



Newton
International School Lagoon

Covid-19

Return to School

Parent Guide

Current Guidance

The Government guidance released on 20th August 2020 provided us with a context for their decision to request that schools open to all students using a blended approach from September and issued guidance for schools to adhere to and manage when opening.

At NIS Lagoon, we have been working hard on our plans for a full reopening of the school, ensuring that we:

- Fulfil the expectations required of us
- That the safety of everyone is paramount in all our decisions and actions
- Continue to provide a high quality, well balanced curriculum to best support the students in their education

Keeping Students and Staff Safe

All schools must comply with health and safety law which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with MOPH for Contact Tracing
- Formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

All schools have been provided with a set of actions to prevent and respond to infection which are summarised below:

Prevention:

- Train school nurse on all necessary COVID related measures
- Train all staff on necessary policies and precautions
- Minimise contact with individuals who are unwell
- Clean hands thoroughly and more often than usual
- Ensure good respiratory hygiene - 'catch it, bin it, kill it'
- Enhanced cleaning
- Minimise contact between individuals and maintain social distancing wherever possible
- Where necessary, wear appropriate personal protective equipment (PPE)

Response to any Infection whilst at home:

- Follow MOPH guidance – call 16000 where necessary
- Manage confirmed cases of coronavirus (COVID-19) by isolating and contact tracing
- Contain any outbreak by following MOPH advice

Suspected Child/ren or Member of the Household

If you suspect that your school attending child/students may be COVID-19 positive, please ensure all school attending child/ren stay off school and contact the school Tel: 4412 2254 and follow MOPH advice. We MUST be informed in order to complete contact tracing and know who your child/ren may have been in contact with.

Response to Suspected Infection whilst in School:

- Suspected individual sent to isolation room immediately
- Suspected individual monitored by School Nurse
- School contacts MOPH on 16000
- Parents informed urgently

- School actions contact tracing procedures and follows COVID-19 operational procedures policy

Attendance

All students will be welcomed back to NIS Lagoon Campus from Sunday 29th August September. Attendance from this day onwards is mandatory, unless permission has been granted for the students to continue with online learning only, in which case they must show their presence online on a daily basis.

**Online attendance only can be granted if the child or a member of the same household is a high-risk individual and the necessary reports have been submitted*

As a school we urge parents to follow the guidance by asking you to:

- *Ensure that your child attends regularly at school where the child is a registered student at school and fit to attend*

As a school we pledge to:

- *Take responsibility to record attendance and follow up absence*
- *Issue sanctions for those that breach the government regulations in accordance with the guidance from the MOE*

High Risk Students: High risk students (with Diabetes Mellitus, Asthma and other Respiratory Illnesses, Congenital Heart Disease, G6PD Deficiency and Metabolic Conditions) may attend school. Parents will need to sign a declaration that they are sending their child to school and will take responsibility for this decision. The declaration must include a letter from the child's doctor stating that it is safe for the child to attend school.

Any students who do not attend school should submit a medical note signed and stamped by a doctor stating why they are not permitted to attend school. Students whose parents suffer from chronic conditions are also exempted from attending school to avoid transmission of infection. Again, an approved medical note is required.

Return to School – Drop off and Pick up Procedures

Before your Child Leaves Home in the Morning

Please check for any of the following symptoms

- A high temperature
- A new, continuous cough
- A loss of, or change to the sense of smell or taste

If any of these symptoms are evident do not send them to school, contact your class teacher / Tel: 4412 2254 / psofficer@newtonschools.sch.qa

Travel To and From School

Students and families should ensure they are following social distancing guidelines whilst travelling to and from school.

Morning Drop Offs

We expect the cars to **‘stop, drop and go’** in order to ensure we can get students into school in a timely manner.

Morning Drop off Plan

Please adhere to the guidance on the map below to ensure your child/ren are dropped off in a safe manner.

