

Rashid School for Boys

Always Learning ◇ Ready for Leadership ◇ Respect and Kindness



مدرسة راشد للبنين

أتعلم دائماً ◇ جاهز للقيادة ◇ الاحترام واللفظ

COVID-19 Reopening Protocols Plan September 2020



Introduction

This document describes the planning intended to safely reopen Rashid School for Boys to students and staff in September 2020. It is based upon KHDA¹ reopening protocols released to schools in July 2020.

The intention to open the site with a blended learning model follows a period of students studying Term 3 of 2019/20 by Distance Learning, and positive COVID-19 cases continuing to be a risk in the school community.

This plan has been drafted to ensure that key stakeholders understand how Rashid School are implementing these protocols in practice in order to protect all members in the community from the coronavirus (COVID-19). This plan will be the basis for inductions and ongoing awareness for our students, staff and visitors.

Relevant signed agreements are expected from students, staff and parents to ensure an understanding of the importance of abiding by these guidelines. Quality assurance measures will be conducted to complement reviews and continually develop a safer environment for all.

As with all plans, this will be a relatively live document that will be updated with aspects adjusted according to feedback. It represents the school's thoughts at the time of writing.

Kifaya Khan,
Principal,
Rashid School for Boys

26th August 2020

¹ The titles listed in bold with corresponding numbers in brackets show mapping to relevant sections. (KHDA Protocols for the Reopening of Private Schools in Dubai – July 2020)



Contents

Introduction	1
The Designated COVID-19 Health and Safety Officer	4
The COVID-19 Response Team (COVID RT)	5
A. Entry, pick up and school visit procedures (1-9)	6
Temperature Checks and Face Masks on Arrival:.....	6
Checks for Students/Parents/Visitors:.....	6
Checks for Staff:.....	6
Entry/Exit Precautions:	6
Student Drop off Routine:	7
Student Pick up Routine:	7
Deliveries	7
Visitors to the School Site.....	7
Meetings	8
Primary Traffic Map and Bubble Locations.....	9
Secondary Traffic Map and Learning Pod Locations.....	10
B. Screening & Contingency/Emergency Plan (10-16).....	11
Management of a Suspected Case of COVID-19.....	11
A suspected case whilst at home:.....	11
A suspected case whilst at school:	11
Testing.....	12
Disclosure and assessing risk levels to COVID-19	13
Supporting Patient Wellbeing:.....	13
C. Monitoring Attendance and Contact Tracing (17-21)	14
COVID-19 Screening & Tracing Team (COVID-19 STT).....	14
Declaration Forms and Screening.....	14
Monitoring Attendance and Contact Tracing	15
D. Hygiene (22-42)	16
Sanitisation and Cleaning Routines	16
Hand washing / sanitisation routines	17
E. Restrictions (43-48).....	18
Face Masks and Visors	18
Gloves	18
Other Personal Protective Equipment (PPE)	18
F. Set-up/Physical Distancing Arrangements (49-62)	19



Classrooms, breakout spaces and offices.....	19
The Isolation Room	19
Toilets.....	19
Use of specialist areas.....	20
Toilets:	21
G. Educational Provision (63-67)	22
Foundation Stage - Classroom Arrangements (64).....	22
Learning groups and keeping cohorts together. (65)	23
Staggered timing of classes and school day (6)	23
Staff with high risk conditions	24
Students studying from home (66-67).....	24
A return to <i>some</i> normality	24
Curriculum and School Timings	24
Specialist subjects	25
Assessment	25
Resources.....	25
SEND and Inclusion Support	26
H. Special Events (68-69)	27
M. Communications (109-110)	27
Staff Training.....	27
Parent Communication.....	27
N. READINESS PLANS (111-113) and O. COMPLIANCE (114)	28
Concluding Comments.....	28



The Designated COVID-19 Health and Safety Officer

The Health and Safety Officer responsible for leading the implementation of protocols as required by regulators is:

Name	Michael Rosario – Site Maintenance Manager
------	--

In light of the potential risk during COVID-19 associated with having only one named Officer, the following two additional deputy COVID-19 Health and Safety Officers are:

Name	Kevin Scolah
------	--------------

Name	Mark Mullan
------	-------------



The COVID-19 Response Team (COVID RT)

The COVID-19 Health and Safety Officer(s) will be supported by a COVID-19 Response Team (COVID-RT) who will meet: *Every Wednesday 3pm.*

The role of the COVID-19 RT is to identify COVID-19 risk and risk mitigation strategies in order to protect all key stakeholders. They will ensure that Government protocol compliance is being met with suitable and robust measures in place. The COVID-19 Health and Safety Officer will ensure all the necessary training for students and staff are implemented, including a COVID-19 lockdown drill.

The complete COVID-19 Response Team (COVID RT) for all COVID-19 related safety matters is as follows:

Roles	Responsibilities	Primary	Secondary
Health and Safety Officer	<ul style="list-style-type: none"> Lead on the implementation of all COVID-19 related protocols to ensure a safe and low risk environment across the school. Lead on training for staff and students. 	Site Maintenance Manager	Site Maintenance Manager
Designated Safeguard Lead (DSL)	<ul style="list-style-type: none"> Be the lead advocate for children across both the primary and secondary schools. Review and sign off on all written guidance and financial considerations. Liaise with external partners. 	Principal	Principal
Health and Safety (H&S) – Logistics	<ul style="list-style-type: none"> Be the local lead on the implementation of COVID-19 related protocols in the section. Maintain accurate plans and records of all H&S measures. Collate all feedback for future planning and consideration. Lead on training for staff and students. Manage the safe usage of the isolation room. 	Assistant Head: Y4-6	Head of Operations: Y7-13
Nurses - Medical	<ul style="list-style-type: none"> Act as front-line support on all suspected COVID-19 cases medically supporting those suspected of being positive from the onset of symptoms to successful return to the school. Advise all staff, parents, students and visitors on best practice medical advice and monitor implementation where relevant. 	Nurse	Nurse
Deputy Designated Safeguard Leads	<ul style="list-style-type: none"> Be the local advocate for children in their school. Lead liaison with staff and student on all related affairs for their school. 	Heads of School	Head of School

COVID-19 will be an itemised agenda at every staff meeting. A representative from the COVID-19 RT will report at every staff meeting of any changes or increased risk to the school. The COVID-19 Health and Safety Officer will communicate regularly with the Designated Safeguarding Lead (DSL) and School Nurses



A. Entry, pick up and school visit procedures (1-9)

Temperature Checks and Face Masks on Arrival:

No individual will be allowed to progress to internal areas of school buildings until they have been confirmed to have a temperature below 37.5 degrees. All students above 6 years old and all staff will be required to wear a face mask around the site. Entry to the site will be denied without one.

