



GEMS FPS COVID-19 Return to School Plans

Academic Year 2021-22

Colours:

EYFS – Light Blue

Key Stage 1- Dark Blue

Key Stage 2 – Orange

Key Stage 3 – Purple

Key Stage 4 – Red

Key Stage 5 – Green



ONE PAGE SUMMARY OF CHANGES

| Area: | What is the same? | What has changed? |
|---|--|--|
| ENTRY & PICK-UP PROCEDURES | <ul style="list-style-type: none">- A parent will still be able to bring students to school.- A parent in FS1, FS2 or Y1 will be able to drop children to the classroom door.- A parent for Y2 and Y3 students can walk children around to their drop off point.- Parents will need to wear masks and adhere to school procedures.- Parents can only be onsite for 10 minutes.- All students and staff will still be thermally screened and temperature checked. | <ul style="list-style-type: none">- Only one parent per child is allowed on site.- Parents must not enter school site and say goodbye at the school gate (except for FS and Y1).- All of Year 5 will now be dismissed from outside the Primary Entrance.- Signage – social distancing and signage has been updated to reflect the 1m expectation.- Masks are still mandatory for all students above 6 years of age. However, face shields and transparent masks can be used by specific staff to support children (swimming coaches, teachers of younger age ranges and SEND support). |
| SCHOOL VISITS & VISITORS | <ul style="list-style-type: none">- Visitors will still be allowed on site with an appointment, but only where face to face appointments are absolutely necessary. However, visits from parents are to be restricted where possible to prevent any spread from outside of school to children. | <ul style="list-style-type: none">- School will be able to host parents/visitors for performances and events; however, these will be strictly in line with Covid protocols and with evidence of a PCR test with 48-hour validity or of vaccination.- ECAs, school trips and competitive sports will be gradually re-introduced to school in line with Covid protocols. |
| SCREENING & EMERGENCY PLANS | <ul style="list-style-type: none">- Isolation rooms and areas will still be in use for suspected cases.- School will still contact trace and move students to Distance Learning when they have been in close contact with a positive case. | <ul style="list-style-type: none">- Sanitisation protocols have been adapted so that we are adding in and targeting new areas – including changing rooms, additional cleaning for sports facilities and additional sanitisation for resources.- We need full, up-to-date details and information for students and parents (phone numbers, emails, medical records etc.) in case of emergencies. |
| SCHOOL SET-UP & ARRANGEMENTS | <ul style="list-style-type: none">- All classrooms will be set up to comply with or exceed social distancing and Covid regulations.- Resource sharing will be limited.- Bubbles will still be maintained between classes.- Screens will remain for now as an added precaution between students, bubbles or groups.- All materials and resources will continue to be sanitised between sessions, lessons and use.- Prayer rooms, laboratories, kitchens, art rooms will still be allowed.- Students can continue to come into school in PE kit on their PE & ECA days to maximise participation time. | <ul style="list-style-type: none">- Social distancing has been reduced to 1m and so classes have been rearranged to have students able to work in groups of 3 – predominantly 1.2 meters apart.- Cafeterias and breaktime spaces have been reduced to 1m.- The auditorium and other spaces such as the 4D sensory room will now be able to open back up for groups. Assemblies will once again be held, alongside performances and events.- Student ratios will depend on the designated maximum capacity for each room. The current maximum in any classroom is 27 students.- Children in FS and Year 1 will be in bubbles of up to 15 students.- ECAs, trips, sports clubs and residential/camps will be re-introduced as part of a phased return in our “safety-first” approach.- Libraries are back in use under our safety-first approach to not share resources and continue to decontaminate books after use. |



Resumption of operations

Your child's safety is our primary concern, and we are fully committed to supporting their health, well-being and continued academic development. That is why we will be taking a 'safety-first' approach to the easing of restrictions. Our re-opening plans have been verified by both the KHDA and GEMS Education, and they centre around three critical factors:

