

## Readiness Plan 2020

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| <b>NAME OF POLICY</b>   | CIS Readiness Plan 2020  |
| <b>APPROVED BY</b>      | Principal  |
| <b>DATE APPROVED</b>    | August 2020  |
| <b>DATE OF REVIEW</b>   | Updated 3 September 2020<br>Next projected review October 2020   |
| <b>RELATED POLICIES</b> | <a href="#">Found on the CIS Website Back to School 20 21</a> <ul style="list-style-type: none"> <li>• Setting Out Plan Entry points- New Campus</li> <li>• CIS FAQ 2020</li> <li>• KHDA Re-opening Protocol Academic Year 2020-2021</li> <li>• GEMS Health and Safety Re-Opening Guidelines July 2020</li> <li>• School Clinic Re-opening Plan Version 1.1 Academic Year 2020-2021</li> <li>• STS Transport Protocol Academic Year 2020-2021</li> <li>• CIS Readiness Action Plan_Project New Horizons</li> <li>• DSIB DL Inspection Report 2019_20</li> <li>• CIS DLP Policy and Procedure 2020</li> </ul> |

## Introduction

We have just completed one of the most challenging years at Cambridge International School and we are proud that we were able to deliver quality learning to our students through our 'Distance Learning' program. Our sincere thanks for the support and commitment from the CIS teachers, students and parents for making this a success.

Along with the challenges that have faced us, CIS has continued to evolve and improve its educational provision, including Distance Learning. This year we received an outstanding result from the KHDA Distance Learning Inspection.

Similar to the yearly DSIB inspections, the KHDA looked at a number of aspects to see how well our school is performing, 13 aspects to be precise. CIS was ranked based on 3 levels - Developed, Partially Developed and Not Developed. So this is how our report read;

- Attendance and Participation – Developed
- Safeguarding – Developed
- Learning Opportunities – Developed
- Equity of Access – Developed
- Wellbeing - Developed
- Planning and Delivery – Developed
- Sharing Intended Learning Outcomes – Developed
- Distance Learning Programme – Developed
- Monitoring and Assessing Learning – Developed
- Agility – Developed
- Contingency – Developed
- Communication and Engagement – Developed
- Resources Management – Developed

Over the summer, the CIS team has worked extensively with other schools, parent representatives, teachers and federal policymakers to develop guidelines to ensure a safe return to school for our students. These guidelines reflect scientific evidence and international best practices, but more importantly, they are informed by the wealth of research and expertise within GEMS Education.

This 'Readiness Plan' provides you with essential information to prepare you and your child for their return to school. If you have specific questions or comments, please direct them to our senior leadership team.

We have produced this School Readiness Plan in accordance with the approved school plan by the KHDA and the protocols for the 'Reopening of Private Schools in Dubai' issued by the KHDA. The protocols have been designed to ensure the health and safety of everyone at school when the academic year starts. The CIS Readiness Plan ensures we have procedures in place to safeguard the continuity of operations and the safety of everyone in the building.

It is possible that the protocols for the 'Reopening of Private Schools in Dubai' will change or be added to over the coming months. Therefore, please note that this 'CIS Readiness Plan' is not a static document and may need to adapt over time to reflect any changes in the school situation or new directions from the KHDA.

We look forward to welcoming you back soon!

## Pick Up/Drop Off

Firstly, the school has been fitted with a number of thermal imaging cameras which will be located at specific entrance points into the school. Designated and trained CIS staff will monitor the system throughout the day. Students will be designated an entrance based on their age and proximity to their learning area. A process is in place to manage any students identified with a temperature greater than 37.5 Degrees Celsius.

Handheld thermometers will also be in place for individual temperature checks where required. Temperature checks are in place for children prior to boarding the bus and on entry to the school building. To support the CIS team there is also an expectation for parents to be checking their child's temperature prior to leaving the family home.

### Foundation Stage, Year 1 and Year 2

All FS1 and FS2 students will have a staggered start to the academic year which will be spread over the first week of term. This will mean that fewer FS students will be physically on site during the initial settling period, to ensure the children become familiar with their teacher in a smaller group setting.