Checks for Students/Parents/Visitors:

- Temperature checks via Thermal scanners located at external gates.
- Thermal cameras will take the temperature of all students and guardians who walk past the camera and raise the alert of anyone with a temp greater than 37.5 degrees.
- Temperature check stations will be self-contained, air conditioned and supervised by RSB staff. (2 in Primary and 3 in Secondary)
- Staff to be trained in scanning & recording of data.
- A maximum of 3 repeat checks to be conducted within 15 minutes after which if temperature remains ≥ 37.5 C then entry is refused.
- Designated isolation areas within stations available for individuals to await collection if temperature remains high. Isolation areas to also accommodate for those with slightly elevated temperatures (possibly as a result of the heat and humidity outside) during repeat checks.
- Children should not receive any fever reducing medication before school nor be sent into school if displaying any symptoms.
- No students arrive or leave school by school bus so no precautions required on transportation.

Checks for Staff:

- Temperature checks via Thermal scanners located in reception areas.
- Year group staff will be based in their year group bubble throughout each day. Secondary staff may move to other bubbles but this will be minimised and tracked if later required for contact tracing.
- Staff must stay home if they are displaying any COVID-19 symptoms.

Entry/Exit Precautions:

- An increased number of gates introduced for student entry spread across the perimeter of the school campus
- Temperature check stations positioned away from school buildings minimising congestion and maximising social distancing.
- No visitor cars allowed into primary and secondary sites. All visitor traffic to remain outside of school walls minimising people on site.
- Staff car parking routes re-allocated for better traffic flow and closed before student arrival time
- Drop off and collection timings increased to 30 minutes to allow staggered movement on campus.
- Entry and exit to lessons through external doors of classrooms. Minimal use of internal corridors and reception areas.
- 1 directional traffic will be clearly signed and enforced.
- Clear signage installed demonstrating flow of movement for traffic, each entry gate, as well models of social distancing expectations.
- Staff are not permitted to exit the school with the intention to return back, except in emergencies. If approved, thorough sanitisation and entire change of clothing should then occur before re-entry.



- School staff to be on duty at each gate supervising students on entry/exit and ensure adherence to school guidance by all community members.
- Police to be stationed at key traffic flow areas including junctions and car drop off/pickup spots.

Student Drop off Routine:

- Students arrive within a staggered time range as follows: Primary 7.15-7.45am and Secondary 7.30-8am. This has also been planned to accommodate for sibling families across all 4 sites of Rashid School for Boys and our sister school Latifa School for Girls. During arrival time, Y1-13 students may complete asynchronous tasks in their bubbles under the supervision of school staff.
- Y2-13 students exit cars at drop off area and are encouraged to enter site unaccompanied except if they are Students of Determination.
- FS1-Y1 students can be accompanied by one adult only to their external classroom door after also successfully completing the temperature check
- If parents and guardians are unable to adhere to school policy for entry and exit procedure during COVID-19 then they will be refused entry and their child will be unable to attend the school site.
- Equipment Checks - Initial checks will be made for masks, iPad, apple pencil and water bottles at drop off. Students could be asked to return home if they don't have these essential items. This will be explained to each year group during their induction.
- All students will proceed through external school gates to the temperature check stations.
- Students follow coloured directions to their year group bubble and enter for lessons through external doors of each classroom where available.

Student Pick up Routine:

- Students dismissal time between is also staggered as follows: Primary 2.15-2.45pm and Secondary 2pm (KS3) and 2.15pm (KS4) This has been planned for sibling families across all 4 sites of Rashid School for Boys and our sister school Latifa School for Girls.
- Students will exit the building via external classroom doors and onto the same external gates used for entry during arrival time.
- In Primary, one representative from each family will also be able to walk to their external classroom doors at pick up times and collect students when displaying allocated lanyards. Parents/guardians can wait in designated external waiting areas (outside classroom doors) for a maximum of 10 minutes and observing 2m social distancing with a face mask.
- In Secondary, the staff member of the last lesson will escort students to the main gate at the end of the day.
- Pick up on Thursdays will be 45 minutes earlier because of a reduced timetable.
- 1 directional traffic will be clearly signed and enforced where required.

Deliveries

- Deliveries to occur after students arrive from 8.30 to 1pm on school days. These should be directed to the maintenance yard and will be in co-ordination with the site manager.
- Delivery items will be sanitized prior to dispersing into the school.

Visitors to the School Site

- Visits to the site are discouraged and will occur only when online meetings cannot serve the intended purpose.



- In such circumstances, visitors will be allowed they will be expected to complete a COVID-19 declaration form and will be denied entry if all conditions of the form cannot be fulfilled.
- The location for such visits as well as parent cash payment to Shared services will be at Gate 3 Tent in the Secondary school. They will not have access to the school.

Meetings

- Meetings out of school hours will be by appointment only and arranged with 24 hours' notice.
- Staff meetings of groups less than 10 members can occur face-to-face as long as social distancing requirements are observed. The use of face masks will be maintained throughout.
- Larger staff meetings will be conducted online via Zoom in Primary and TEAMS in secondary.
- Parent-teaching staff meetings to continue online with no parent access to school buildings.