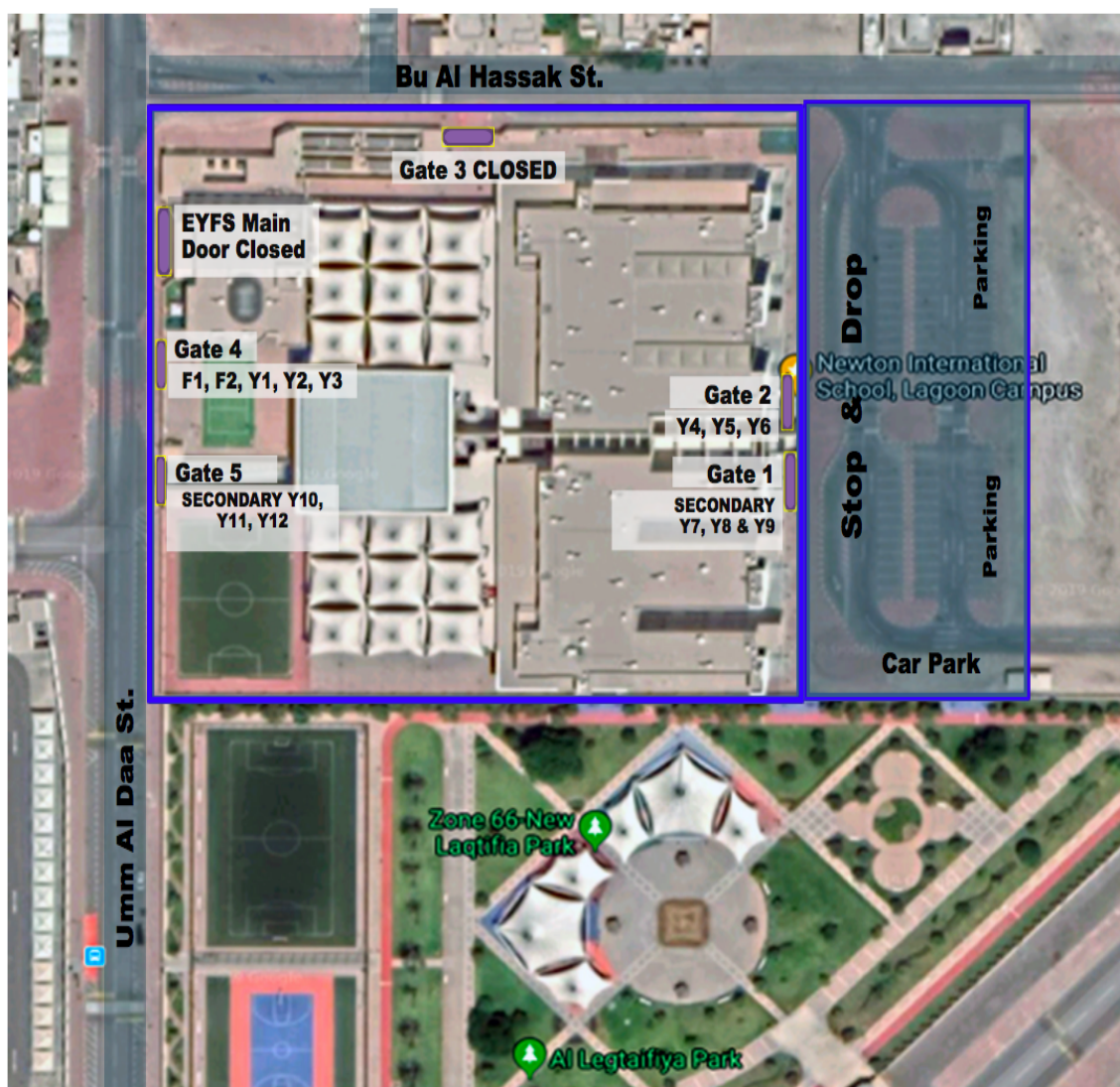
- Adults accompanying the child/ren must show **Green Status** on the **Etheraz**

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- Students to disembark from the car/ bus, with all their items ready in their hands
- Parents / accompanying adults MUST stay in the car
- Students to be temperature checked (if temperature is 38c or above they will be returned to the car/ bus and not permitted to enter school)
- Students with temperatures below 38c will be accompanied into school by school staff where they will first have their hand sanitised and then make their way to their class
- Students welcomed in their class by class teachers EYFS/ Primary & Tutor Groups Secondary

Drop-Off and Pick Up

In order to be a safe and secure please adhere to the drop-off and collection points below:



Aftercare

Unfortunately, in this current situation the school cannot provide aftercare for any students. The reasons for this are:-

- To avoid unnecessary mixing of students from different classes
- to avoid students waiting for prolonged periods of time

We are imploring parents to work with us and do their best to collect their children on time.