### Foundation Stage

Our FS parents will follow the one-way directional signage and will maintain the 2 metre social distancing rules at all times. Parents will be able to enter their child's classroom but must leave the building as soon as their child is settled. Whilst in the classroom any parent must maintain the correct social distance, must wear a mask and must sanitize their hands before and after entering. If their child is able to enter the classroom on their own this would be preferred. Only one parent/carer will be allowed to accompany their child. The parent will exit the building through the closest exit point.

### Key Stage 1

Year 1 and 2 parents will follow the one-way directional signage and will maintain the 2 metre social distancing rules at all times. Parents will **not be able** to enter their child's classroom and must leave the building immediately. Only one parent/carer will be allowed to accompany your child. The next student and parent will wait in-line until the previous parent has moved away from the classroom door. The parent will exit the building through the closest exit point. Each classroom will have designated waiting spots in a line outside their rooms to ensure 2m social distancing. After the first week it is expected that KS1 parents leave their child at the Early Years entry point to go to class on their own.

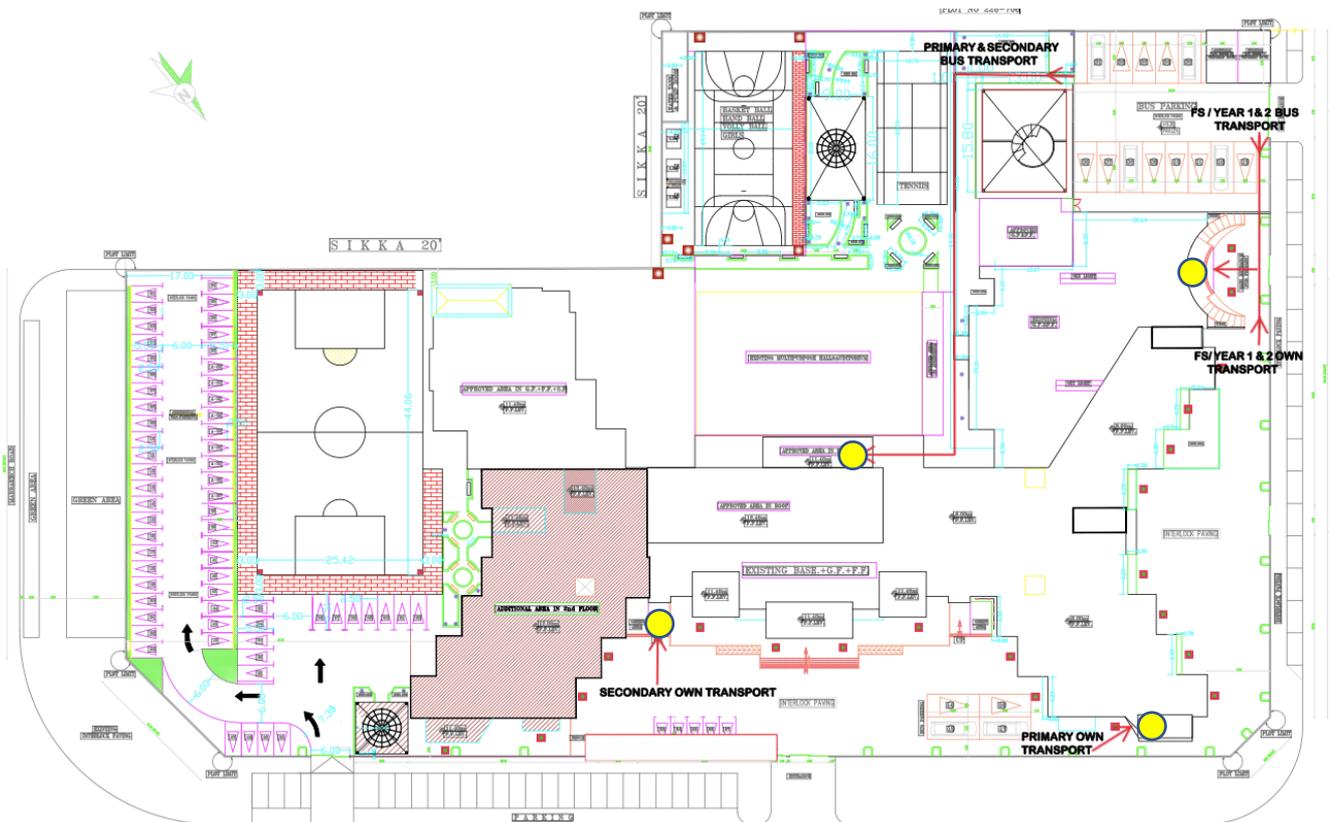
### Key Stage 2, Key Stage 3 & Key Stage 4 Students

