



OUR REF : .....

TRN : 100483609200003

## REMINDER OF PROTOCOLS FOR TERM TWO BLENDED LEARNING FROM 28<sup>TH</sup> JANUARY 2021

Dear Parents and our dear students,

**Greetings from Saint Mary's.** All parents are invited to read this document carefully so that you may make an informed choice for the **LEARNING MODEL (DISTANCE LEARNING or BLENDED LEARNING)** for **TERM TWO** from **28<sup>th</sup> January 2021**. Please note that a **BLENDED MODEL** is a mix of in class learning and distance learning . *We will need all parents to have made this choice without exception or delay by the 5<sup>th</sup> of January 2021 as we will need to plan ahead based on the choices made by you dear parents. Please read through this document very carefully as we would like you to make an INFORMED DECISION.*

The Covid-19 Pandemic has resulted in an unprecedented global health crisis that has completely changed how we work and live at least for the foreseeable future. The on-site functioning of the school campus as directed by our education regulators must be one that takes into careful account the health and well-being of the entire community using the detailed list of protocols laid down by the KHDA for all schools. Both schools and parents must acknowledge the importance of following all regulations issues by both Federal and Local authorities so that the health and safety of the wider Dubai community is also maintained.

This on-site keeps as a core awareness that the global pandemic is far from over, which means SMCHS needs to be agile in its response to circumstances in our own school community as well as to conditions within the UAE. This means SMCHS must be prepared to adapt to different learning models based on a variety of circumstances and adapt as well as we possibly can to any eventual government imposed regulations.

At the onset, we would also like to stress that nobody knows a child better than their Parents and so we completely respect the decision you as parents make for the mode of learning you would like your child to journey in for the second term. We ask that you keep your child's physiological health as well as emotional and psychological health in mind when choosing between a Distance Learning Model or a Blended Learning Model. Please be mindful that at the current moment , children with compromised immunities, those with a cardiac ailment, those suffering from juvenile diabetes, those with respiratory and breathing difficulties and other serious health conditions will benefit from a Distance Learning Model.

We would like you to take a closer look at the key elements that will be explained in greater detail to help you remind yourself of the Protocols for on-site school functioning. Please also be aware that this is a working document and will naturally undergo changes depending on government interventions and any additional directives from our regulators.

#### 1) RIGHTS & RESPONSIBILITIES

#### 2) WELL-BEING OF STUDENTS, STAFF AND PARENTS

#### 3) PREPARATION FROM PARENTS

#### 4) TRANSPORTATION

#### 5) HEALTH AND SAFETY MEASURES

#### 6) EDUCATIONAL PLANS

#### 7) ONSITE PHYSICAL ARRANGEMENTS

#### 8) RESOURCES

### **RIGHTS AND RESPONSIBILITIES:**

***Rights*** — Abiding by the core values of our Marian family, we firmly believe that every student, teacher and staff member should be valued and cared for. All members of our Marian Family have a right to expect emotional, mental and physical safety at all times. Keeping in mind the COVID-19 pandemic there is a natural sense of anxiety and worry around health therefore all member of our school family need to show sensitivity to the concerns of others and expect a heightened focus on health-related rules and regulations within the school premises which they will need to abide by.



We must remember that along with **Rights** come **Responsibilities**.

**Responsibilities-** It is our supreme conviction that every member of our school community should work together to ensure the safety and health of all. It also means that our interactions with others, be they one's peers, friends, teachers or parents should remain respectful and courteous. What are our main responsibilities during this Covid-19 Pandemic?

- It means willingly adhering to ALL rules, regulations and protocols designed to keep our community safe and healthy.
- It means being more sensitive to others, appreciating that their risk tolerance might be lower than ours, and respectfully adjusting our behaviour.
- It means respecting rules, regulations, protocols and expectations even when they might be potentially inconvenient to us.



As a school we acknowledge that certain preventative measures may cause a sense of confusion with regards individual freedoms vs collective well-being. At SMCHS we expect that the bigger picture sees complete respect for and sense of duty to others and this bigger picture will naturally override individual concerns. We are '**in this together**' and can better face the challenges posed by the pandemic in a collaborative and familial way.

At SMCHS we anticipate our sense of duty and respect for others to be shown in a variety of ways:

- By ensuring all members of our community and visitors to our campus wear masks properly fully covering their nose and mouth, wash and disinfect their hands frequently, and remain mindful of physical distancing requirements
- By ensuring all members of our community and visitors to our school premises undergo temperature checks on arrival to the school premises
- By ensuring all members of our community and visitors to our campus respect social distancing requirements
- By ensuring all members of our community and visitors to our campus treat others— bus drivers, nurses, cleaners, teachers, office administrators, etc.— as people worthy of their respect and deserving of safety themselves
- By ensuring our parents and bus riders comply with bus guardians' requests to follow rules on our buses

## PREPARATION FROM PARENTS WHO ARE OPTING FOR BLENDED LEARNING

### 1) TRAVEL DECLARATION FORMS:

Parents and students who have travelled out of the country must fill the travel declaration forms upon your return to the UAE.