- 1) Safety across all age groups. We will not compromise on the safety of our children. This means we will implement firm, transparent policies which adhere to DHA and KHDA guidelines and protect our families. This will mean we will run trials and a phased introduction of ECAs, competitive sports, trips, residential and visits. This needs to be done carefully, with our parents' support and with full safety measures in place.
- 2) The well-being of our children. We want them to be happy to be back at school, so there are many changes to classroom layouts (allowing group work and collaboration) as well as wider opportunities (and the re-introduction of extracurricular opportunities). We will also be putting a key focus on well-being throughout the year with our bespoke well-being curriculum.
- 3) To provide an outstanding education. We will ensure that every lesson is supporting the progress of our children and allows them to fulfil their full potential - whether delivered face-to-face in the classroom or Distance Learning.

Tips to support children during this phase:

We understand that the new changes and starting the school year might make your children feel nervous about a return to school. There is additional, full guidance available on the website in the Return To School section about how to help. Also know that we will be sharing Covid updates, talks, activities and guidance with students to allow them to understand and be a part of the changes. For now, here are a few helpful tips:

- Speak to your children. Let them know that it is natural to feel anxious or nervous about returning to school.
- Have an open conversation about their anxieties and fears about the pandemic 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. For example, the reduction in social distancing does not mean safety measures have gone away. There will still be a need to wear masks, sanitise regularly and keep socially distanced at all times (1m in class and 1m in canteens).
- Highlight positive aspects of returning to school, like being able to meet their friends and learning new things.
- Continuously check in with your children to evaluate their well-being when school begins.

BACK-TO-SCHOOL PREP

Two schooling options:

- We, once again, have permission from the KHDA to return 100% of students with our Blended Learning setup.
- We wish to return as many students as possible to onsite learning in the new academic year.
- In line with last year, we will be keeping our staggered start and end times, reduced movement around the school and the use of learning bubbles.
- Some parents will still prefer to keep children at home for medical or personal reasons. We will fully support these families with our Distance Learning offer, which will once again involve the use of live-streamed lessons.
- For Blended Learning, some onsite students may also access learning live-streamed. This will be on a rotation basis in small groups and is dependent on the number of students returning to face-to-face learning.
- Blended Learning will only ever be used to protect bubbles and keep safe social distancing where large numbers of students are returning to face-to-face.



Tuition fees:

- Full tuition fees apply to all students, regardless of attendance and the learning model you choose to access.
- If you are facing financial constraints, reach out to the school's ELT team for advice or support.

BEGINNING AND END OF THE DAY

- All access points will be designated as either an entry or an exit point to privilege one-way directionality.
- All students will still enter through main entry points where temperature checking equipment will be in place. This includes:

Students entering through Gate 6 from the back of the school site (The Villa entrance):

- 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 on entry to B Block and will then proceed to exit B Block and enter the school through their designated entry points (depending on year group).

Secondary & Primary entrance – Gate 6 The Villa

Enter though Gate 6



Immediately, make your way onto site and into the auditorium.



Secondary and Post-16 students entering through Gate 1 (school's Main Gate):

- Gate 1 is designated for Secondary and Post-16 students. After entering Gate 1, students must follow signage into the auditorium for temperature checking. Students will then exit the auditorium and leave via B Block double doors and enter the school via their designated entry points.

Secondary entrance

Enter
through
Gate 1
(or The
Villa
(Gate 6))



Immediately,
make your
way onto site
and into the
auditorium.