Year 3 – Year 13 students will enter the school building alone, follow their route through the thermal scanner and go straight to their classroom. Students will exit the school at staggered intervals and arrange meeting points with parents outside.

### Other

- All authorised persons must enter one at a time, spaced 2 metres apart (as per the floor markings)
- Students leaving with private transportation should be picked up after buses have left to avoid overlapping
- Adult guardians waiting to pick up children will maintain a 2 metre social distance, wear masks and should wait in their vehicles until the designated pick up time, if applicable.





## Screening

### Outline your emergency medical procedures in case of a suspected or confirmed Covid-19 case.

- A Student/Staff member will be referred to the school clinic if they're displaying upper or lower respiratory symptoms 'With or Without Fever' and classified as a suspected case based on history and assessment by the Doctor/Nurse
- A Student/Staff member will be immediately placed in the isolation room, with a mask, and medical staff will be wearing full PPE
- The school health staff will take all isolation, contact and air-droplet precautions
- The school medical staff will follow the DHA flowchart for guidelines regarding management of a suspected COVID-19 case
- The medical staff will immediately report to our H&S Officer (MSO), SLT, DHA via phone and the online reporting system and the parents/guardian and nurse will fill out the PUI form
- CIS Staff will notify the parent/guardian (if stable) and ambulance (if unstable) to arrange for the transfer of the suspected case to nearest hospital with isolation facilities
- If the case is unstable, CIS staff will call 999 or 998 and arrange to transport student/staff to the nearest hospital with isolation facilities to be accompanied by a school staff member in full PPE if parent/guardian is unavailable
- Tracing will be conducted to identify those who may have come into contact with the student or staff member
- Health authority requirements will be strictly adhered to, this may include additional testing and isolation of persons who have come into contact with a positive case
- The CIS team will follow up after 24-72 hours for the PCR result
- The CIS team will then initiate deep disinfection and contact tracing of all areas and persons exposed
- The student/staff member will only return to school on issuance of a clearance certificate by DHA and upon completion of 14-day isolation period

## **Outline how you will support the wellbeing of individuals with suspected or confirmed Covid-19 from their onset of symptoms through their period of isolation and eventual return to school.**

If a pupil is found to be COVID 19 positive or has a family member who is being diagnosed with COVID 19, the following measures will be taken in terms of his/her well-being:

- A special crisis team will be put in place to ensure the mental health and wellbeing remain a high priority
- Each case will be assessed individually by the School Counsellor/Nurse and or Safeguarding Leads
- All information will stay HIGHLY CONFIDENTIAL to protect the student and the family
- Doctor to call parents and follow up on the health of the child and family until the result is negative
- A safeguarding/mental health plan will be put in place according to the case. This may include receiving support from the Counsellor/Teachers. A designated staff member to follow-up with the student to ensure they are academically making progress
- The student's emotional well-being will also be tracked whilst in quarantine
- Return to school only on clearance certificate by DHA
- School Counsellor to speak to the child and family and reassure the safety of the child back in school