### 2) TAKE YOUR CHILD'S TEMPERATURE BEFORE HE/SHE LEAVES HOME:

All parents must take the child's temperature in the morning before leaving home. If a child's temperature is 37.5 degrees Celsius or more, the child must be kept at home.

Parents/Guardians will play a critical role in these health screenings.

Things to keep in mind when self-screening each morning are as follows:

#### ***Most common symptoms***

- ❖ Fever (temperature is greater than 37.5 degrees Celsius)
- ❖ Persistent dry coughing is present
- ❖ Fatigue (undue/uncommon levels of tiredness)

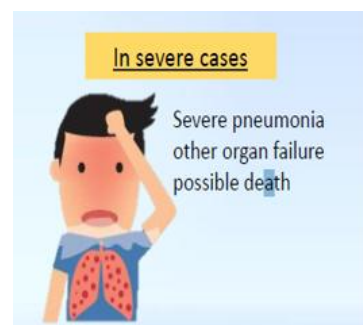
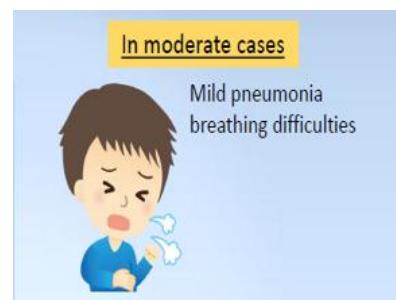
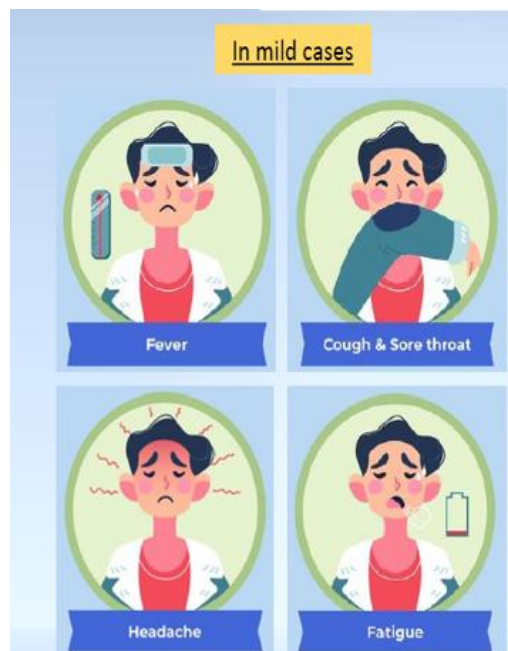
#### ***Less common symptoms:***

- aches and pains
- sore throat
- diarrhea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes.

#### ***Serious symptoms:***

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

Source: World Health Organisation, Q&A on Coronaviruses (COVID-19), 17 April 2020.



### 3) CHILDREN USING STS MUST BE ACCOMPANIED AT THE WAITING POINT BY ONE PARENT OR GUARDIAN:

Children using STS must be accompanied by either one parent or guardian so that in the event of a temperature of over 37.5 degrees Celsius being recorded, the child can be taken back by the parent or guardian.



### 4) TALK TO YOUR CHILD ABOUT MASK SAFETY AND GOOD HYGIENE HABITS:

It is important to have these essential conversations with children depending on their age about wearing the mask correctly at all times. Speak to children about good hygiene habits and practice the correct method of hand washing.

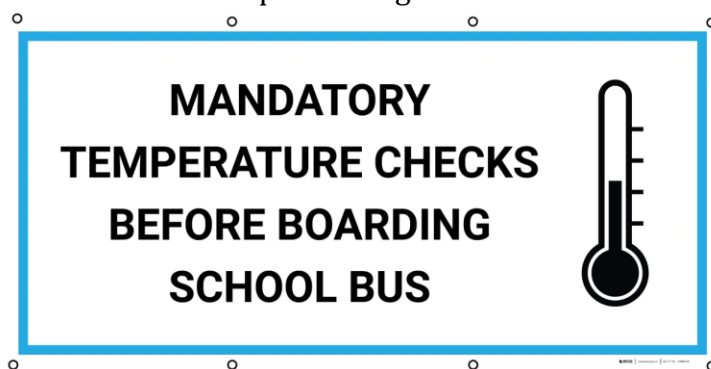


### 5) CORRECT MASK WEARING DRY RUNS AT HOME:

It will be important to get children accustomed to wearing the mask correctly ( fully covering the nose and mouth ) at least a week before the start of the second term. Please ensure that this practice is carried out at home for the duration of the school day.