Maintain social distancing, as you enter the auditorium, you will be temperature checked

Primary students entering Gate 3 (Primary Gate):

- Gate 3 is designated for Primary pupils, as this entrance directs students and parents to move down the allocated walkways and access the separate Primary entrances and exits. **There will be dedicated, marked walkways and entrances for EYFS and Year 1 (through the main Primary Reception entrance).** There will be different and separate access for Years 2 and 3 (round the back of the EYFS/Y1 entrance). **There remains a third entrance for Years 4, 5 and 6. Y4, 5 and 6 only will use the Primary Entrance and will walk in through the doors, immediately turn right and access their dedicated stairwell.**
- **FS1, FS2 and Y1 students** will enter via the main Primary Reception entrance, where they will be temperature checked (picture). Parents can then walk their children to the classroom. Parents will then drop off their children at the door - not entering the classrooms at any point. Parents will then continue down the one-way corridor and leave via the double doors and the designated exit next to the Primary KS2 entrance.
- **Y2 and Y3 students** will be thermal screened at their entry point and make their way (without parents) to their classrooms. **Years 4, 5 and 6, once they have entered via the double doors, they will be thermal screened and make their way immediately into the stairwell, onto the first floor and into their classroom.**
- At all entrance points, all authorised persons must enter one at a time and socially distance (as per the floor markings and signage). All authorised persons must enter wearing the appropriate personal protective equipment (PPE). The school will stock extra PPE to ensure all persons have the required PPE for entry.
- At all points, stickers on the floor and signage will highlight social distancing protocols.
- Every station will be crewed to control temperature checks (checking for symptoms and temperatures <37.5°C) and isolating students with temperatures above 37.5°C. There will be spare sanitisation materials (hand gels) and PPE equipment at every entrance point. 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.

Further entry details:

- Entry/exit will be staggered to limit crossover between students arriving. The school site will be open from 7:15 am for all students – including those arriving by bus. Timing will be organised so students will be supervised by staff in classrooms as they transition into school.
- Contactless hand sanitisers are available at access points. Large sanitisers are also available for leaders and in offices. Additional automatic dispensers have been installed outside classrooms.
- Isolation areas close to access points have been set up for students who do not pass thermal screening and need to wait to be picked up by their parent/guardian.
- *Students of Determination can have designated arrival and departure points and measures in place to accommodate specific needs if any further adaptations are needed. These will be developed and discussed through the Risk Assessment and development of an IEP and overseen by the Inclusion Team.*



- Students of Determination and their parents will be provided with all information on school timings as per school communications. Where necessary, timings can be adapted and Students of Determination can arrive 5-10 minutes earlier than their peers to provide a quieter, calmer arrival and departure dependent upon need. This will be clearly communicated to staff and parents.
- Staff will immediately refer students with COVID-19 symptoms (such as cough fatigue, shortness of breath, sore throat, runny nose and headache) to the school medical team for further screening and isolation as per guidelines.
- All staff and students (except those with medical exemptions and who are 6 years of age and under) are required to wear face masks at all times.
- Staff are advised to not exit the school during the day. If they do, for emergency purposes, they are requested not to return to the premises unless they have fully sanitised or changed their clothes. They will also undergo thermal screening before re-entry.
- Only one family member/guardian is allowed to enter the school facility to drop off or pick up their child. This is for specified year groups only (FS1, FS2 and Year 1). We appreciate this may be difficult for parents, but this rule is to protect the health of our children by reducing all risks and potential contamination of the school site. All other parents must leave say goodbye to their children at the school gates.
- Only one family member or a guardian is allowed to enter the school facility for drop off/pick up his/her child. People with compromised medical conditions, including the elderly, should not come for drop off and pick up.
- Families drop off and pick up at designated areas and designated timings. There is no access to the rest of the school facility for family members and visitors. Family members have a maximum time limit of 10 minutes in the designated area to pick up/drop off with no crowding, maintenance of social distancing, and wearing of masks at all times.
- All meetings should take place online. If there is critical need for in-person meeting, this should take place via appointment and be held in dedicated meeting rooms under strict Covid protocols - following safety checks to allow the individual on site, be time restricted, be in a sanitised designated space and with a confirmed member of staff. The room is to be sanitised afterwards and protocols to inform cleaning staff need to be followed.
- Maintenance work or deliveries will be organised for after the school's opening hours. Proper precautionary measures will be applied for pick up or drop off of items by designating a specific location and following a contactless process.
- Any deliveries not following our protocols, policies or expectations will be refused.