### **Describe your arrangements and responsibilities for record keeping.**

- The CIS School Nurse will document all suspected cases on the PUI (Person under Investigation) form provided by DHA and is responsible to share a copy with parent/paramedic and files the other for safe record keeping
- The School Nurse emails a scanned copy of the PUI form to Preventive Medicine Section and School Health Section of DHA
- A Doctor records the case in the IDNS Sheryan System of DHA
- A Nurse/Doctor follows up on PCR results and updates DHA/SLT
- The separate file with all PCR results, medical waivers for the vulnerable group are maintained in a locked cabinet or password protected file on the computer
- Final notification by the nurse on GEMS Health and Safety documentation portal-Phoenix-HSE which is centrally maintained. The designated Health and Safety Officer maintains an up to date file of suspected/confirmed cases and their contact in collaboration with the medical team
- Any staff or student entering the bus or school will undergo temperature screening. Anyone with a temperature  $\geq 37.5^{\circ}\text{C}$  will not be allowed on the bus nor entry into school
- If staff, guests and/or students were confirmed positive according to a COVID PCR test by an accredited facility, they are not to return unless they are granted a clearance certificate by DHA stating that they are discharged from isolation
- Upon the onset of the academic year, the school will collect health and travel declaration forms from all students and staff
- A policy of "staying at home if unwell" for students, teachers or school staff will be enforced
- The school will maintain adequate records of its staff/guests/members/students, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary and to maintain accurate work records of its staff for contact tracing purposes
- Upon receiving notification of a confirmed case, a tracing exercise will be conducted by the school which will identify all other persons who may have come into contact with the positive case
- Any persons who have come into close contact with the confirmed positive case will be sent home from school immediately, with a potential isolation period of 14 days
- No persons who have tested positive will be permitted to return to school without firstly providing evidence of a negative test result, in line with authority requirements

### **Protective Face Masks**

To ensure the health and safety of the CIS community, teachers, staff and students above the age of 6 are required to wear face masks, not face shields. Face masks can be removed during strenuous physical activity. Face shields can be worn for those employees who are in direct contact with students. It is suggested that students bring two disposable masks to school per day or one re-usable option. It

will be the responsibility of the students to ensure that they bring the required number of masks each day and ensure any reusable masks are washed in line with the manufacturer's guidelines.

CIS teachers and staff will wear face shields provided by GEMS Education to ensure they adhere to the correct health and safety standards. Students should only wear masks and not a face shield.



## Educational Provision

To ensure your children have a safe transition back to school, we have removed all non-essential classroom furniture, including soft furnishings and carpets which are in reach of children. Designated floor seating spots are also marked on the floor, 1.5m apart. Continuous provision areas have also been spaced out 1.5m apart.

As per the CIS parent survey, 62% of students will remain at home during Term 1 and will be required to stay there until the end of term one. At the end of the term parents will be given the option to change. In accordance with the KHDA and DHA guidelines, students cannot opt in an out of face to face learning and DL, as they may contaminate the school bubbles at a micro (classroom) and macro (open space) level.

As a result of the survey, students opting for face to face learning will be at school 100% of the time. During this time, lessons will be structured so that children will be taught in 'stable bubbles' as much as possible, including break times.

Students will be assigned their own designated seat within the classroom, as well as their own equipment. Teachers will deliver lessons in the class and will also use a webcam for the students that are not in school. They will continue to receive a high-quality lesson via live video link via Phoenix.

### **Adaptations to School Routines - describe the changes to your classroom arrangements and daily routine schedules for children under the age of 6**

- FS1/FS2/Year 1/Year 2 – stable groups of students. No interaction with other groups allowed
- Teacher and TA to supervise
- Snack to be eaten at separate tables. Tables to be sanitized before and after snack time
- 15 minute break times to run around the indoor area, one class at a time.
- Activities sent home will include a detailed PPT with voiceovers, to give clear instructions in addition to the live lessons. A timetable will be sent out weekly
- In the Foundation Stage no specialist lessons will take place for the first half term to reduce the number of adults the class come in contact with.
- A reduced timetable will be offered to ensure students and families are able to manage their studies
- Reading corners and role play areas have been redesigned to ensure social distancing
- Physical play material and equipment are limited to those that can be easily and regularly sanitised
- Hand washing and sanitising will be added to normal classroom routine