## TRANSPORTATION:

TEMPERATURE SCANNING BEFORE BOARDING THE BUS: Students and staff will be temperature scanned by the bus guardian before boarding the bus. If a child is found to have a temperature of 37.5 degrees Celsius or more, the child will be sent back home with the parent or guardian. STS will inform the school of the said child/ children and parents in turn will be informed to keep the child home for 7 days as a precautionary measure and the child will take part in Distance Learning. In the case of siblings, even if one sibling records a temperature of 37.5 degrees Celsius or more, BOTH SIBLINGS will have to be taken back home. Children using STS must be accompanied by either one parent or guardian so that in the event of a temperature of over 37.5 degrees Celsius being recorded, the child can be taken back by the parent or guardian.



## **IMPORTANT REGULATIONS FOR CHILDREN WHO ARE BUS USERS IN LIGHT OF THE COVID-19 PANDEMIC**

- 1) Every child will adhere to the PPE (wearing masks) protocol for each journey and masks must be worn correctly and not removed.
- 2) Parents must check the body temperature of the child prior to leaving home and will adhere to the regulatory protocol if their temperature is equal or above 37.5°C or the child shows any symptoms related to Covid-19
- 3) Parents must take the child home from the bus if a secondary temperature check at the bus shows a reading of equal or above 37.5°C.
- 4) No food or fluids (excluding water) must be consumed during the bus journey.
- 5) Every child must maintain social distancing by sitting as per the allocated seating plan and the seat belts to be worn at all times.
- 6) Parents must provide the school with any information on any overseas travel by the child or immediate family member or any contact with symptomatic citizens.
- 7) Every child must adhere to the bus boarding protocol and maintains an orderly social distancing queue at the designated boarding points and only boards the bus when instructed by the Bus Guardian.
- 8) Every child must carry the RFID card at all times to swipe in and out on the smartcard reader when boarding and disembarking the bus.
- 9) Students from year 1 and 2 will be taken to their classes by the bus guardians and picked up from their classes by the bus guardians.

## **HEALTH AND SAFETY MEASURES:**

### ***ENTRY AND EXIT MEASURES:***

There will be a security guard at each entry gate and the temperature will be taken of each staff and student upon entry. ***The school will use 2 different entry points to avoid crowding at***

***any particular gate.*** If a child is found to have a temperature of 37.5 degrees Celsius or more, the child will immediately be taken to the **ISOLATION ROOM** and parents will be informed to come and pick up the child immediately. Parents must co-operate in not delaying in picking up their child. We have often had to wait several

hours in the past and quite often parents are not reachable on the phone. Parents must be EXTRA ALERT in light of the COVID-19 Pandemic.





## ENTRY PROCEDURES:

The school will use staggered timings for different groups of student classified by :

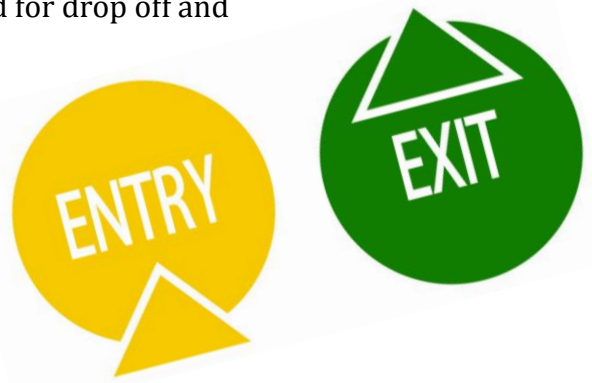
**1) *Students who use the buses* GATE 5-** These students must be dropped off between 6:45 and 7:00 am. The bus guardians and school teachers on the buses will stagger entry so there is no crowding and children will be held safely on the bus until it is time for them to move towards the designated entry point. **STS BUS USERS WILL USE ONLY GATE NUMBER 5 FOR ENTRY.**

**2) *Students who use public transport* GATE 4:** ARRIVAL TIME FROM 6:45 - 7:00 AM These students must reach the designated **gate NO. 4**. These students will be admitted with temperature scanning only through a designated entry point that leads them directly to the corridors to their classes.