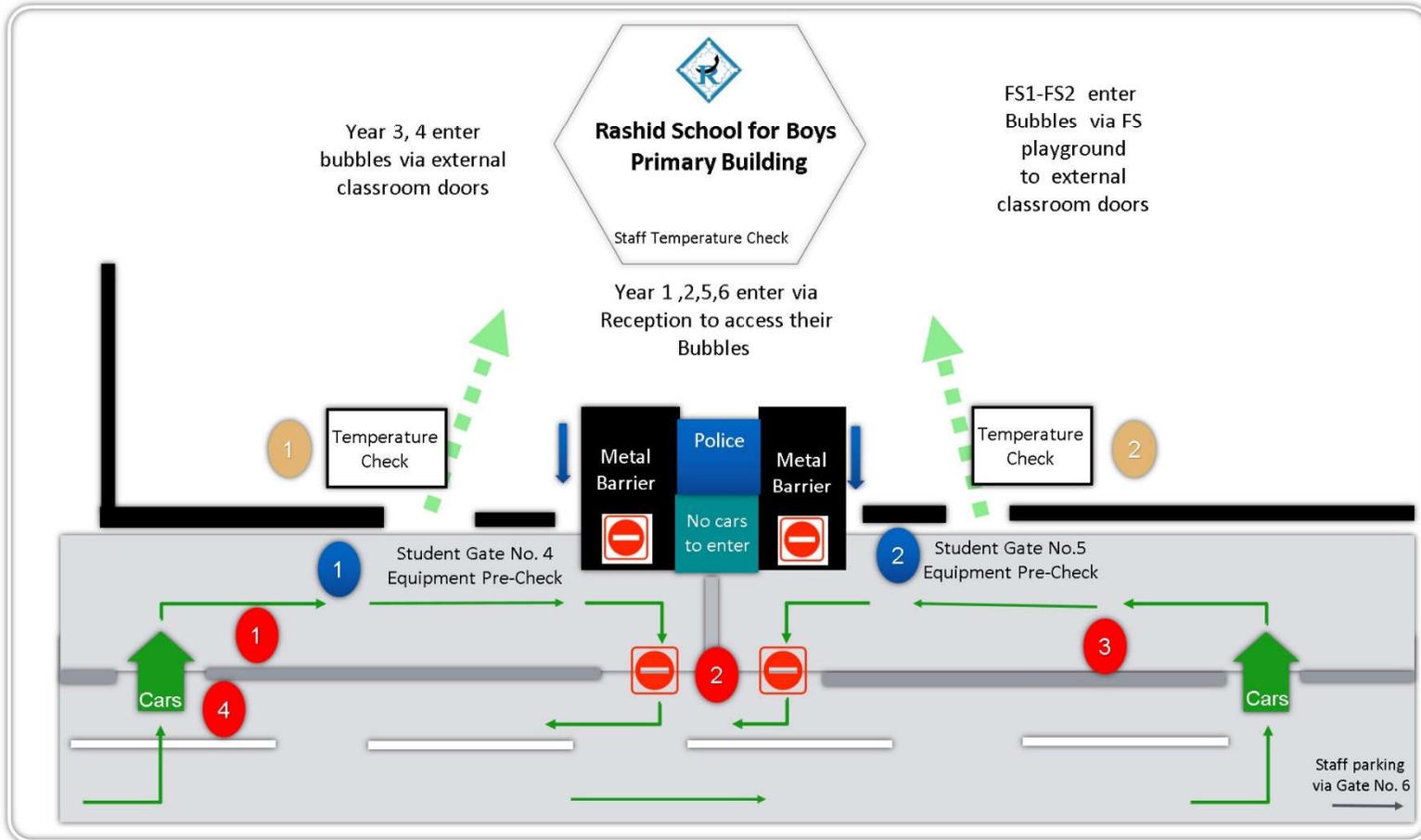
Primary Traffic Map and Bubble Locations

Duty locations

- Teacher *2
- Non-Teacher*2
- Police*4

Student Drop off and Pick Up Routines

Primary School – Staff Version

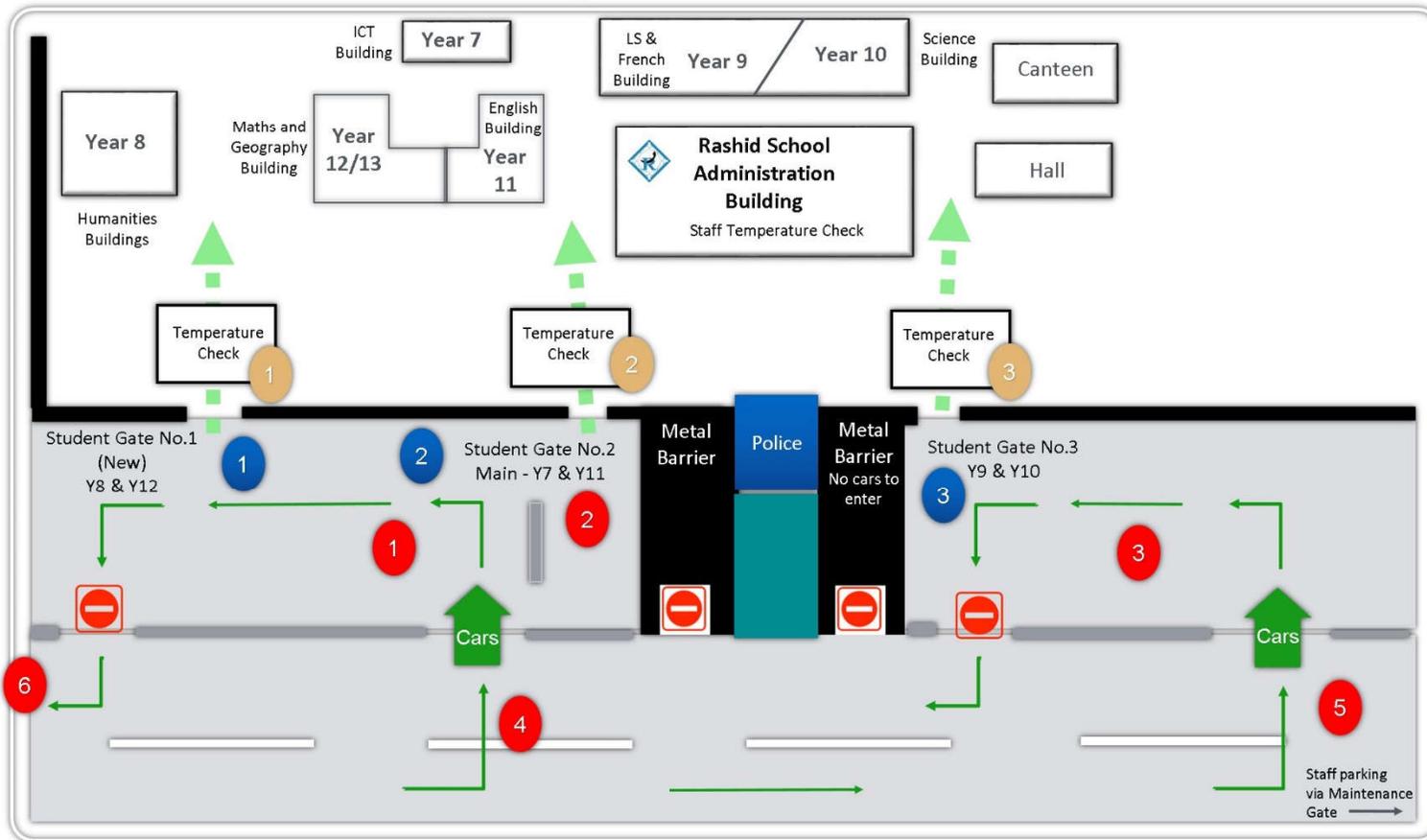


Secondary Traffic Map and Learning Pod Locations

Student Drop off and Pick Up Routines

Secondary School – Staff Version

- Duty locations**
- Teacher *3
 - Non-Teacher*3
 - Police*6





B. Screening & Contingency/Emergency Plan (10-16)

Each teacher will be responsible for the reporting and referral of pupils with COVID-19 symptoms to the School Nurse.