***Please note we will review the collection arrangements regularly in September to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments to routines if necessary.**

In School Sanitation Procedures

Bubbles

Teachers and students within one class will stay in their 'bubble' for the duration of the day, they will have limited contact with any adult from another bubble. Where specialist staff have to visit more than one class in a day, they will use the spray disinfectants to cleanse before they enter their next class. Where there are shared spaces, the space (tables, chairs) will be disinfected by staff before and after any use.

Enhanced Cleaning Regimes and Procedures

Our school has had enhanced cleaning systems in place since before the summer vacation and has also been regularly deep cleaned. We have adjusted our cleaning rotas with our site team to ensure that more regular cleaning goes on during the school day along all commonly used areas (toilets and stairways).

We will operate an open-door policy where possible to ensure there is reduction in touching of door handles, where doors do need to be closed, they will be disinfected instantly. School staff not normally involved in these duties like teachers and support staff will also be supporting by keeping their own classrooms clean and extra materials have been provided for this purpose.

Arrows are placed on the floor to ensure all staff and students in the school adhere to the one way system and avoid any contact with those out of their bubbles.

Students Precautions:

- Students are to attend school with their own masks and hand sanitiser. The

school will provide a back-up supply of masks and additional sanitising gel for students.

- Students and teachers must sanitise their hands before going to the toilet and after returning back. Each class will have specific toilets to be used for females and males.
- All students and teachers must wear face masks. Face shields are optional.
- Students must be reminded of all the procedures of social-distancing, wearing their face masks and constantly washing their hands or sanitising every morning at the start of the day.
- Posters will be displayed in classrooms and corridors for precautionary measures and students must be commended for performing those measures.

In Class Distancing Precautions:

- To always keep the air conditioners working to ensure constant air flow within the class.
- To divide the class with lines on the ground into individual grids.
- To ensure and keep safe social-distancing, students should remain within their grid in class.
- Stationery and equipment must not be shared.
- To allocate students specific chairs and to have their names written on those chairs in Primary and Key Stage 3.

Return to School Teaching and Learning

First week back - Sunday 29th August - 2nd September

Your child/ren will start on one of the above days. You will have received an email informing you of which day your child/ren must attend. Students are due to begin arriving at school by 6:50am ready to start registration at 7:00am.

During their first day back, students will:-

- 1) Understand and become familiar with the new safety precautions and

regulations.

2) Gain an understanding/be reminded of the blended educational approach which combines online learning and in-school teaching.

The school will divide the students into groups of no more than 15 in each classroom. Desks will be arranged to keep a safe distance of 1.5 metres between students in the classroom, to comply with health and social-distancing requirements

3) Receive their timetable / schedule for in school days and online days from Sunday 29th August.

4) Receive information on health and safety measures to be taken at school and when out of school.

From August 29th Onwards

In order to ensure that all students are receiving a high quality education alongside maintaining their safety, the MOE has stipulated that all schools use a blended learning approach. To meet the needs of all learners this approach will take place by grouping students into groups and having them in school at different times, as per their timetable. This reduces the total number of bodies in the school allowing for safe social-distancing to be in place. When students are at home, they will access online learning through different virtual learning platforms. During this time, students will receive a mix of online and in-school lessons. Groupings have been done by keeping families in mind, as much as possible. Students will be sent home with their 2-week timetable when they come in on the week beginning the 29th August. Please make note of which Group your child is in so you can ensure they are in school on the correct days. The schedule will also clearly show which subject the students must access at which time.

EYFS

The students in F1 & F2 will start school on part time hours for the first two weeks (1st-3rd September, 7:30am-10:00am) & (6th-10th September, 7:15am-10:30am) to ease

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transition to school. We understand some students have siblings in school, however we strongly encourage you to come and collect your child in EYFS so that they are not left waiting for a prolonged period of time.

On arrival at school, students in F1 & F2 will have to enter the building on their own, saying goodbye to their parents at the designated area. They will be greeted by the Early Years staff who will support them in making their way to their classrooms

Ms. Fatima Banglawala will continue to keep you updated with any EYFS related news and concerns on Class Dojo.