**3) *Students whose parents drop them off* GATE 5:** ARRIVAL TIME : 7:00-7:10 AM **STRICTLY** - Parents have to leave the child with the school staff at the gate and procedures will be followed for temperature scanning and then moving them to their designated classrooms. This time slot is to be strictly followed for drop off and no child will be admitted before this slot.

**STRICTLY NO DOUBLE PARKING**

**OUTSIDE GATE NUMBER 5.** Double Parking puts our children , staff and other parents at a huge risk and is a traffic violation.



## EXIT PROCEDURES:

The school will use staggered timings for different groups of student classified by:

**1) *Students who use the buses*-** These students will be guided by school staff from 1: 25 PM onwards in a staggered manner ( year group wise ) to the respective quadrangles where they can be well spaced out. Students will be taken from there by school staff and bus guardians to the buses.

**2) *Students who use public transport:*** These students will be guided by school staff to a designated exit only for them from 1:20 pm onwards. They will also exit in a staggered manner.

**3) Students whose parents drop them off:** Parents who pick up their children will have to come in through **GATE NO. 5** and wait in a designated pick up area with physical distancing and the children will be brought there in a staggered manner. The slot for parents who pick up their children is from **1:35-1:45 pm ONLY**. Primary children will not be sent out on their own. **PLEASE MAKE SURE THAT NO VEHICLE IS DOUBLE PARKED OUTSIDE GATE NO. 5.**

### **USE OF FACE MASKS BY ALL STUDENTS AND STAFF (EXCEPT STUDENTS BELOW 6 YEARS ) :**

In line with current guidance, face masks are mandatory at SMCHS for all children in Year 2 and above and all adults.

All will wear a face mask whilst at school. 3 masks are required per day. ( One is to be kept as backup in case of damage or tearing to a face mask being used )

Exceptions include:

- ❖ Students under the age of 6 years
- ❖ For teachers and People of Determination that have hearing impairments, transparent masks may be used
- ❖ Children who are unable to wear masks due to medical reasons will be allowed to wear a face shield but only if supported by a medical certificate.

For all other students and staff, masks may only be removed during snack break , provided strict social distancing is maintained. **Children have to wear a face shield while eating unmasked.**



Cloth masks or medical masks may be used, provided they have 3 layers of protection.

Students and staff are required to bring three masks per day. One for use in the morning, and a new one to be used after snack break. The third is a backup.

Teachers will ensure that students are wearing masks correctly.

### **SANITIZER:**

All staff and students are required to carry a personal hand sanitizer with 70% - 80% alcohol content. Sanitizers will be available in public areas for use by staff and students.





## HYGIENE KIT :

Every child must have a hygiene kit that is sent daily in the school bag. The hygiene kit must contain :

- ❖ THREE face masks
- ❖ ONE FACE SHIELD
- ❖ One personal hand sanitizer containing 70-80% alcohol and approved for use by children.
- ❖ One pack of sanitizing wipes
- ❖ Tissues for personal use

## GLOVES:

Gloves are not mandated but may be used at the discretion of students.

However if students are using gloves, they must carry an extra pair and once removed they need to be disposed.



## HANDWASHING :

Hand washing remains a key preventative measure against Covid-19 and so students will be encouraged to wash their hands regularly and correctly.



Teachers will model hand washing for younger children so that they know the correct way to wash their hands.

Hand washing stations will be equipped with liquid soap and disposable paper towels and posters with effective hand washing and drying instructions.

## IF A CHILD BECOME SICK AT SCHOOL:

Students with regular ailments will be sent to the school clinic where the doctor will assess and treat them accordingly.

Students with suspected COVID symptoms will be taken directly to the isolation room with his/her belongings by a nurse in full PPE. If the student is stable, the parents will be contacted to pick up the child within 30 to 45 minutes maximum.

A call will also be made to the DHA hotline for this purpose

The HSO will check with DHA staff on hotline what procedures are to

be followed for hospital referral ( if ambulance to collect case or parents to take the child to hospital )

Parents will be asked to wait outside until confirmation from DHA.



Any child with suspected or confirmed Covid-19 will be kept calm and well informed by the medical health practitioner who is with the child. They will explain step by step what the child can expect and what the child must do to keep calm and collected.

If Parents are to take the child to the hospital, the child will be taken outside to them by the school nurse.

The HSO will have the school admin staff contact parents of those children and contact staff who had been in a 2 metre contact with the suspected/ confirmed case and have them stay home until the school receives notification that the PCR test is negative.

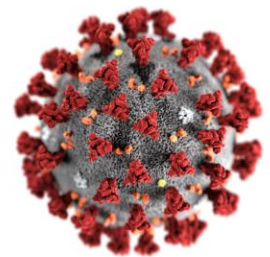
The room in which the case is found will be completely disinfected according to Municipality guidelines.