Staggered start and end to the day:

The school and all classrooms will be open from 7:15 am for children to begin arriving and settle into learning. There will be staggered starts to the day in order to ensure all children can be safely welcomed and screened, while still allowing for a smooth transition into classes.



| Year group | Classrooms open | Registration | Entrance/s | End time | Exits/s | Thursday end time: |
|------------|-----------------|--------------|---|----------|--------------------------|--------------------|
| FS1 | 7:15am | 7:55am | Gate 3/The Villa (Gate 6). FS/Y1 Entrance | 11:55pm | End of FS corridor | 11:55am |
| FS2 | 7:15am | 7:50am | Gate3/The Villa (Gate 6). FS/Y1 Entrance | 2:15pm | End of FS corridor | 12:50pm |
| Y1 | 7:15am | 7:45am | Gate 3/The Villa (Gate 6). FS/Y1 Entrance | 3:05pm | End of Y1 corridor | 1:00pm |
| Y2 | 7:15am | 7:45am | Gate3/The Villa (Gate 6). Y2/Y3 entrance | 3:00pm | Y2/3 Entrance | 12:50pm |
| Y3 | 7:15am | 7:45am | Gate3/The Villa (Gate 6). Y2/Y3 entrance | 3:10pm | Y2/3 Entrance | 1:00pm |
| Y4 | 7:15am | 7:45am | Gate 3/The Villa (Gate 6). Y4,5,6 Primary only Entrance | 3:10pm | Y4,5,6 entrance. | 1:10pm |
| Y5 | 7:15am | 7:45am | Gate 3/The Villa (Gate 6). Y4,5,6 Primary only Entrance | 3:05pm | Y4,5,6 entrance. | 1:00pm |
| Y6 | 7:15am | 7:45am | Gate 3/The Villa (Gate 6). Y4,5,6 Primary only Entrance | 3:00pm | End of C block corridor. | 12:50pm |

All FS - KS2 Primary bus students to leave at 3:00pm promptly and be escorted to the buses.

| | | | | | | |
|-----|--------|--------|---|--------|---|--------|
| Y7 | 7:15am | 7:45am | Gate 1/The Villa (Gate 6). A Block entrances (by playground), DG20 (near green/forest school) | 3:05pm | A Block exit (by front of school), DG20 (near green/forest school) and back of D block exit. C block (bottom of end staircase). | 1:10pm |
| Y8 | 7:15am | 7:45am | Gate 1/The Villa (Gate 6). A Block entrances (by playground), DG20 (near green/forest school) | 3:10pm | | 1:10pm |
| Y9 | 7:15am | 7:45am | Gate 1/The Villa (Gate 6). A Block entrances (by playground), DG20 (near green/forest school) | 3:10pm | | 1:10pm |
| Y10 | 7:15am | 7:45am | Gate 1/The Villa (Gate 6). A Block entrances (by playground), DG20 (near green/forest school) | 3:10pm | | 1:10pm |
| Y11 | 7:15am | 7:45am | Gate 1/The Villa (Gate 6). A Block entrances (by playground), DG20 (near green/forest school) | 3:10pm | | 1:10pm |
| Y12 | 7:15am | 7:45am | Gate 1/The Villa (Gate 6). A Block entrances (by playground), DG20 (near green/forest school) | 3:10pm | | 1:10pm |
| Y13 | 7:15am | 7:45am | Gate 1/The Villa (Gate 6). A Block entrances (by playground), DG20 (near green/forest school) | 3:10pm | | 1:10pm |

End of the day arrangements and times:

The staggered end of the school day is to allow for safe dismissal and to ensure there is minimal cross over between groups/bubbles. Further specific guidance on how you can collect your children (particularly in Primary) are in the Mini School documents. With ECAs, the end times for these will be communicated separately and will be organised to allow a safe and staggered dismissal.