COVID-19 symptoms² include:

1. fever ($\geq 37.5^{\circ}\text{C}$),
2. cough,
3. body ache or fatigue,
4. shortness of breath,
5. sore throat,
6. runny nose,
7. diarrhoea and nausea,
8. headache,
9. a loss of sense of smell or taste,

Management of a Suspected Case of COVID-19

If a stable case of illness is detected presenting COVID-19 symptoms on site, then the designated H&S officer will call the DHA hotline number 800342. In cases of emergencies, such as having unstable cases amongst staff, students or visitors, the school will immediately contact 999 or 997.

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, will be asked to immediately self-isolate.

A suspected case whilst at home:

If they are not in school, they should not attend and should follow the steps below:

- The Parent/Guardian or staff member should notify the school of their absence by phone
- The School should record and keep minimum dataset i.e. Reason for absence, date of onset of symptoms, symptoms, class etc.
- The child/staff member should follow self-isolation advice for themselves and their households.

A suspected case whilst at school:

If a child/teacher/staff begins to show symptoms of COVID-19 while at school, arrangements will be made for them to be sent home as soon as possible. They will be moved to the isolation room by a member of staff wearing full PPE, and the parent/ guardian of a child notified immediately.

Primary Isolation Room location: *Next to the new Nurse's office close by the Primary front entrance.*

Secondary Isolation room location: *Next to the Nurse's office in the Secondary classroom block*

The patient will be referred to the hospital to take necessary action.

² As described in KHDA Protocol No.10



PPE should be worn by staff caring for the child while they await collection. This should include disposable gloves, coveralls, face mask and eye protection.

The suspected case should remain at least 2 metres away from other people at all times.

The nurse should record and keep the details of the incident in case it is needed for future case or outbreak management. All areas used by the suspected case will be cleaned and disinfected immediately.

The patient should not return to school until the PCR swab test result is obtained. If the result is negative and there is a clinical assessment of a probable COVID-19 case, the patient should complete a 14-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.

Management of a Confirmed Positive case of COVID-19

If the result is positive, all those within the learning group bubble including teachers or colleagues are considered initial close contacts of the patient and should be traced. Any person who spent more than 15 minutes within a proximity of 2 metres with the positive case, from the day of symptoms onset, or the day of the positive PCR test should commence the 14-day quarantine. These days should be counted from the day of the positive test, or from the day of the onset of symptoms if ascertained by the clinician.

In cases of COVID-19 emergency, the nurse will attend to the patient while wearing adequate personal protection equipment. The health and safety officer will ensure the child is accompanied by an adult wearing the full PPE when transported to home or to the hospital.

The classroom and the school premises used by the child will be immediately disinfected as traced, including the isolation room where the staff and students waited for transportation.

All members of the school community will be informed that there has been a confirmed positive case of COVID-19 by WhatsApp (parents and students) and E-mail (staff).

Testing

The Drive-Through services are recommended as the safest option for testing. This can be done by downloading the SEHA app and booking an appointment at one of the centres in Dubai. The current cost is 370AED. There are also test centres available in other emirates. All private hospitals and clinics in Dubai also provide the test. Those in an emergency, will be advised to go direct to the ER dept.

Testing for staff for an outbreak on school site will be paid for by the school through a refund system. Testing for over 50s is free as well as UAE nationals below 6 years old. Test results are usually available within 24-48 hours. All test results and receipts must be submitted to the Administration Supervisor.



Disclosure and assessing risk levels to COVID-19

Disclosure of a positive test result should be made to the Head(s) of School immediately. This is a legal requirement. There are various fines and potential jail sentence for non-disclosure of a positive test result, exposure or failure to self-isolate. All staff who know they have had exposure must complete the online form on the school website (COVID-19 page) to understand the nature of any risk. Instances of non-disclosure should also be reported to head(s) of school.

Supporting Patient Wellbeing:

All patients who test positive for COVID-19 deserve the best of care and attention during their illness. Healthcare with the school ensures COVID treatment if contracted in the UAE. Named staff will ensure all students, staff and parents receive dedicated contact and support as below. This will also include those students and staff in self-isolation. To protect people, all information should stay confidential wherever possible.

Roles	Responsibilities	Primary Lead	Secondary Lead
COVID-19 Positive Wellbeing	<ul style="list-style-type: none"> Maintaining contact with students and staff that have been infected with COVID-19 and ensuring they are supported (wellbeing, academics, admin affairs, etc) 	Co-Heads of Primary	Head of Secondary
Staff Wellbeing – Contacts in Self Isolation	<ul style="list-style-type: none"> Maintaining contact with staff that are self-isolating to ensure their needs are met and wellbeing is maintained, especially if they are living alone and/or in an isolated location. Leading a buddy system to ensure every staff member has someone checking on them regularly. Arrange the return to school interview and ensure medical certificate via admin 	Co-Head of Primary	Assistant Head: Teaching & Learning
Student Wellbeing – Contacts in Self Isolation	<ul style="list-style-type: none"> Maintaining contact with students and parents that are self-isolating to ensure their needs are met and wellbeing is maintained, especially if they are falling behind academically or in their wellbeing. Arrange the return to school interview 	Head of Arabic and Islamic Studies with support from Class Teachers.	Assistant Head: Pastoral, with support from Year Coordinators
Dedicated Counselling	<ul style="list-style-type: none"> Providing more focused support and coping strategies for students, staff and parents affected by all areas of COVID-19 impact. 	Counsellor	Counsellor



C. Monitoring Attendance and Contact Tracing (17-21)

COVID-19 Screening & Tracing Team (COVID-19 STT)

The following team will ensure there are clear records on who is a risk on site and who should be traced in the event of a confirmed positive case.