Primary

Please ensure your child is in school and ready to start their learning by 7:00am. They will continue to have 7 lessons a day when they are in school and when they are online.

The drop off and pick up procedures are the same for the whole school. They will be greeted by the Primary staff who will support them in making their way to their classrooms where teachers will be waiting to welcome them. Where possible, please limit the number of adults accompanying a child to school or collecting them.

Mrs Zahra Aziz will continue to update parents on new information via email and Class Dojo.

Arrangements in School

Students in EYFS will be following a structured play-based curriculum. There is a full time Teaching Assistant in each class who will support with ensuring all resources, desks, tables are regularly sanitised and cleaned throughout the day. As far as possible, students will be expected to follow social-distancing and will be able to parallel play along with their peers.

In Primary and Secondary, students will be working at their desks for the duration of the day. Desks will be placed 1.5 metres apart to ensure no contact between students. Students will have individually labelled packs where they will keep their stationary and workbooks, this must remain in school at all times and will be disinfected at the end of

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every day. The teacher will be leading the learning from the front of the class and guiding the students through their activities.

Learning Resources

For individual and very frequently used equipment, such as pencils and pens; staff and students will have their own items that are not shared. Resources that are shared between classes or bubbles, such as science equipment will be cleaned frequently, meticulously and always between each class. There will be a rota to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.

Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the term and these will be replaced by Mini-Celebration Assemblies in the classroom. We are looking to extend this as the term progresses to whole Key Stage virtual assemblies where the assembly can be shown in class on the Interactive Boards.

Parent assemblies – At the moment all parent assemblies will be postponed and as we settle into the new routines we will inform parents of any updates to this.

Reading Books & Library Books

Reading books can still be brought home, they will go home on Sundays and must be returned by Wednesday so that they can be placed in a box and left for 72 hours before returning to the shelves.

If your child has a reading book or Library book at home, please return it on the first day back in August.

School Bags

On the first day students attend school they will need to bring:-

- Pencil case (with all stationary) - Hand sanitiser - Water bottle - Lunch box

The pencil case (with all stationary) and hand sanitiser can remain in school. Please

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ensure all items are clearly labelled with your child's name.

ECA's and other Activities

There will be no outside providers for activity clubs in the first term (e.g. karate, gymnastics etc.).

All other activities run after school by staff will also not take place to avoid groups of students mixing. We will update you if this changes.

Stationary Lists

EYFS	Primary	Secondary
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<ul style="list-style-type: none"> • Named water bottle • Named lunch box • Named bag with spare named clothes • Named hat for outdoor play • Whiteboard pen • Whiteboard • Colouring pencils • Writing pencil • Eraser • Safety Scissors • Glue Stick • Named small plastic container (for play-dough which school will provide) • 2 clear plastic folder (with stud button fastening) • Small hand sanitizer • 1 pack of anti-bacterial wipes-such as Dettol 	<ul style="list-style-type: none"> • Named water bottle • Named lunch box • Hardback Lined Book • 3x Clear Plastic A4 folders • Whiteboard • Whiteboard pens • HB Pencils • 1x green pen • Colours (no felt tips) • Eraser • Sharpener • Ruler • Glue (Pritt Stick) • Scissors • Counters (Year 1 and 2 not more than 30) • Mathematical Set for Year 5 & 6 including protractor and compass • Small hand sanitizer • 1 pack of anti-bacterial wipes-such as Dettol • Access to a device will be required for online study 	<ul style="list-style-type: none"> • Writing pens - ballpoint blue or black • Green pen • Highlighter pens • HB pencils • Pencil sharpener • Eraser • 30cm Ruler • 2GB –Flash Drive • An A3 plastic clear folder for each subject's work. • Maths set square set, including protractor and compass • Pack of colour pencils • Pack of felt tip pens • Wipeable pencil case or box • Scientific Calculator • Scissors • Glue stick • Small hand sanitizer • 1 pack of anti-bacterial wipes-such as Dettol • Face masks • Access to a device will be required for online study
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School Procedures

School offices (reception, registrar, accounts, and counsellor) will remain closed to personal visitors. Parents should do all they can to ensure that students have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements.

Senior staff will then arrange to meet parents with their child.

