



**CIRCULAR TO PARENTS (Grades 1 – 12)**

**25<sup>th</sup> August 2020**

Circular No: PNT/063/2020-21

**Subject: School Re-opening Guidelines**

Dear Parents,

Thank you for completing Survey No. 3 sent to you on 9<sup>th</sup> August and for taking a choice of either blended or online learning for your ward and for sharing your response with the school. Hope each and every parent of the school has completed this survey. Health and safety of everyone is school's top priority and hence we would like to reiterate that if your child has a medical history that puts him at risk, it is advisable to opt 'Online learning' for him to support his needs. Please contact your ward's Supervisor/Class teacher for further clarification, as required.

**Kindly make note of the following guidelines with respect to reopening of school in September 2020 :**

**ACADEMIC**

- Currently, we have around 15% of students on an average in school who have opted for Blended learning (BL) and hence these students are required to come to school 2 days a week.
- Based on the total number of students who have opted for BL in a class they have been listed under Batch A or Batch B, conforming to the physical distancing of 1.5 m as per KHDA protocol inside the classroom. On all the other days these students will be at home and shall learn remotely.
- Since the number of students who have opted for BL is less across Grades 1-9 & 11, all students of these grades will fall under Batch A.
- Students of Grades 10 & 12 exceed the maximum capacity of 14 per class, hence they are divided into the 2 batches, A and B. The batch to which your ward belongs will be informed by your ward's class teacher before reopening of school after Summer Vacations, which is on 30<sup>th</sup> August 2020.
- Days when each Grade will come to school are as follows:
  - All students of Grades 1-6 are in Batch A of their class and will come to school on Sunday and Tuesday
  - All students of Grades 7, 8 and 9 are in Batch A of their class and will come to school on Monday and Wednesday
  - All students of Grade 11 are in Batch A of their class and will come to school on Sunday and Tuesday
  - Batch A students of Grades 10 and 12 will come to school on Sunday and Tuesday
  - Batch B students of Grades 10 and 12 will come to school on Monday and Wednesday
- While teachers teach the students attending the Blended model, simultaneously the same lesson will be livestreamed via MS Teams to all students who are on Remote Learning. However, the students present in school will have better opportunities to collaborate during learning activities with their teachers and peers.
- Attendance is compulsory for all students whether they have opted for Remote or the Blended model.
- Few teachers who are facing challenges may be teaching remotely. The details of such teachers will be shared by your ward's segment Supervisor/Class Teacher. Students of those teachers, will continue to have online lessons even if they have opted for the Blended model.
- The timetable will have 6 lessons per day and the lessons will be from 8:15 a.m. to 1:20 p.m. Timetable will be shared by your ward's class teacher on 27<sup>th</sup> August.
- As the school is awaiting CBSE confirmation regarding syllabus for Grade 12 laboratory practical, it is decided to focus on theory lessons in September and October and hold practical lessons for Grade 12 from November onwards.

- It is mandatory for students coming to school to carry their own electronic devices which must be fully charged and in proper working condition with the MS Teams downloaded and ready. They also need to carry their headphones everyday to school to access the lessons daily, else they will have disturbance from the devices used by their peers inside the classrooms. Please note that if your ward does not have his own device, he is advised to opt for Remote learning, else he will not be able to access the lesson and work assigned during the class.

This is necessary as the school will be following a paperless strategy, where exchange of physical learning material like worksheets etc is avoided for safety.

- Students need not carry their textbooks to school except their language books. Notebooks must be brought to school as per instructions from the teacher. Sharing/exchanging these with others is not allowed at all.
- The sharing of gadgets and stationery too with others will not be permitted.

## **TRANSPORT**

- As shared in our previous circular (dated 9<sup>th</sup> August), all students and staff using the school bus will be screened every day using contactless infra red thermometers before boarding the school bus and with thermal scanners at the entrance of the school building. Anyone who shows a temperature of or above 37.5°C will not be allowed to enter the school bus or building. (Suggestion - Parents of students in Phase 2 are requested to be with their ward till they board the bus.)
- Seating in buses will be in line with the required protocol of hygiene and safe distancing with occupancy not exceeding 50%.
- Arrival of students and their entry into the campus will be staggered keeping/following safe distancing protocols.
- Parents of students using Own Transport are allowed to drop their wards only at Gate 2 and will not be permitted to enter the school campus. School gates shall open at 7:15 a.m. and in case you reach early, your ward must be seated in his vehicle with you, until the gate opens.
- During dispersal, your ward must be picked up between 1:50 p.m. and 2:30 p.m. latest. Parents are requested to note that from 2:30 p.m. no student will be permitted in the campus as the deep cleaning and sanitization in the school will commence.
- We strongly discourage parents from coming to school to pick up their ward outside the general routine to ensure safety. However, in case of unavoidable circumstances, parents must take prior approval from their ward's Supervisor to pick up their ward. Pick up of students during school hours will take more time and hence parents will have to remain patient with this process, in case a situation of this kind, arises.