Roles	Responsibilities	Primary Lead	Secondary Lead
Staff Screening & Tracing – Self isolation and Testing	<ul style="list-style-type: none"> Co-ordinate the termly collection of health and travel screening declaration forms for staff Coordinate the collation of medical reports and close contact questionnaires. Respond to a COVID-19 positive case on site by coordinating with staff who need to self-isolate and/or test because of contact. 	Admin Supervisor	Admin Supervisor
Parent/Student Screening & Tracing – Self isolation and Testing	<ul style="list-style-type: none"> Co-ordinate the termly collection of health and travel screening declaration forms from students Deny entry to those students considered potentially a COVID-19 risk based upon health and travel screening declaration forms. Respond to a COVID-19 positive case on site by coordinating with parents/students that they should self-isolate and/or test because of contact 	Parent Liaison	Assistant Head: Pastoral
Registers - Staff, Parents and Visitors on site	<ul style="list-style-type: none"> Deny entry to those staff considered potentially a COVID-19 risk based upon health and travel screening declaration forms. Trace back which individuals were on site during the presence of a COVID-19 positive case. 	Receptionist	Receptionist
Suspected Cases – Those with Symptoms	<ul style="list-style-type: none"> Document all suspected cases on PUI (person under investigation) form provided by DHA and share copy with parent/paramedic and files the other for safe record keeping. Email a scanned copy of PUI form to Preventive Medicine Section and School Health Section of DHA. Record the case in the IDNS Sheryan System of DHA. Follow up on PCR results and updates DHA/H&S Lead/CLT Maintain an up to date file of suspected/confirmed cases 	Nurse	Nurse

The COVID-19 ST Team will be chaired by the Admin Supervisor for Secondary and PA to the Principal

Declaration Forms and Screening

At the start of the academic year and the start of each term, all students and staff will be required to complete health and travel declaration forms.



Monitoring Attendance and Contact Tracing

Tracing the presence of students and staff on site every day will be crucial to containing an outbreak and accurately deciding who requires self-isolation if a positive COVID-19 case is confirmed on site.

The Attendance teams will continue to track monitor and follow up on student attendance and punctuality concerns. A “stay home when in doubt” rule will apply for all students and staff.

Teachers will record, monitor and track daily on-site class bubble attendance via the school Management Information System ‘Engage’. An extra classification in lesson attendance registers will need to be considered indicating where students are yet to have agreed permission to learn remotely, then remain absent from site and attend online.

Staff absences will continue to be recorded on Engage and publicly circulated via the staff daily bulletins.

Class timetables will clearly record adults’ working/on duty in every classroom at any given time.



D. Hygiene (22-42)

Sanitisation and Cleaning Routines

Keeping the school site disinfected and sanitised will be an important strategy to combat the spread of COVID-19.

All cleaning services used on site are from accredited companies by the Dubai Municipality. The school uses two companies for the majority of our services. A routine cleaning rota will ensure common areas within the school are cleaned and disinfected every hour or after use, these areas include, but are not limited to toilets; pantries; waiting areas; work surfaces; frequently touched surfaces; chairs and door handles.

Toilets and open areas will be cleaned during lesson time with breaks used to clean classrooms before and after eating. When a classroom hosts a new set of students, extra rounds of cleaning will occur.

A deep sanitisation will occur for all school buildings every Thursday evening, then wiped on the Saturday. This rota will begin on the 27th August well before the school formally opens again for students. Cleaning protocols will be used in accordance with the Dubai Municipality (DM) guidelines for schools on daily disinfection, terminal disinfection and waste management.

Specialist rooms involving more complex surfaces such as DT, ART and Science will be sanitised using demisters. Regular bins will continue to be emptied daily. Medical waste such as face masks will be collected and disposed separately in each pod.

Disinfectant wipes will be available to teachers in each classroom to allow extra sanitisation during lessons. This could be used to clean desks, chairs, tablet devices, stationary and other resources when considered a risk. Students will be encouraged to manage their own surrounding sanitisation.

Disinfecting foot mats will be located at external entry gates and other areas of high foot traffic. Bags, shoes and belongings may be sprayed with sanitizer upon entry to school and/or arrival to external classroom doors. If shoes are required to be removed, they will be placed outside the class entrance.

Doors should remain open for better ventilation. In the summer months, classroom exit doors will remain closed for cooler air conditioning.

Contractors will be required to provide written confirmation that their staff (such as Cleaners, gardeners, AC technicians, fire and pool staff) have been trained on how to follow basic COVID-19 guidelines. This should include declaration forms, wearing the correct PPE equipment and social distancing. This will be regularly assessed by the H&S officer for compliance.



Hand washing / sanitisation routines

Every classroom and additional breakout spaces will be equipped with wall mounted contactless hand sanitisers. These will be installed at the entrance to the classroom/offices, so students and staff can sanitize their hands when entering and leaving if handwashing is not possible. The Site Manager will ensure there is a system to ensure they are always replenished.

Parents will be allowed to send in preferred hand sanitizer products with their sons. These will remain with each student.

Staff will be responsible for reminding/modelling effective handwashing and use of hand sanitizers, especially younger children who cannot wash their hands alone.

Hands should be washed with soap for 20 seconds and dried thoroughly. Hands should be washed prior to attending school, before and after food consumption and after coughing or sneezing. Children and staff should be discouraged from touching their nose, mouth and ears.

Signs and awareness posters will be located throughout the school building identifying appropriate handwashing and other hygiene requirements.

Parents will be informed about the importance of maintaining good hygiene and hygiene will remain an agenda item through all school to parent communications.

Inclusion staff will be responsible to ensure students with Special Education Needs and Disabilities (SEND) receive adequate supervision and support when needed.



E. Restrictions (43-48)

Face Masks and Visors

Face masks have to be worn on site at all times by anyone over the age of 6. Failure to comply will lead to the denial of entry. Masks may be taken off during eating, high intensity physical activities or when alone in a room.

Staff who are in direct contact with children can wear transparent masks or face visors during instruction to enable lip reading, and facial expressions, as a replacement to the regular face mask. These will be available from the school by request.

All staff and students are expected to bring a minimum of two disposal masks per day. One should be used in the morning, and a new one after lunch. If the alternative cloth masks are used, they should be cleaned on a daily basis.

Those staff and students with relevant medical conditions and able to produce a medical certificate will be exempted from wearing a mask. The school will request a copy of the certificate to hold on file. In this case, staff will be required to wear the alternative face visor and wear an orange sticker to indicate they have an exemption.

Gloves

Gloves are not recommended, but should be worn when using specific resources like keyboards.