Transport safety measures:

- Children taking the bus will be scanned for their temperature on the bus. Anyone with a fever $\geq 37.5^{\circ}\text{C}$ will have their parents will be contacted and the child will be returned to their parent/carer.
- Buses will be running at 50% capacity as part of our safety-first approach and a phased return to full capacity. In the instance where buses have several siblings, the capacity will be increased, as they will not need to socially distance. This phased return will be until October, where we will move back up to 100% capacity – in line with the KHDA guidelines.
- 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 & Contingency/Emergency Plan:

If a stable case of illness is detected amongst visitors or staff presenting **COVID-19** symptoms (fever ($\geq 37.5^{\circ}\text{C}$), cough, body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, or loss of sense of smell or taste) the Medical Team will be contacted straight away to assess the individual and move them to the isolation area.

The CEO, Head of School and MSO will then be informed accordingly. A designated isolation area has been set up in the swimming pool changing rooms, to provide adequate space, sinks, seating and isolation areas should an individual display any symptoms.

In the case of a child displaying symptoms, they will be accompanied by a staff member to the isolation room, where the medical team will support the child and follow the school's COVID identification flow chart. Parents/guardians of the child will be notified immediately and the patient will be referred to hospital to take the necessary action or referred for a PCR test.

Depending on hospital advice or PCR test outcome, any individual displaying symptoms should not return to school until a negative PCR result is obtained.

If the result is positive, and there is a clinical assessment of a probable COVID-19 case, the patient should complete a mandatory 10-day quarantine.

If the result is negative and there is no clinical assessment for a probable case, the child can resume schooling so long as they are symptom-free.

If the result is positive, contact tracing protocol is triggered and the school will work with the DHA to identify any individuals who are considered close contacts of the positive case.

Contact tracing includes any individuals who have been in close proximity of a positive case for longer than 15 minutes. This includes up to 48 hours before the onset of symptoms or the positive PCR test. Any individual who is contact traced, must complete a mandatory 10-day quarantine.



In cases of COVID-19 emergency, the school will follow their endorsed guidelines for emergencies by the school's qualified nurse/ doctor while wearing adequate personal protection equipment. Also, the health and safety in-charge will ensure that the child is accompanied by an adult wearing the full PPE when transported to home or to the hospital. Emergency PPE kits are kept in the medical room and the CEO/Principal's office for the medical staff and the CEO/Principal and Head of School. Measures for disinfection will be taken as per the guidelines, for the classroom and the school premises used by the child as traced, and the holding isolation room where the staff and students will wait for their transportation.

TEACHING AND LEARNING

Class sizes and grouping/general:

The school will be split into learning bubbles. Bubbles are arranged in age-specific groups. Each class within each bubble is kept isolated from other classes in the same bubble. In all Foundation Stage and Year 1 classes, the children will be in a maximum bubble of 15 – whilst still sticking to the maximum classroom occupancy of 27. As there will be a maximum of 27 children in each class and there will be dividers splitting the two bubbles of children, this means our bubbles will run below the KHDA's maximum allowance. The children will stay in their bubble for the whole day and will not be mixing with children in another bubble. For example, children will remain in these bubbles to access swimming, breaktimes, Islamic and Arabic lessons and still be kept apart. The children will store their bags and shoes outside the classroom in an allocated cubby. Please ensure if your child is in FS that they are wearing the FS non-slip socks in house colours. In Year 2 and KS2, we have allocated an occupancy capacity to our classrooms. This, in line with social distancing guidelines and our safety-first approach is 27. There is flexibility for change within classes; however, where any class size exceeds this limit, we will look to move students to access Blended Learning in the dedicated Blended Learning Plazas set up throughout the school.