All in close contact with confirmed COVID positive patient will be notified by emails or calls and must undergo home quarantine for 14 days.

Those in close contact are not required to get tested if they are asymptomatic.

Symptomatic close contacts of confirmed cases and those who are at higher risk of developing respiratory symptoms should be tested for PCR.

If a child tests positive for COVID-19, parents are mandated to inform the school so that appropriate & timely measures can be taken to secure the health of other staff and students who may have been exposed to the virus.



Deep disinfection process will be initiated to all the areas exposed.

While children are being isolated at home with mild to moderate symptoms, they will have access to all material and lessons in their google classroom and can follow at pace best suited to them. The class teacher and the HSO will check up on the child via telephone calls to parents.

Where children have to be hospitalized, the HSO will be in touch with the parents to follow up on the child's progress.

Once children return to school they will be welcomed back by the teachers and will be assisted with academic work they have missed and also helped to cope socially and emotionally.

## ONSITE PHYSICAL ARRANGEMENTS :

### PHYSICAL DISTANCING AND REDUCING DENSITY:

On the advice of infectious disease experts, governments across the globe have promoted physical distancing as an essential strategy for the containment of COVID-19. Given this, the number of students in classrooms will need to be reduced.

As per KHDA Protocol No. 49, students are expected to stay 2 metres apart in all common areas.

For years One to Four students will be divided into 'stable groups ' or 'safe bubbles' of TEN. Each safe bubble of ten will be in school once every THREE days. (More will be explained in the section on educational plans ) A safe bubble or a stable group is one that does not mix or interact with students from any other safe bubble or stable group.

Seating in their classrooms will be separated by 1.5 metres.

For years FIVE THROUGH THIRTEEN, bubbles will consist of FIFTEEN students and seating in their classrooms will be separated by 1.5 metres. In years 9 to 13 since students study different subject options, some groups may not be feasible completely, however we will try to minimize regrouping.



For years 5-11 we aim to keep cohorts together but separate by gender so as to manage the number of students on the premises. The aim is to have three sections of boys in years 5-11 on Sundays, Tuesdays and on the first and third Thursdays . Three sections of girls from years 5-13 will be in on Mondays, Wednesdays and on the second and fourth Thursdays. Years 12 and 13 will follow a slightly different model based on subject options.

For years 5-11, each class will be divided into TWO safe bubbles with 15 students per bubble.

To minimize exposure to others, children will be kept in the same 'safe bubble' until any government interventions or regulations change.

All students must maintain physical distance at all times and parents must emphasize with them the importance of not moving out of their individual allocated seat . Students must work independently for their own safety and the safety of those around them.

If students repeatedly disregard physical distancing rules in spite of repeated reminders, the school will have no choice but to move the student to a the Distance Learning Model for the safety of others.

## **MEETINGS WITH PARENTS :**

Unless absolutely necessary, all meetings will be carried out remotely either via a telephone call or video conference. In case of any urgent matter where a face to face meeting is required, these will only take place with the Principal or Vice Principal after school hours by prior appointment agreed upon by both parties. Meetings will involve no more than four persons in an outdoor shaded area as far as possible and if outside temperature conditions do not permit then in a designated room other than the offices of either the Principal and Vice Principal.



Security will be informed of the time and date of meeting. The persons attending the meeting will be admitted only via a specific entry point and will undergo temperature checks. Emirates ID will be required and they will need to fill in key details such as FULL NAME / WORKING MOBILE NUMBER/ EMIRATES ID NUMBER/ EMAIL ID. Masks and gloves are mandatory for all meetings. The room will be fully disinfected after the meeting.

## **SCHOOL DELIVERIES:**

School deliveries will be scheduled after school hours only after all students and teachers have left the premises.

Deliveries will be scheduled after 3:00 pm until 5:00 pm only through one designated gate. Security will accept and sign for delivery and will sanitize the same. Deliveries will have been paid for and therefore will be contactless. The deliveries will be left outside the designated gate and there will be no contact between delivery personnel and the school security. Security will be informed in advance of any deliveries that are due to arrive. These will be held in a holding room for three days before moving the said items to where they are required.

## **RECORD KEEPING:**

All students will be entered into the daily SIMS attendance roll. Staff members have to log in their daily attendance as well as per daily attendance sign in. All contact details of staff and students are available with the school.

Anyone with a temperature greater than 37.5 degrees Celsius should not be allowed entry to the school or bus. If a child shows a symptom of COVID-19 while at school, they will be isolated instantly and admitted in isolation room and their parents will be informed. Having tested positive, contact tracing process will be initiated for those who spent more than 15 minutes in a proximity of 2m with the student being tested positive. Positive cases or clinical suspicion cases will not be allowed to return unless they produce a clearance certificate by DHA stating that they are discharged from isolation.