Staff and students should be made aware that gloves do not prevent infection and frequent handwashing is has been proven more effective at limiting infections. Students should be encouraged to always carry/have a sanitizer with 70%-80% alcohol in their pockets/on their desks to sanitize their hands frequently.

School cleaners will be required to wear gloves and masks while cleaning the school facility and premises. The RT team will ensure compliance with this.

Other Personal Protective Equipment (PPE)

Nurses and staff working closer with those suspected of symptoms should wear full PPE including coveralls and shoe covers. All staff and students may wear extra PPE beyond face masks as required, including for students below 6.

The H&S officer will ensure that adequate PPE supplies are in stock at all times. A regular stock check will take place of masks, gloves and sanitisers are available.



F. Set-up/Physical Distancing Arrangements (49-62)

Classrooms, breakout spaces and offices

All classrooms and breakout areas identified for usage have been reconfigured to ensure students can observe the 1.5m social distancing requirement. Breakout areas will be sanitized by staff/students after each use. Some classrooms have transparent Perspex barriers between sets of students to ensure social distancing especially in Foundation Stage and Year 1.

Staff will have access to a staffroom area for non-contact periods assuming social distancing requirements of 2m are maintained.

The Isolation Room

The isolation room is an area, where a student suspected of any infectious disease can be separated from contact with others to reduce risk of transmission of infection, until the student is picked by parents or a guardian.

This will be a dedicated room with access to a sink and disabled toilet. Extra rooms adjacent to the presence of a nurse will be used for overflow of symptomatic staff or students.

Individuals needing isolation will be monitored by a nurse. School nurses should change into full PPE "coveralls" on arrival to the clinic and change out when leaving the clinic. Medical waste such as discarded PPE will be disposed separately.

The nurse's clinic will also continue to function for regular medical needs.

Toilets

The maximum number of users be authorised at any given time to ensure that social distancing is maintained will be clearly indicated on each restroom door.

Social distancing demarcations will indicate where to stand while queuing (inside and outside) to reduce congestion. Signage and posters will be used to remind users of hygiene protocols.

Cleaning squads under supervision of the Cleaning Company Supervisor and RSB Maintenance Manager will ensure toilets are cleaned after every use. Red & green signs will indicate bathroom is sanitized

Use of restrooms will be appropriately supervised by staff on a duty rota.



Use of specialist areas

All specialist areas will only be used if cleaning protocols can be established between classes from different year groups are timetabled.

Primary:

Rooming	Purpose
Sports Hall	Scheduled PE lessons. - Shower and change room areas will not be in use until further notice
Upstairs Gym	Rotation
Innovation Hub Room 1	Year group rotation
Innovation Hub Room 2	
Innovation Hub Room 3	
Prayer Room	Closed until further notice
Music Room	Rotation
Staffroom	Open for staff use only
Main Hall	Storage
Quiet Space 1	1-1 support
Quiet Space 2	1-1 support
Quiet Space 3	1-1 support
KS1 Inclusion Support Room 49	Y1 Breakout room
KS1 Inclusion Support Room 48	Y2 Breakout room
KS1 Inclusion Support Room 47	Y3 Breakout room
KS2 Inclusion Support Room 17	Y4 Breakout room
KS2 Inclusion Support Room 18	Y5 Breakout room
KS2 Inclusion Support Room 19	Y6 Breakout room
Library	Reconfigured to enable students to work with ILSAs

Secondary:

Rooming	Purpose
Sports Hall	Scheduled PE lessons - Shower and change room areas will not be in use until further notice
Art	Rotation
DT Workshop 1	As per timetable
DT Workshop 2	
DT Classrooms	
Mosque	Closed until further notice
Music Room	As per timetable
Staffroom	Open for staff use only
Main Hall	Storage
Science Labs	Year 10 bubble classrooms
Media Technology Lab	As per timetable
Library	Closed until further notice



Toilets:

Strict rules concerning restroom usage will apply:

- A maximum number of users be authorised at any given time to ensure that social distancing is maintained. This number will be clearly indicated on each restroom door (number will vary depending on number of users in each facility)
- Teachers must only allow one student at a time out of their class to use the toilet
- Social distancing demarcations indicating where to stand while queuing (inside and outside) circulation paths, available handwashing basins will provide guidance & reduce congestion
- Signage and posters will be used to remind users of hygiene protocols
- Red & green signs will indicate bathroom is sanitized
- Use of restrooms will be appropriately supervised by year group teams
- Cleaning squads under supervision of the Cleaning Company Supervisor and RSB Maintenance Manager will ensure toilets are cleaned after every use



G. Educational Provision (63-67)

Classrooms have been allocated to allow a distance of at least 1.5 metre between children when seated at one time. Class sizes will be dependent on the physical constraints of each room but will allow a maximum of the following:

	2019-2020	2020-2021
FS1	55	16 = 2 learning bubbles
FS2	55	55 = 6 learning bubbles
Y1	58	54 = 6 learning bubbles
Y2	60	58 = 3 learning bubbles
Y3	60	60 = 3 learning bubbles
Y4	59	60 = 3 learning bubbles
Y5	54	59 = 3 learning bubbles
Y6	55	54 = 3 learning bubbles
Y7	64	56 in 4 to 5 learning groups depending on the subject
Y8	61	64 in 4 to 5 learning groups depending on the subject
Y9	64	61 in 4 to 5 learning groups depending on the subject
Y10	50	64 in 5 to 6 learning groups depending on the subject options
Y11	48	50 in 5 to 6 learning groups depending on the subject options
Y12	47	48 in 5 to 6 learning groups depending on the subject options
Y13	0 (as optional at RSB)	3 in 0-3 option groups per period

Foundation Stage - Classroom Arrangements (64)

FS1 will be partitioned into two groups in the same room by a Perspex screen. Areas of learning will be organised in both classroom groups. 8-9 students will be in each group. Each FS2 class will use two classrooms as home bases, one for each group of a maximum of 10 students.

Dining areas will be created for each group outside of the classrooms in the shared space. Each group will be allocated one dining space and each student a seat which will be their dining space until further notice.

Music lessons will take place in their home base using an asynchronous lesson recorded by the specialist music teacher.

No sand trays will be used by students. Individual pots of playdough will be provided to each student. This will be thrown away at the end of each week and replaced with new playdough for each week. Water trays will be mixed with 'milton' and will be emptied at the end of each day.

Children will choose a learning area to spend time in and will rotate when indicated to do so by the teacher/LA. Physical activities such as Yoga will replace the morning break until the students can use the outside area. Staggered use of these areas will then be scheduled for each group. iPads will be allocated for the use of specific students. Before they are used by other students they will be disinfected. These sessions will involve part of the carousel if appropriate.