Specialist teachers will move to teach the children in their class bubbles for all lessons except Arabic, Islamic and PE. The children will continue to participate in specialist PE lessons, where social distancing is observed. Students will be able to receive swimming lessons. Days, times, details and protocols will be communicated to you shortly. As restriction ease, we will continue to allow children to access specialist resources and equipment in other rooms throughout the school, as long as it is in line with guidelines and protects the integrity of children's class bubbles. For KS3, students have been grouped into form groups. As in KS2, our allocated classroom occupancy is 27 for any given lesson. Students will still access specialist equipment and departments (e.g. DT, Food Technology and PE) but they will be kept in determined groups for core subjects to minimise rotation. KS3 students will also be able to access swimming lessons and sports sessions. Details of which will be communicated to you shortly.

For KS4, students have been grouped into a mixture of form groups and option blocks. This will ensure that there is minimal rotation between learning bubbles, but will also ensure that students are able to access their choice subjects. The maximum class size for any group is also 27 students. We wish to protect their access to specialist equipment and teachers as much as possible – in line with their chosen subjects. We will also be allocating PE sessions and swimming accordingly. Details regarding sports clubs, interventions and wider opportunities will be communicated separately.

For KS5, students have been grouped into their relevant subject choices and form groups. With strict social distancing in place and with smaller class sizes, students will still be able to access their specific subject choices, whilst minimising crossover with other bubbles and students. Groups and timetables have been reviewed and adjusted to protect this.



At any and all movement points within the day, students are sanitised before leaving the classroom and the classroom is sanitised before the arrival of the next class. 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. Movement timings are staggered to prevent cross-contamination and the school is fully compliant with signage and social distancing guidance to ensure students remain socially distanced. Leadership and teaching staff have designated duty points where they will be enforcing social distancing and supporting the movement of students in between lesson changeover.

For Distance Learners or students accessing Blended Learning in a Blended Learning Plaza, lessons will be live streamed so that all students will be able to access lessons and teacher support in 'real time'. The students and staff are experienced and confident with the platforms we will be using and showed great maturity using them last year. Therefore, we know we can rely on this system and that it will be accessible and successful for all students.

EYFS: Microsoft Teams and Tapestry

Years 1-2: Microsoft Teams and Seesaw

Year 3- 6: Microsoft Teams and Seesaw

Years 7 – 9: Microsoft Teams

Years 10 – 11: Microsoft Teams

Years 12 -13: Microsoft Teams

Transition Areas:

- School has carried out an inspection of the premises and planned a circulation map of the campus (see website for entrance and exit details). Each Mini School has published their own information for students on how to enter and exit school.
- One-way circulation has been privileged and marked through floor/wall markings. Paths are clearly marked throughout school to support social distancing, minimise crossovers and control student movement around school.
- 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.). Here, signage is in place to demarcate queuing and social distancing. Access to these areas is also timed and staff have been allocated duties to man these areas during changeover and support social distancing.
- Timings for breaks have been adapted to limit crossover between classes and to minimise congestion in hallways and other circulation zones. Primary break and lunchtimes will initially, until the weather cools, take place in the classrooms. These will be supervised by the class teacher and the class teaching assistant. Secondary will have fixed spaces allocated around school that are set up with social distancing but also to give the chance to socialise.
- Classroom doors will remain open when possible (i.e. unless a fire hazard) to increase ventilation, 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.



Blended Learning

For EYFS and Year 1, students will work in their class bubbles. They will learn by accessing individual stations set up at their own desks, shared stations within their classroom or breakout spaces and move between different learning areas on a strict rotation and with no cross over.

For Year 2 and the rest of Primary, students will either work with additional adults in focussed groups or interventions outside of the classroom, access live streamed lessons from one of our dedicated Blended Learning Plazas.

For KS3 and KS4, in the instance where a class size might exceed 27 due to returning Distance Learning students or additional enrollments, small groups of students will work in groups with an additional staff member outside the classroom or access the lesson from one of our dedicated Blended Learning Plazas.

The Post-16 Cafe will be used as a learning and study space for Post-16. It is set up according to the social distancing standards, will be regularly sanitised and will have individual pods and learning zones for students to conduct independent study.