The school will maintain a daily log of any guests/ parents who visit the school after school hours with key details of NAME / EMIRATES ID NO / TELEPHONE NO. AND EMAIL ID.

### **SCHOOL CANTEEN & WATER COOLERS:**

***The school canteen will not be operational at the current moment.***

Keeping in mind good health and immunity, parents will be required to send a snack that is both healthy and immunity building with your child. Food cannot be ordered from out at any cost.

Children will eat their snack in their classrooms under the supervision of their teachers.

Water coolers will not be operational.

Parents must send sufficient water with their child. Water bottles must not be left in school. Any bottles left in school will have to be discarded according to the protocols.

We have installed vending machines for water, though we still encourage parents to send sufficient water from home as this is a much safer option.



### **BREAK TIMES:**

Short staggered breaks will be conducted for 'safe bubbles' with no contact with other students for the purpose of some fresh air. However no play will be allowed during these staggered breaks and physical distancing of 2 metres will be maintained.

### **VENTILATION:**

Our school does not have a central AC system and each class is serviced by separate Air conditioning units. Filters will be cleaned regularly and units are regularly serviced. Windows will be kept slightly open ( weather permitting ) and class room doors will be open from time to time for fresh air circulation.

## **CLEANING AND SANITIZING:**

The school will carry out a general cleaning and disinfection along with fogging every 24 hours and a deep cleaning every weekend.

The school will provide hand sanitizing stations in key locations of the school.

Staff and students will have to step on the sanitizing mats at the entrance and the bags will be sprayed with a sanitizing spray as per the KHDA protocols.

All staff and students have to sanitize their hands at the entrance.

High-contact surfaces touched by many different people, such as light switches, handrails, doorknobs, faucets, toilet buttons, toilet seats, countertops etc. will be disinfected at least twice during the school day, and usually every hour.

Rubbish bins in classrooms and toilets will be emptied before they are full, and at a minimum of once per day.

Toilets and common areas will be disinfected every hour.

The school has a fully equipped clinic and an isolation room to deal with any suspected or confirmed onset of COVID-19 symptoms.

## **NO PARENTS ALLOWED ON THE PREMISES WHILE CHILDREN ARE IN SCHOOL:**

Parents will not be allowed on the premises at all while children are in school. Please refer to the meeting policy in this document.

Only those parents of primary children who come to pick up their children from school will be allowed to wait in the designated area with appropriate physical distancing and only during the time slot provided.

Parents may visit the school office only on Saturdays between 8:30 and 11:30 am for the collection of documents. The office will be closed on some Saturdays and therefore parents are advised to check the weekend circulars that we send for this information.





## EDUCATIONAL PLANS:

**YEARS 1-4: EVERY CHILD MUST CARRY A DIGITAL DEVICE TO SCHOOL IF THEY ARE OPTING FOR BLENDED LEARNING.**

Stable groups of 10 students across these 4 cohorts will have in class lessons every three days and students will not mix with any child outside of their stable group. On other days distance learning will be provided to younger children according to a separate schedule that works for parents who might be working and will need to assist very young children with the technology required. Year 4 students will follow the regular time table of the day during the school hours but remotely.



## WHAT DOES A STABLE LOOK LIKE ?

**EXAMPLE YEAR 2 :** There are 5 sections in Year 2 - Year 2A, 2B, 2C, 2D, 2E - Each section will be divided in THREE groups of ten students. So for example YEAR 2A1/ 2A2/ 2A3: Year 2A1 will be a stable group of ten that will be in school for example on a SUNDAY with 2B1, 2C1, 2D1 and 2E1. Each group of ten will be in their own classroom EVERY THREE DAYS with desks and chairs separated by 1.5 metres.

Each child will have an individually assigned desk and chair and students will not be allowed to swap these.

Every student will carry his/her own stationery and DIGITAL DEVICE and no sharing will be allowed. Students will use their own text books but there will be no paper exchange to prevent cross contamination.

Work will be assigned for students to complete at home and parents will be given instructions on how to send this work so feedback and marking may be provided.

Students will be kept in stable groups of ten. desks and chairs will be separated with a distance of 1.5 metres and hexagonal tables will be replaced by individual desks and chairs. Each child will have his/ her own labelled desk and chair and students will not be allowed to swap these. Every child will have to carry his/her own stationery and there will be no sharing of items. No common stationery baskets will be allowed. Students all have their own sets of books even under pre-Covid times and they will continue to use their own books. For the current period the school will assign E-Books on Active learn for students and no common 'reading for pleasure books' will be used in class.