### **Describe the changes to your learning groups to try and keep cohorts together where possible.**

- On average, 60% of parents have opted to continue with Distance Learning and therefore this allows us to cater for 40% of remaining students that will attend school physically daily, whilst still maintaining a 1.5m distance within the classrooms and other school areas
- There will be full curriculum coverage
- Each year group will have a specified area for breaks, maintaining 2m distancing
- Where possible, in the Secondary School, subjects will be timetabled as a double period to reduce movement around classrooms and ensure teacher supervision
- Normal booster and support classes will be conducted online after school
- All Secondary School external/ international assessments will be conducted in school ensuring only one cohort is on campus while the others continue synchronous/ asynchronous lesson
- Students registered to take the Oct/ Nov examinations will come to school for the Mock, practical practice and the actual examinations
- All internal assessments will be conducted online through Phoenix classroom with the exception of the board examination classes ( Pre-mock/ Mock)
- In the Secondary School, virtual labs will be used to address Science practicals
- As far as possible, the same teacher and staff for each learning group

- Some subjects to be taught in larger spaces, such as the Auditorium, where more than one group can be held maintaining 1.5m social distancing
- Breaks will be staggered for each school (Primary/Secondary/Post 16) and specified areas will be allocated to each year group, emphasising social distancing
- Year 13 students visit the Career Counsellor to complete the university application process with prior approved appointment where online meeting does not fulfill the requirement
- Being a SAT and IELTS testing centre, these tests will be conducted on the scheduled Saturdays implementing the government health and safety protocols

**Describe the plans for teaching students not attending school including those with high risk medical conditions, those who are in isolation or quarantine, or students whose families are uncomfortable with them resuming schooling at the school premises.**

- Students at home, either by default or design, will continue to be provided with full provision of Distance Learning that has full curriculum coverage
- Students and Staff with high risk conditions (illness or immunocompromised) to be offered online provision
- Individual catch ups with teachers will be evident
- In the Primary and Secondary school, students learning asynchronously will also attend all classroom lessons, via a live link, following the same timetable as their peers in school
- Work will be uploaded via Phoenix Classroom

**Snack & Play Times**

When possible, children will eat their snack and lunch in their classroom, and they will have a scheduled playtime. While the weather is warm, break/playtime will be in the classroom. Once the temperature is cooler, children will have a designated outdoor play time with their classmates in their 'stable bubbles'.

To ensure a smooth transition from the classrooms to the Astroturf and sports courts, the following procedure has been put into place:

- Specific areas will be designated for each year group where social distancing measures of 2 metres will be applied to ensure that overcrowding in communal areas does not happen
- Signage will inform students and parents to gather and socialise at a safe distance
- As students transition to outdoor or indoor social spaces, safety markings in corridors will show how to remain at a safe distance at all times
- A one-way system will operate throughout corridors for any transitions at break and lunch time
- Usual playground equipment such as balls, nets and goalposts will not be permitted for use
- Benches and seating arrangements will adhere to the same 2 metre social distancing guidance as classrooms, which will be sanitised as appropriate
- Teachers and Leaders will be on duty throughout break and lunch times, making themselves easily accessible to students whilst also supporting the correct routes and procedures
- When your children return to school next week please provide them with enough water for the day. The Dubai Health Authority have advised all schools to remove all water refill stations.

**Physical Education**

To ensure that students remain active and keep healthy, we will continue physical education (P.E) lessons with strict adherence to safety management measures. Students must maintain physical distancing when entering the sports facilities. During P.E lessons, students and P.E teachers will not be required to wear masks when engaged in strenuous physical activities such as running and workouts, as long as they adhere to physical distancing measures. P.E lessons will focus on sports that do not require physical interaction and school swimming pools will remain closed until further notice.