Students of Determination

- Students of Determination will be fully supported when they come back to school. As students join back individual plans will be put in place for those students who need extra help and guidance. Students with Learning Support Assistants will still be fully supported by their Learning Support Assistant.
- The school aims to keep students in the common learning environment as much as possible but depending on need. We will also supplement this with access to live lessons alongside personalised provision in other dedicated spaces where it will enhance and support learning.
- Intervention Classes will keep students in their learning bubbles. Support will be delivered both in class and out of class. All intervention and support will maintain social distancing guidelines.

Classrooms:

Classrooms will be set up according to the following standards:

- Hand-gel dispensers have been installed across school. They are outside every classroom and contactless for Primary, and outside every classroom and manual dispensers for Secondary.
- Teachers will also have access to smaller dispensers to carry on their person at all times, and there will be additional, portable, manual dispensers in every classroom, which staff can use (wearing PPE) with students.
- A sanitisation kit will be made available to every teacher in every classroom. This will include a box of disinfectant wipes. Dispersal disinfecting sprays and disposable wipes will be placed on every teacher's desk (and regularly stocked). These will be used at the start and end of every lesson to disinfect all seats and tables.
- Workstations will be arranged so that students are socially distanced. This has been reduced to 1m. However, in almost all of our classrooms and with our seating arrangements, students are 1.2m apart.
- The removal of reading corners and reduced furniture and furnishings in classrooms – in line with KHDA requirements.
- Shared tables will be demarcated so that it is clear where students should be seated.
- Students have separate storage and equipment for their personal use.
- Physical see-through barriers/partitions will be used in classes and larger spaces (i.e. the auditorium, converted cafeterias, converted gym/dance studio).

Recreation/Play Areas:

- Students are encouraged to take regular supervised breaks (outdoors where possible and when the temperature is in line with our safe play policy). Break times will be staggered and in allocated spaces to avoid bubble mixing.
- 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 is to remain off-limits for now.

- 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:

- Libraries will remain under restricted access. Students will access the library in timetabled, small groups. Additional online resources and eBooks are available. A mobile library service will remain in use where a member of staff will deliver books to the classrooms. All books and resources will be strictly quarantined and sanitised when returned before being brought back into use for other children.

Sports Facilities:

- All students are highly encouraged to participate in non-contact sports to maintain their health and well-being.
- Contact sports will be adapted or limited for the initial re-opening period under our safety-first approach. Individual sports (yoga, dance, jump rope, running, cycling, track & field not including relays, etc.) may be practised. The school will update parents on sports, ECAs and competitions separately. Authorised sports will preferably be practised outdoors if and when the weather allows, but will be indoors during the return to school - in line with school's weather and play policies.
- On their designated PE days, students will be required to come in wearing their PE kit. The swimming pool is open and we have plans in place for a safe, phased re-opening. These will be communicated separately to year groups.

Cultural Facilities:

- All students are highly encouraged to participate in cultural activities to channel their creativity and maintain their well-being. Cultural activities that are part of the curriculum and will take place under Covid protocols and social distancing. Shared material will be avoided, minimised and/or disinfected before and after use.

High-Stakes Exams:

We are very much expecting the return of exams for next year and so have the following systems in place:

- Deep cleaning of the exam room and prior to the time of the exam.
- Placement of contactless hand gels, wipes, as well as paper towels at the entrance.
- The auditorium has three separate access points for the controlled entry and exit of different groups of students to protect bubbles. Desks will be adequately spaced in line with social distancing, be facing forward and also be separated by screens to maintain bubbles.
- Temperature checks will be administered prior to entering the exam room.
- Students will sanitise their desk, equipment and hands when entering and leaving the room.
- Only examinees, examiners, and other persons authorised by the examining body may enter the exam room.
- No waiting is allowed within the exam room nor its immediate premises (i.e. within a school or an independent exam center). This applies to students who have completed their exams and anyone accompanying them.

School will also need to adhere to the different exam boards requirements relevant to their curriculum to determine changes to exam schedules, content requirements, protocols for assessment, and technological requirements.