## **HEALTH & SAFETY**

- Students are required to come to school in fresh clothing. They are to be in full school uniform on one day and in their P.E uniform on the next day of school or on the day they have PE scheduled in their Timetable.
- All students will be dispersed in a staggered manner ensuring safe physical distancing. Students traveling by school bus will board their bus between 1:20 p.m. and 1:50 p.m.. Students traveling by own transport will also be dispersed in a staggered manner between 1:50 p.m. and 2:30 p.m. and own transport students will be seated in the school building maintaining safe distance while waiting for their pick-up. Please note again that these students must leave the school campus latest by 2.30 p.m. with the guardian/yourself.
- Students attending school will have a designated desk and chair in the classroom. Furniture will be sanitized every day after the students disperse.
- Washrooms will be sanitized regularly. Usage will be staggered and monitored to ensure safe distancing. Students are advised to respect and follow instructions given by staff.
- Every student attending school will only interact with the students and teachers in their own classrooms and with their peers in the bus maintaining physical distancing at all times. This will help our medical team in contact tracing if anyone is identified with the COVID-19 virus.
- Students must bring their own water and food to school in safe containers.

- They also need to wear masks at all times including the the school bus and carry an extra mask and a bottle of 70-80% alcohol based sanitizer.
- A policy of “**staying at home if unwell**” for students, teachers and school staff with symptoms will be enforced. Parents are strongly advised not to send their ward to school if he is unwell.
- **Collection of students who fall ill in school**– If any student is found to be ill or falls ill in school, the student’s parents will be contacted immediately by the school. Parents are advised to collect their ward within 30 minutes to an hour/(at the earliest possible) of being called, this is to minimize their exposure.
- If your child tests positive for COVID-19, you are mandated to inform the school so that measures to secure the health of other students and staff can be taken who may have been exposed to the virus. This will also support the school to track others following Contact Tracing Protocols and guide them. We are mandated to follow all rules and regulations set by the government in this regard as soon as we learn about any child in this situation.
- **Vulnerable students** - Some students are deemed particularly vulnerable to the risk of contracting COVID-19 as a result of their reduced immunity or chronic illnesses. **Such students are advised to opt for Remote Learning.**
- **Kindly note:** If you still opt for BL for your ward, you will have to submit a medical clearance from his physician that states that it is safe for him to be present on campus along with a no-objection letter from you stating your willingness to send your ward to school, despite his medical condition. **Kindly note:** In the absence of such a certificate, vulnerable students will not be allowed on campus.

## WELL-BEING

If a student or staff is found to be COVID+ or has a family member who is diagnosed with COVID, the following measures will be taken to ensure their well-being:

- A special crisis team in school will remain connected remotely and monitor each case closely to ensure mental health and well-being of the person remains a top priority.
- A need-based safeguarding team will ensure the student is academically and emotionally supported.
- If a family member is in quarantine it is advisable that the student continues with remote learning and does not attend school for Blended learning, keeping in mind the wellbeing of other students and teachers.
- If any parent or family member is suffering from COVID- 19 or has been in contact with COVID-19 patients, their ward must not attend school, unless the infected person receives a COVID negative report (or have completed 14 days of mandatory quarantine) as required by the UAE Government. If required other persons in contact with such individuals must also make sure that they attend school, only after being sure that they are Covid free.

## GENERAL:

- Kindly note that Principal’s Circular No. 60 with the subject ‘**Travel & Health Declaration**’ has been sent to you today. This is a mandatory form which each and every parent has to fill and submit, as per the guidelines of DHA. All parents are requested to ensure that this is completed latest by Thursday, 27<sup>th</sup> August 2020.
- To cater to the logistics involved, students who have chosen the Remote Learning model may shift to the blended model only by the first day of the new month October 2020 for Grades 9 to 12 and by the first day of November 2020 for Grade 1 to 8 or till further instructions from local authorities are sent to us. Kindly do not choose to rotate in between RL and BL models in the midst of the period mentioned above.
- Kindly ensure that all fee dues till June are cleared and fees for September is paid before the 10<sup>th</sup> of the month to get unrestricted access to all types of learning.

We take this opportunity to thank you for your continued support to the school. We are committed to follow government guidelines and create opportunities for our students as we open in September, exploring new paths to continue imparting excellence in education.

As per the latest information received by the school from KHDA (as on today i.e. 25<sup>th</sup> August), kindly note that students are not expected to take the Covid Test, unless they display symptoms of Covid. The PCR test is now compulsory for staff of the school only, and we shall follow this mandatory requirement as directed by the government for our School staff.

- **To acclimatize all the parents of students coming to school on safety protocols / norms to be followed, Supervisors will have a meeting on TEAMS on 26<sup>th</sup> August 2020 at 6 p.m. with the parents of their segment. You will receive further details and link to join this meeting by your ward's respective Supervisor.**

Wishing all our students the very best for the upcoming Term.

With kind regards,



Sanjeev K Jolly  
Principal / CEO

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