All other communication should be done by telephone or email as far as possible. If there is an emergency situation where it is necessary for a parent to enter the school premises they may do so with an appointment only and the permission of the school Principal.

Paying Fees

You can now pay your fees online, please follow the link below and watch the youtube videos to help guide you.

Payment Gateway link:

<https://payment.newtonschools.qa/login>

English video Guide:

<https://www.youtube.com/watch?v=RCGsYOh81cl&feature=youtu.be>

<https://www.youtube.com/watch?v=9QHbdXTKWJ4&feature=youtu.be> قدعاسملا ويديف

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Communication

Communication with parents is really important to us. Due to the current restrictions, we would request that meetings with members of staff are conducted by Zoom video call only. This is so that social-distancing and safety precautions can be adhered to. Please arrange these by contacting your child's class teacher either via Class Dojo, email or school VLE. To express concern or to ask questions you can contact the School Principal (Mr Berry), Head of Primary (Mrs Aziz) or Head of Secondary (Dr Dwight) via email.

We have amended our behaviour policy to reflect the change in our expectations around students' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that students and staff are aware that behaviour which jeopardises the health of others, is taken very seriously.

Our NIS Lagoon Campus values and ethos remain unchanged, and students are expected to uphold them.

In addition to our school rules, students must be aware of the new requirements in the policy namely that they must:

- Stay at least 1.5 + metres apart from each other wherever possible (with a common sense approach taken to EYFS and younger students)
- Use their own specific equipment (including resources) and not share any of these; not share any food, drinks, cups or water bottles
- Work, eat and have breaks in our designated group and minimise contact with students from other groups (including anywhere on the school site and on their way to and from school)
- Move around school as instructed by their teacher/adult and avoid other people. Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash their hands
- Wash hands frequently (including whenever asked to do so), with soap and water for 20 seconds (e.g. by singing Happy Birthday twice) or with hand sanitiser if soap and water are not available.

It is essential that students listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required at all times throughout the school day and at the request of all adults. Any child who is unable to do this is risking the safety of themselves, other students and staff and we will ask parents to collect them immediately.

A risk assessment will then be completed to determine whether it is safe to have the children back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision so that the child can safely access learning.

Lunch Time

The guidance stipulates that the canteen remain closed until further notice, therefore all students must bring a packed lunch to school.

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

Availability of Water on Site

All students must bring their own filled water bottle (labelled with their name) that is untouched by other students or staff. No water dispensers are currently available at school.

School Uniform

It is an expectation that all students will wear the approved school uniform. We expect students to take pride in their school and this is reflected in the way they dress.

We, are delighted to announce that you can now purchase the school uniform for the academic year 2020/2021 through our online portal – Visit us at <https://uniform.newtonschoools.qa>

For any assistance or further details, feel free to reach out to the uniform suppliers on +974 50677734 or newtongroup.uniform@gmail.com.

Curriculum for Term 1

Class Teachers will share curriculum letters with parents so you can follow what the students will be learning. We are aware that there will be some students returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time. The school counsellor is available to support with these difficult situations, as well as our staff being trained to support students where needed.

Assessment

Teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in Term 1. In schools, this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day-to-day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience, it is important that, in a measured supportive way, teachers and students get back to established ways of working.

Students with Additional Needs

We are aware that for some students with additional needs, returning to school after A long time may cause additional anxiety or stress. Students with additional needs will be supported by the school AESN (Additional Educational Support Needs) team to ensure a smooth transition when returning to school.

Staff will continue to be responsive to the needs of individual students and additional support will be provided where necessary. Small group or 1:1 support may take a different form in Term 1 so that adults and students remain safe. For example, staff and students working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual students may wear PPE.

There is understandably anxiety and concern regarding students returning to school safely, I can assure you as a school we are doing everything we can to ensure stringent health and safety measures are in place for students and staff to remain safe during their time at school.

As always if you have any concerns please reach out to the leadership team:-

Mrs Fatima Banglawala (EYFS Coordinator) eyfscordinator@nislagoon.com

Mrs. Zahra Aziz (Head of Primary) headofprimary@nislagoon.com

Dr. Dwight Weir (Head of Secondary) hos@nislagoon.com

Mr. Andy Hardy (Deputy Principal) dprincipal@nislagoon.com

Mr. Simon Berry (Principal) principal@nislagoon.com