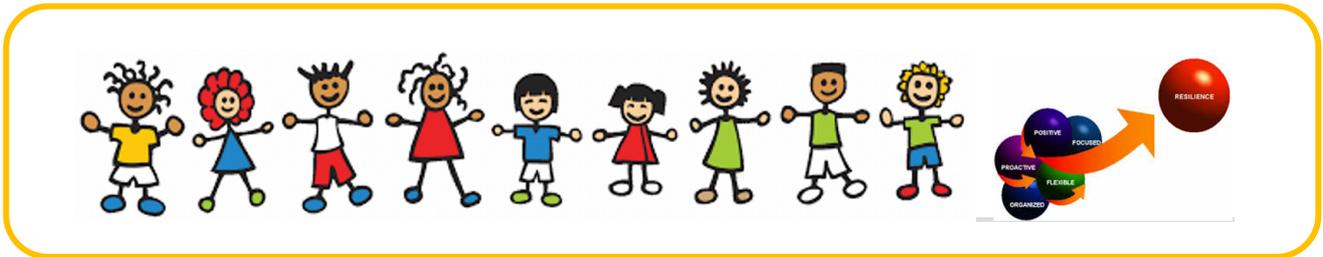
All staff will maintain physical distancing of at least 1.5 metres during their PE lessons. There will be visible markers on the floor to indicate appropriate spacing. All health & safety guidelines/standards in all sports halls and the outside sports areas are in line with DM Health & Safety Guidelines.

**Specialist Lessons**

Specialist lessons will follow a blended approach, with some lessons being delivered in classrooms, some via LIVE via Phoenix Classroom and other lessons will be taught, via videos, which will be accessed through the children's Phoenix Classroom account.

**Inclusion – please refer to the Inclusive Distance Learning Strategy**

Students will follow their Individual Education Plan (IEP) working with their inclusion teacher, class teacher, or teaching assistant within their 'stable bubble'. Inclusion teachers may support students in school or via Phoenix Classroom. Bespoke timetables can be used (if required) outside of the regular class timetable.



## Transport (STS) and School Deliveries

Describe any revised arrangements for bus transportation:

- All STS employees will be monitored and temperature tested prior to each working day in line with our Company Standard Operating Procedures (SOP)
- Anyone - student, staff and STS employee entering the bus will undergo temperature screening. Anyone with a temperature of  $\geq 37.5$  °C will not be allowed on the bus
- Staggered entry/exit from buses. Anyone with a fever above 37.5 Degrees Celsius will not be allowed entry and will be refused entry onto the bus – contacting parents and ensuring the child is returned to their parent/carer
- No food or drink (other than water) can be consumed on the bus
- Students must sanitise their hands when getting on the bus, and once before dismounting
- Students must maintain a distance of 1.5m from each other while boarding and dismounting the bus
- Only one bus at a time may allow students to descend and enter the school premises. Students should wait inside their bus until all students have disembarked from the previous bus
- Descending from the bus should be done in an orderly fashion, row by row, and respecting social distancing
- Each bus is required to have at least one bus monitor to check students' temperatures, dispense hand gel, tend to students who require assistance, and usher them when disembarking
- Students will be assigned seating, with the same seating assignments maintained daily
- STS buses will be disinfected before and after each use
- Adequate signage will be placed inside the bus
- Procedures are in place should a child display signs of COVID 19 while on the bus
- No Bus Guardian exceeding the age of 60 will be allocated to duty
- All STS employees will be issued, wear and be monitored for the required Personal Protective Equipment (PPE) when operating services
- All bus riders, with the exception of children younger than 6 years, need to wear masks
- Buses will be operated in line with the regulators capacity requirements (50% as of July 2020)
- Buses will be sanitised with an approved SDVO cleaner and in line with Company SOPs and quality monitored each day
- Students will be monitored for any health concerns and temperature checked (equipment testing under POC)
- Daily record keeping is maintained by capturing all bus riders throughout the daily transportation trips. Absence is also recorded
- Student travel will be registered through our touchless RFID system. This will also record any student health observations for track and trace requirements
- Buses will have a clear seating plan and markers on each seat, in line with the seat capacity requirements
- During bus registration, parents and students will be issued with a bus safety guide and pictogram
- STS provided a social media/mass communication to parents and bus user students during August 2020 on the requirements for safe bus travel
- Adequate signage is added inside the bus to guide children towards hygiene practices
- Adequate waste management and disinfection practices are to be followed, especially as children may use bins
- Proper ventilation is maintained in the vehicle at all times. Recirculation of air is avoided and the use of windows whenever possible is to be encouraged
- Example process flow for the sanitisation of buses shown on page 2 of the detailed STS Plan. Detailed SOPs regarding all student bus safety processes will be circulated internally where required