All parents will be required to send a healthy snack as the school canteen will be closed. They will be encouraged and accompanied by their teachers to wash their hands thoroughly before eating. They will have their snack in their classes but a staggered break schedule will be prepared so that they can have some outdoor time at a time when no other group is outdoors.

EXAMPLE : YEAR 1A ( 10 - 10: 15 AM - designated area outdoor area with 2 m social distancing )  
YEAR 1B ( 10:15-10: 30 AM ) designated area outdoor area with 2 m social distancing )  
YEAR 1C ( 10:30-10:45 AM ) designated area outdoor area with 2 m social distancing )  
YEAR 1D ( 10:45- 11:00 AM ) designated area outdoor area with 2 m social distancing )

All corridor areas and outdoor areas will have markers with 2 m separation for social distancing. In the classrooms the teachers desk and chair will be at a 1.5 metre distance away from the students. Parent will be asked to provide a simple child--friendly face shield for the children.

**STABLE GROUPS WILL BE CREATED ONLY ONCE PARENTS HAVE DECIDED BETWEEN DISTANCE LEARNING OR BLENDED LEARNING –HENCE NO DELAY MUST BE THERE IN MAKING THIS DECISION.**

For years 5-11 we aim to keep cohorts together but separate by gender so as to manage the number of students on the premises. The aim is to have three sections of boys in years 5-11 on Sundays, Tuesdays and on the first and third Thursdays . Three sections of girls from years 5-13 will be in on Mondays, Wednesdays and on the second and fourth Thursdays. Years 12 and 13 will follow a slightly different model based on subject options.

While the boys are in school on a SUNDAY for face to face lessons, those boys whose parents have opted for Distance Learning will follow these lessons at home. There will be a set time fixed in the day for them to clear any doubts. On the same day all GIRLS from years 5-11 will follow a Distance Learning schedule.

Example YEAR 5 A, D, E ( GIRLS CLASSES ) 5 B, C, F ( BOYS CLASSES)

**Year 5 B, C, F** - Those boys who have opted for blended learning will be in school every Sunday and Tuesday of a month and two Thursdays of that month. Boys whose parents opted for a full Distance learning will take part in lessons from home on SUNDAYS and TUESDAYS and on two THURSDAYS and on MONDAYS and WEDNESDAYS ALL BOYS WILL FOLLOW A DISTANCE LEARNING MODEL.

**Year 5 A, D, E** - Those girls who have opted for blended learning will be in school every Monday and Wednesday of a month & two Thursdays of that month. Girls whose parents opted for a full Distance learning will take part in lessons from home on MONDAYS & WEDNESDAYS and on two THURSDAYS and on SUNDAYS & TUESDAYS ALL GIRLS WILL FOLLOW A DISTANCE LEARNING MODEL.

## YEAR 1-4 : EXEMPLAR ROSTER

1A1, 1B1, 1C1, 1D1, 2A1, 2B1, 2C1, 2D1, 2E1, 3A1, 3B1, 3C1, 3D1, 3E1, 4A1, 4B1, 4C1, 4D1, 4E1, 4F1	28 <sup>th</sup> January
1A2, 1B2, 1C2, 1D2, 2A2, 2B2, 2C2, 2D2, 2E2, 3A2, 3B2, 3C2, 3D2, 3E2, 4A2, 4B2, 4C2, 4D2, 4E2, 4F2	30 <sup>th</sup> January
1A3, 1B3, 1C3, 1D3, 2A3, 2B3, 2C3, 2D3, 2E3, 3A3, 3B3, 3C3, 3D3, 3E3, 4A3, 4B3, 4C3, 4D3, 4E3, 4F3	31 <sup>st</sup> January

All students from year **1-13 must bring a fully charged device** on the days when they are in school. No mobile phones will be allowed for Academic Work. There will be no sharing of devices at all.

All ICT / Computing lessons will be in the classes and students will use their own devices.

Students must use only the school WIFI. Data packages are not permitted for school use while in school for online safety control.

In Primary, Music lessons will be in the classroom for each stable group.

PE lessons will be re-organized to avoid all contact sports and those with interchangeable equipment. Individual exercise, aerobics, zumba etc will be conducted with a 2m distance between students. Students can remove their masks during heavy exercise but will need to use a fresh mask after the PE lesson.

Art lessons will be in the same room and students must bring their own resources. There will be NO SHARING of any material.

As per the KHDA Protocol No. 76, there will be no physical exchange of paper or notebooks for marking. All assignments will be online and marking with feedback will also be online. Some written work from notebooks may required to be scanned and sent to teachers from time to time so that students do not lose the practice of written work.