Class libraries will be reduced will a maximum of 10 books. These books will then be cleaned and hibernated for a week before they can be used for other students. Children will attend monthly virtual field trips.



FS1 will continue with their Bilingual teaching model where the teachers will lead alternating groups on alternate days. In FS2, an Arabic teacher will be allocated to a group of students. The group will receive 1 x 40min Arabic session each day. The LA will support a group in continuous provision but conducted in a carousel manner. The class teacher will complete Maths, Phonics and other input staggered. Phonics RWI phase 1 as per the programme from the 1st week of October. Tales toolkit sessions will also be introduced daily.

As PD, PSED and C&L are the prime areas of the EYFS Framework and considered developmental milestones. We will be ensuring that safe opportunities are provided for students during such activities.

To support the families in the school, there will be a staggered pick up for FS from 12:45 –1:05pm. During this time, there will be quiet time – that will be used to support language development. The adult will conduct 1:1 or 1:2 focus sessions with students.

Learning groups and keeping cohorts together. (65)

Reallocation & remodelling of spaces in school will ensure FS1-Y1 work in groups of ≤ 10 and Y2-Y13 meet social distancing requirements of 1.5m in each teaching space. Students will arrive at their 'bubble' and remain within it for the entire school day. Most staff are allocated to specific 'year group bubbles.' Staff will work across the year group bubble with some in multiple bubbles because of specialist subject teaching in the secondary school.

Parents will not be able to change their child's bubble. Once a child or a member of staff is allocated to a group they must stay in the same group. Each child will be allocated a desk in their bubble where possible.

Designated recreational spaces are assigned to each year group bubble in addition to break out rooms for focused teaching. Time between lessons especially before and after break has been allocated for sanitisation routines. The spaced-out campus in the secondary school will also allow each year group to be allocated a separate building / zone to maximise social distancing and keep cohorts together.

For break/lunch, students will have their food delivered to their classrooms. Parents may choose to send students with food for the day if preferred. Each zone will be allocated an external recreation area. At all times, social distancing measures will be emphasised and applied.

Staggered timing of classes and school day (6)

Students arrive within a staggered time range as follows: Primary 7.15-7.45am and Secondary 7.30-8am. Students' dismissal time is also staggered as follows: Primary 2.15-2.45pm and Secondary 2pm (KS3) and 2.15pm (KS4).

This has been planned to accommodate for sibling families across all 4 sites of Rashid School for Boys and our sister school Latifa School for Girls. During arrival time, Y1-13 students may complete asynchronous tasks in their bubbles under the supervision of school staff.

Each campus to have a 30-minute pick up/drop off process. Extra gates have also been introduced with all movement outside of school gate in car park to increase social distancing.



The blended learning approach has been designed which enables flexible drop off and collection of students. During the beginning and end of the day, students have the option of learning independently (with the option of teacher support and collaboration) in the classroom.

Year groups return to school will also be staggered (one year-group from each phase) to ensure effective induction on new arrangements and protocols. As year groups wait to be inducted, they will participate in RL preparatory activities.

Staff with high risk conditions

Staff with specific illnesses or who are immunocompromised may be exempt from attending school. Medical certification will be required for exemption. Remote teaching roles will be assigned as needed.

Students studying from home (66-67)

Students may not attend school because they have high risk medical conditions, isolation or quarantine considerations or because their families are uncomfortable with them resuming schooling at the school premises.

Parents will be surveyed to understand the preferred choice of learning for their children. Teachers will then use a toolkit of methods to ensure students at home do not get left behind. This could include pre-recorded videos, uploaded activities, and live sessions.

In primary, off site students will join their class for morning registration. Off-site students will follow the same timetable as the students in school. During the school day off-site students will have opportunities to work collaboratively with peers to maintain a social as well as academic connection. Learning resources will be delivered digitally to all students and will include Seesaw activities, pre-recorded video lessons and live sessions through Zoom. Staff will be available to support off - site students during scheduled lessons. Seesaw will be the central communication platform used to communicate with students and parents. Required book materials will be distributed to students working off site at the start of the year.

In secondary, TEAMS will give class teachers the flexibility to plan collaborative learning opportunities between students on-site and off-site. Tutor sessions may also be scheduled in the school day to allow students at home to ask questions and catch up on any concerns.

A return to *some* normality

Our goal is to promote social/emotional/academic learning by settling them back into the familiar environment but with the new routines. Lessons will be designed to ensure continuation of learning. Lessons will focus on improving independence and collaboration. Teachers will use teaching materials, strategies and teaching styles that are familiar to students, but adapted for a safer environment on site.

Curriculum and School Timings

Subject time allocation will ensure compliancy with NC and UAE guidelines. This is a priority for the school to recover the gaps lost in learning during remote learning in Term 3 2019/20. The Pre-COVID model consisted of a 6 x 45 minute lesson day. Morning break was 20 minutes and lunch time was 45 minutes. Attempts will be made to maintain a similar program where possible.



In Y1-Y6, we will operate a blended model. Currently, 6 lessons of 45 minutes each and 3 key skill lessons of 20 minutes are scheduled. The day will be structured to include a morning break of 20 minutes and a lunch break of 30 minutes. Some subjects will be delivered asynchronously to minimise teacher movement across year group bubbles. These subjects were selected based upon a successful mode for delivery during the Distance Learning period.

In Secondary, the 6-period day and 29-period week (with 5 periods on Thursday) will continue but with reduced time required for lunch. We will provide a snack half-way through the lessons. All lessons will be taught as per the usual allocated curriculum but shortening the lessons to 50 minutes would allow students to return home early enough to have lunch, thereby reducing the time on site. 5-minute movement and fresh-air-breaks will be encouraged between (or during) lessons.

Specialist subjects

In Primary, Islamic studies, music and computing will be taught digitally in classrooms (synchronous and asynchronous) to avoid additional adults moving between bubbles. PE lessons will take place twice per week (see separate guidelines). Spelling/ phonics, grammar and reading sessions may be pre-recorded on Seesaw to facilitate flexibility. The library and prayer rooms will be closed with a review on a decision to open after 2 weeks from student return.

In Secondary, the teaching of subjects in specialist areas such as PE, Art, DT, MT and practical lessons in Science is being considered. This will require careful planning and may need a staggered approach as some areas are being used for year groups. Our hope is that we can have as many students accessing these specialist areas as possible, without compromising staff or student safety.

