work with schools across Dubai to create the safest possible environment for our children to return to school, we will also rely on your vigilance to ensure that the risk of COVID-19 transmission is minimised outside of school.

To this end, you can support by:

- 1) Ensuring that you limit your and your child's potential exposure to COVID-19. This means staying away from crowded areas and avoiding large gatherings.
- 2) When you leave your home, ensure that you and your family members wear a mask and maintain social distancing as directed by UAE's public health authorities.
- 3) If your child is participating in extra-curricular activities or play dates, please ensure that they follow hygiene and social-distancing measures diligently.
- 4) If your child experiences COVID-19 symptoms such as cough, fever or breathlessness, do not send them to school, and seek immediate medical care.
- 5) Teach your child the following prevention techniques to safeguard themselves and others:
 - Keeping a safe distance of 1m from others.
 - Covering their mouth and nose with a tissue/paper towel when they cough or sneeze and throwing used tissues in the trash immediately.
 - Coughing or sneezing into their elbow if they don't have a tissue.
 - Washing hands with soap for 20 seconds multiple times during the day.
 - Remembering to wear a mask when stepping outside the house.

Key Stage 4 Contacts for Additional Information

- **10.1 Form Tutor:** Heleena Majid h.majid_fps@gemsedu.com
- **10.2 Form Tutor:** Veronica Livingstone v.livingstone_fps@gemsedu.com
- **10.3 Form Tutor:** Catherine Hyland c.hyland_fps@gemsedu.com
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- **Head of Year 10:** Abi Horsburgh
- **Head of Year 11:** Ellie Winstanley e.winstanley_fps@gemsedu.com
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- **Deputy Head of School and Headteacher of Mini School Key Stage 4:** Rhys Headley
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