**Describe how the school will scan temperatures of students and staff entering the school premises or getting on to a school bus.**

- Students are strongly advised to arrive to school by individual means, whenever possible, in order to alleviate pressure on the bus system
- Schools shall communicate to parents that they check their children’s temperatures and screen for symptoms before leaving the house. Children who exhibit symptoms or who are feeling generally unwell are encouraged to stay home
- Staff are strongly advised to check their own temperature and screen for symptoms before leaving the house. Staff who exhibit any of the above symptoms or who are feeling generally unwell are encouraged to stay home
- All students’ temperature to be checked before entering the school bus
- Students to be assigned seating, with the same seating assignments maintained daily
- Thermal Screening for all – two entry/exit points and two holding rooms also available
- Staggered entry/exit from buses
- Masks for children above 6 years old (Year 1)
- Staggered entry and exits from the school campus
- Exiting priority will be given to bus-riders in order to empty the school as much as possible
- Only one bus at a time may allow students to descend and enter the school premises. Students should wait inside their bus until all students have disembarked from the previous bus

**Describe procedures for school deliveries outside of school hours**

- Authorised persons may only enter upon meeting the health requirements for entry
- Authorised persons must wear appropriate personal protective equipment at all times while on school premises
- The school will ensure that the activity is supervised (with distancing measures in place) and conducted after school hours. If an emergency requires intervention during school hours, school shall ensure that neither employees nor students are present in the vicinity
- Appropriate cleaning will be carried out following the completion of the activity
- Maintenance work or deliveries should happen after the school’s opening hours. Proper precautionary measures should be applied, especially for pick up or drop of items, by designating a specific location and following a contactless process



Please view the STS Health and Safety Bus video for your reference:

<https://drive.google.com/file/d/1BvjCORd-Z1zEapgjKaT2c3dVocyLXEm9/view?usp=sharing>

School Transport Service Contact Details

Email Ms Madhurya: madhurya@stss.ae

Contact Number: 055 220 7491

## Communication

We recognise that communication during this phase of returning to school is extremely important. Please ensure that you update your contact details by emailing our Parent Relations Executive, Pooja Singh: [p.singh\\_cis@gemsedu.com](mailto:p.singh_cis@gemsedu.com)

If you need to contact us, for whatever reason, then please email your child's class teacher as your first point of contact. If you need to advise us that your child will be absent from school, please email your child's teacher and the CIS reception team. It is vital our attendance is updated to keep everyone safe. Any urgent health and safety messages can be communicated directly to our senior leadership team.

Your child's class teacher will update you on class specific news, via email, at the end of every week and we will continue to keep you up to date with your children's learning and life at CIS through our social media channels. In a digital age, we want to make it easier for you to find the information you need, therefore we will be sharing information through the following social media channels:



### Describe procedures for meetings outside of school hours

- Meetings are encouraged to take place online, unless there is a critical need for a one to one meeting, which will take place on an appointment by email basis and will need to be made and approved beforehand

### The CIS COVID Crisis Health and Safety Team consists of:

Name: **Manager of School Operations** - Padmanabhan Padingatil

Phone Number: +971 42824109

Email. Address [p.padingatil\\_cis@gemsedu.com](mailto:p.padingatil_cis@gemsedu.com)

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Email. Address: [l.yarwood\\_cis@gemsedu.com](mailto:l.yarwood_cis@gemsedu.com)

Name: **School Doctor** - Rehab Mohamed Zaelnoon

Phone Number: +971 42824109

Email. Address: [r.zaelnoon\\_cis@gemsedu.com](mailto:r.zaelnoon_cis@gemsedu.com)

Name: **School HR** - Sylvia Ram

Phone Number: +971 42824109

Email. Address: [s.ram\\_cis@gemsedu.com](mailto:s.ram_cis@gemsedu.com)

Name: **CEO/Principal** - Lachlan Mackinnon

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