There will be NO group activities or events. Assemblies will take place daily with each 'safe bubble' in their classrooms. Some virtual well being events will be organized.

## **STUDENTS OF DETERMINATION:**

Provision for students of determination will be based on evidence gathered from the previous months of Distance Learning to meet with their unique needs.

Individualized support centred around the student using the curriculum gaps identified in English, Math and Science will be developed with the respective subject teachers. The key service worker for the Student of Determination will provide individual support sessions based on the need and method of learning adapted for them for the new academic year.

## **COMMUNICATION:**

During a closure and or a time of new ways , communication between administrators, staff, parents and students is more important than ever.

"In an online environment, everyone's anxiety is high and channels of communication need to be frequent, clear and succinct,"

A) PARENTS: Communication at St. Mary's takes place in a three-fold approach to allow parents to use the medium that suits them the best and to ensure that nobody misses out on anything. Four years ago, the school created an individual and unique school email ID for every student and though that ID a class group email has been set up for every class for parents from Year One to Year Eleven.



Parents receive all school circulars / notifications/ schedules/ official government releases regarding emergency measures etc./ KHDA and MOE official releases/ in this three-fold manner:

- 1) VIA THE SCHOOL WEBSITE ( For this Distant Learning Phase a DL section has been opened on the school website )
- 2) VIA THE CLASS GROUP EMAIL
- 3) VIA THE SIMS PARENT APP

Class Teachers send a daily email to parents via the group email with a cut off deadline of 6:00pm. This email will have essential requirements for the next day's learning as communicated to the class teacher by Subject Teachers of the class.

## **HOW DO PARENTS COMMUNICATE WITH THE SCHOOL?**

- 1) All Senior leaders have their official school email ID posted on the school website and in the student's school diaries. Parents can write in to any of the Senior Leaders. The Vice Principal is overall in charge of communication but will copy the Principal on any reply sent to parents. Both the Principal and Vice Principal work closely with senior leaders and middle leaders as well as teachers on any concern or issue raised by parents.
- 2) The school email ID maryscol@emirates.net.ae is managed by the secretary to the Principal and she will forward any relevant emails to the Principal the Vice Principal and other relevant staff members.
- 3) All teachers school email ID's are available in the contact section of the school website. Parents are encouraged to communicate with teachers for any minor subject specific queries or related subject concerns. Teachers who receive mails with more serious concerns are asked to forward them to the Vice Principal for a comprehensive reply.
- 4) For technical and IT concerns during the DL parents have been asked to email the Principal and the IT on their dedicated email: [itsupport-smchs@smgeducation.org](mailto:itsupport-smchs@smgeducation.org)
- 5) For all other concerns and issues , parents are requested to email the Vice Principal with the phone contact so if a call needs to be made that can be done as well.

Parents will be sent detailed guidelines well in advance of the start of the academic year. Class teachers have a separate time with their classes as a special sessions remotely thrice a week and this time will be used to get children mentally and emotionally ready for these new days. All important hygiene and other protocols will be carefully explained to them and they will engage in lively discussions with their class teachers to get a balanced understanding of the need to keep both themselves as well as others safe.

**WHAT WE NEED MOST URGENTLY ?**

After having read through this document, please fill in the **DOCUMENT BELOW, SIGN IT AND SCAN IT & SEND IT AS AN ATTACHMENT TO YOUR CHILD'S CLASS TEACHERS.** DISTANCE LEARNING MODEL FOR TERM TWO or BLENDED LEARNING MODEL FOR TERM TWO. Please fill in the other important details as well. THE ATTACHMENT MUST BE NAMED WITH YOUR CHILD'S NAME AND YEAR GROUP AND SECTION : **EXAMPLE- KELLY SMITH YEAR 5A**

**MODEL FOR LEARNING DISTANCE OR BLENDED FOR TERM TWO from 28<sup>th</sup> JANUARY 2021 AT SAINT MARY'S CATHOLIC HIGH SCHOOL, DUBAI**

**Please fill in BLOCK CAPITAL LETTERS ONLY**

CHILD'S NAME : \_\_\_\_\_

CLASS AND SECTION : \_\_\_\_\_

MODE OF LEARNING FOR TERM 2 ( DISTANCE or BLENDED ) : \_\_\_\_\_

MODE OF TRANSPORT: ( STS / PARENT DROP OFF / PUBLIC TRANSPORT):

\_\_\_\_\_

Based on your experience of the Distance Learning for Term one please share some information below

a) What was most satisfying about the First Term DL ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) What would you like to suggest as an Improvement for DL?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_