Whenever specialist rooms are used, extra cleaning staff will be deployed to sanitise between lessons using special fog machines that cover more intricate areas of possible infection rapidly. Gloves will be encouraged when using keyboards in ICT rooms.

Assessment

As students enter their new year group, baseline testing (diagnostic and formative assessments) will occur to evaluate students' learning during distance learning and identify gaps in learning. The GL battery of tests are expected to be available throughout September. Student MAGs will be set after assessments have taken place.

Resources

To reduce the risk of contamination and carrying viruses, staff and students' personal belongings will be reduced to a minimum.

All students from Y1-13 have been asked to provide a school managed iPad and Apple pencil for the upcoming school year. This will become the key tool for a seamless and safe use of learning resources and feedback.

Y1-6 students will receive a personal stationery pack that will remain with them in their workspace. School supplies may be used when the possibility of sharing is low (e.g. equipment during PE, on the condition they are disinfected at the end of each class). Any classroom equipment used will be sanitized after every use with all unnecessary materials and equipment removed from classrooms. Individual student resource packs (eg maths manipulatives) will also be created as and when needed.



Common resources should not be shared with students outside the bubble, they may be washed and sanitised before being moved from one group to another. Each student may be asked to bring their own stationery kit that they will keep at school. Stationery kits are for exclusive use and should not be shared. Efforts will be made to reduce, where possible, the transfer of paper from home and to school by assigning class work using worksheets or assigning work online. SEND students with any special equipment, must ensure it is adequately cleaned and disinfected, and never shared with other students.

Students will be required to clean their personal digital devices with sanitizing wipes regularly. Sharing of devices with other students is not permitted.

SEND and Inclusion Support

The effective use of inclusion staff will be crucial to the smooth return of some of the most severely affected by no face-to-face teaching in Term 3 last year. Special attention will be given to ensure SEND students and their parents receive clear guidance and make a successful transition back to site. Student Induction will include social distancing and hygiene routines, refreshers on previous school routines and collaboratively planning to reduce curriculum gaps.

Efforts will be made to ensure that the learning tasks are connected to their starting points in school, their attainment levels, their strengths and their challenges.

In Primary, all Pupil Passports and IEP targets will be reviewed to account for an onsite presence. Interventions will increase for more usage of the Nessy Reading and Spelling Program, phonic groups and learning high frequency words. Functional targets in line with IEPs will be communicated again to parents.

In Secondary, the provision map will be reviewed to ensure the SEND students Level 2 and 3 continue to receive the same support in the subjects that they were supported in before remote learning. Provision will account for the impact of time studying at home, and usually alone. In KS3, lessons will continue to target reading comprehension, speaking in English, reading in English and working independently. Reading IEP targets will be reviewed again from Term 2.

The expansion of the BYOD program to all years from Y1-Y13 will open up many opportunities for our SEND students. Support will be needed for parents in purchasing devices as this was an identified need during remote learning. The recently introduced learning applications across the curriculum will continue to be a focus to increase engagement. These include 'Doceri', a live whiteboard app to teach certain concepts live and 'Education Perfect' which has been very helpful for SEND students to access the curriculum. Other applications used are Quizziz, MyOn, Brainpop and WordWall all providing multisensory learning to help memory retention.

The various communication channels used for Inclusion related matters will be maintained i.e. Seesaw, TEAMS, Zoom and WhatsApp) as they were very successful to keep parents informed on how to support their children.



H. Special Events (68-69)

All special events will be suspended until updated government guidance is received. This includes but is not limited to festivals, holiday events, special performances, and sports tournaments. Group activities such as school trips, celebrations, sports and student camps have also been suspended.

M. Communications (109-110)

Staff Training

All staff will receive an induction to COVID-19 management before students return to site. This will be based upon the Reopening plan and cover all relevant regulator protocols. Specialised training will also be provided for relevant staff in the following areas: Health and Safety, First Aid, Safe supervision on duty points and thermal scanner management. Staff selected for training will account for alternatives if some have to self-isolate off site.

Effective application of this guidance is critical to the safety of all on site. It is for this reason that all staff will sign to acknowledge the induction or training they have received to keep the school site safe in the staff declaration form. This will be kept on record.

Parent Communication

Communications will occur using the recently reviewed WhatsApp groups in primary and secondary and gradually move away from SMS. Individual communication using WhatsApp by co-ordinators will also continue after the success in term 3.

Content shared prior to the summer:

- BYOD information for Y1-13 students released for parents to buy iPads ready for the new academic year

Content to be shared after the 16th August 2020:

- The Parent survey on their choice of learning model (On site or 100% DL)
- The school reopening plan after KHDA approval
- The required essential daily supplies for students when they attend school (iPad, apple pencil, water bottle and spare masks)

Content to be shared from the 23rd August 2020:

- Parents to complete Home-School Agreement including signed commitment sections on the need to abide by
 - COVID-19 declaration form
 - Essential daily supplies for students when they attend school (iPad, apple pencil, water bottle and spare masks)
 - Exit/Entry protocols such that parents and guardians will not be allowed in the building



- Responsibilities for health checks to be completed at home before arrival at school (temperature and symptoms)
- Adjustments to the Behaviour Management policy with increased consequences for dangerous and reckless actions on site
- COVID 19 Response Procedure
- Opt out of the regular catering provided on site
- Video to clearly show altered drop off and pick up arrangements
- Video to show arrival procedures
- Video to explain 'class' and 'year group bubbles'
- Bubble protocol doc to be shared
- Messages to outline ASP payment procedures
- Updated telephone numbers/email contact details

Ongoing Reminders on Instagram page:

- Importance of social distancing
- Importance of hand sanitization, coughing and sneezing hygiene practises
- I am responsible, we are responsible for being safe

N. READINESS PLANS (111-113) and O. COMPLIANCE (114)

The school has submitted a KHDA readiness plan on the 17th August 2020 after feedback from members of the school board. This current document builds on the original readiness plan and includes planning for all the protocols including those not requested for the readiness plan questions survey.

A Health and safety officer as well as COVID-19 Response Team has been established to oversee all relate work. Roles and responsibilities of this team can be seen at the beginning of this document.

Concluding Comments

This plan is the culmination of the thoughts of our leaders after reviewing international research and practice in the school community. It will continue to be reviewed and adjusted as we learn more on how to best balance a safe environment with the very best possible learning. Thus, feedback is always welcome.

All relevant information has been included in this document. Further information will be supplemented to this document as the plans are adjusted during September.