Identifying areas of learning loss and developing interventions:

The school has planned a series of assessments (baseline, GL, CAT 4 and Autumn Term testing) to evaluate students' learning and to identify learning gaps and make necessary adjustments.



FPS will also 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.

Special Events (Assemblies):

Large assemblies are permitted, but under strict protocols. We will be keeping students in their bubbles and will communicate to parents when and how they will be able to attend.

Under updated guidance, certain gatherings and events will now be allowed as long as they follow the school's strict criteria and DHA policy. These will be communicated separately to parents.

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.

Lunchtimes:

Primary – will eat in their bubbles in their classrooms and will be supervised by teachers and TAs.

Secondary – KS3 and KS4 there will be a mixed approach where students eat in designated areas separated by social distancing, but with the opportunity to talk and safely socialise with peers. This will include Primary and Secondary cafeterias, libraries, classrooms and the auditorium.

KS5 – will eat in their designated spaces and the Post-16 café (socially distanced and supervised by staff).

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 for the time being. We are working on plans to re-open access to Slices and prepared food on site. This will not be for all year groups at first, and so we will communicate this directly with effected year groups. Catering facilities will continue to be reviewed every half term.
- **EYFS – KS1** – students will keep their belongings in individual lockers outside of the classroom.
- **KS2** – will keep their personal belongings in trays in their classrooms and at their personal desk.
- **KS3** – students will also keep their belongings in the classroom.
- **KS4** – students will keep belongings with them at all times and they will stored by their desks during lessons.
- **KS5** – will keep their items with them in their personal learning spaces in classrooms and study areas.

Staff and student well-being:

FPS has a comprehensive well-being curriculum and calendar in place which has been adapted and evolved to accommodate Distance Learning. This involves work with teachers and in classrooms, as well as in conjunction with school counsellors. The school has created additional capacity in this area to support the school community (both students and staff) with the ongoing pandemic and any issues.

Counsellors and well-being support staff have appropriate knowledge of how to communicate with Students of Determination and demonstrate an understanding of their unique circumstances. Students of Determination may be more emotionally vulnerable as a result of the COVID 19 situation and this may impact negatively upon their emotional health and well-being.



Communication:

- Transparency is of the utmost importance in tackling COVID-19. FPS has developed a parent communication plan and is committed to keeping our parents as informed and up-to-date as possible.
- 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, and to remind them of their role in keeping their children safe.
- At the end of summer, and before the return to school, we will inform parents of our COVID-19 incident management process in addition to all of the safety measures that have been implemented at school.

For parents of Students of Determination, it may be necessary to communicate more frequently regarding issues that may arise. It is advisable that one person, in liaison with the Principal, takes responsibility for any additional communication from the school to the parents of Students of Determination. This may take the form of a Home-School Diary, Daily Planner or daily email communication. This should not, however, replace all other home-school communication.

Guidance on signage to be strategically placed around the school premises:

In addition to floor and wall signage to indicate directions, waiting areas, social distancing, etc., informative posters will be placed in strategic places to remind all students and staff of relevant behaviour (i.e. how to wash hands properly, etc.). We will also have dual language signs in English and Arabic placed at entry points into school (outlining procedures and expectations) as well as no seating signs and guidance.

Ongoing actions:

As we work with schools across Dubai to create the safest possible environment for our children, 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 extracurricular 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:
 - Follow social distancing guidelines.
 - 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.



Contacts for additional information (Heads of Mini School)

Assistant Principal and Headteacher of Mini School EYFS and Key Stage 1: Isabel Olley
i.olley_fps@gemsedu.com

Deputy Head of School with responsibility for Key Stage 2 and 3: Lisa Wareing
l.wareing_fps@gemsedu.com

Deputy Head of School with responsibility for EYFS, KS1, KS4 and KS5: Rhys Headley
r.headley_fps@gemsedu.com

Assistant Principal and Headteacher of Mini School Key Stage 5: Lewis Hammill
l.hammill_fps@gemsedu.com