



**CONTINGENCY PLANNING, RISK REDUCTION, PREPAREDNESS AND  
RESPONSE FRAMEWORK FOR OAKTREE PRIMARY SCHOOL**

**RESPONSE FRAMEWORK**

**RESPONSE 1**

The school principal will liaise with relevant government authorities (MOE, KHDA etc) and Athena's Academic Board to ascertain new directives.

**RESPONSE 2**

Implement the appropriate strategies for continuous learning that allow students, parents, teachers and the school to utilize flexible learning, which may include updating relevant platforms (SeeSaw, Zoom, ClassDojo etc) to include new students.

**RESPONSE 3**

Develop and implement a monitoring and evaluation system to monitor learning activities inline with the scenario faced. Ensure compliance with Athena Education and government guidelines.

**RESPONSE 4**

Establish a timetable of meetings between key stakeholders to ensure clear lines of communication are maintained (strategic leadership, line management, governors meetings, operations etc.)

Ongoing reviews to ensure best practice.



### Checklist, Guidelines and Procedures - Returning to school after COVID-19

- 1.) Liase with government departments (MOE, KHDA etc.) and Athena's Academic Board to agree re-opening inline with new directive.
- 2.) Contact cleaning tem to complete a deep clean of the school. Establish cleaning routines inline with the new directives.
- 3.) Carry out wellbeing check with all staff members.
- 4.) Purchase resources needed, e.g. PPE equipment, hand santizers, surgical masks and face shields.
- 5.) Governance meeting to discuss the new arrangements.
- 6.) Draw up a staffing plan and rota.
- 7.) Communicate with stakeholders that the school will be opening. Outline control measures. Plan positive mental health and wellbeing learning opportunities to support pupil's transition back to school.
- 8.) Contact external companies and inform them that the school will be opening. Limited access to reception area only and after school hours.



9.) Prepare welcome areas for receiving pupils and visitors/parents/carers.

The reopening of Oaktree Primary School will be guided by the following principles:

- First and foremost, protect the health and safety of students and staff.
- Follow the guidelines set out by the UAE authorities and Athena Education.
- Provide students with some familiarity of school routines for social / emotional/ academic learning.
- Provide clear expectations for all stakeholders.

### Arrival and Dismissal Expectations

#### Expectations for children

- Children will be allowed in the building at the assigned staggered start time.
- Children enter the building without parents at their assigned entrance.

EYFS – Gate 1

KS1: Gate 2

KS2: Gate 3

- Children must sanitize hands when entering the building.
- Children must adhere to the 2 meter rule when entering and exiting the building.
- Children bring only the minimal that is needed and take it all to the classroom.
- Children must wash hands before entering the classroom.
- Children older than 6 will need to wear a mask at all times.
- In order for these arrangements to work well, it is really important for students and parents to stick to these times as much as possible.



- If a child who is late needs guidance, the receptions can be called and arrangements will be made to pick the child up at their assigned gate.
- Children will be taken to the dismissal point at the end of the school day. When parents are there to pick up their child, the student will be released by the teachers.
- Children will adhere to the 1.5m distancing rule in classrooms.

#### Expectations for parents

- Parents will arrive at the assigned staggered start time and dismissal time – it is very important to keep to these times to encourage social distancing.
- Parents drop off their children outside of the building.
- Parents are encouraged to allow their child to make the last part of the journey into school independently unless delivering a reluctant child.
- Parents are encouraged to deliver older students at the car drop off.
- Parents should check the temperature of their child before leaving their homes. If the child demonstrates any cold like symptoms or a temperature above 37.6 then the child should stay at home.
- Parents should be aware that the buses will run at half capacity – inline with KHDA directives. Places on the bus are limited.

#### Staff

- Staff may enter through any entrance.
- Staff must sanitize hands when entering the building.
- Staff need to use the two meter distancing when entering and leaving the building.
- Staff will take their classes to the dismissal areas at the end of the day.
- The staff room will be closed until further notice.
- Staff are required to wear a face shield at all times during school hours.

#### Entering and exiting classrooms

##### Beginning of the day:

- Children will bring all their belongings with them to the classroom, including their bags.
- Before removing any clothing or items from their bags, children must wash and rinse their hands thoroughly for 40 seconds. (Handwashing lessons will be provided for all students and staff)



- Once their hands are washed, they enter the classroom placing their coats/jackets on the back of their chair and their bag(s) on the chair next to them
- They are then ready to begin the day

During the day:

- Students must wash their hands before they enter the classroom; this is at the beginning of the day, after break/lunch, after PE, after using the toilet or any other time they enter the room
- Each child is encouraged to bring a perfume-free hand lotion to be used after sanitizing and washing hands to prevent rash
- Students must wash their hands when they exit the classroom; this is at the end of the day, before and after going to break, before going to PE, after going to the toilet or any other time they leave the room
- Each class will have a washroom assigned by teachers. Children will visit the bathroom before being excused to break and PE

End of the day:

- Students put on their coats/jackets and place their bags on their back/shoulder
- Students wash their hands before lining up to be taken out
- Students sanitize their hands before walking out of the door
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### **Expectations around the use of materials**

- Teachers will maintain the sanitizing of the classroom and materials with the support of the cleaning staff
- All manipulatives must be washed twice daily. If they cannot be washed they must be packed away
- All school materials stay at school; no home materials are brought to school with the exception of a 1 pencil case which then stays at school
- Students bring their own pencil cases from home
- Children cannot bring personal toys to school
- The swimming pool will be unavailable until further notice.

Toys and manipulatives

- All toys and manipulatives to be washed after school



- Soft toys and pillows/cushions/blankets removed

iPads, laptops and mice

- All students in Y1 and above should bring a personal device to school (preferably an ipad). For families with multiple children, where this may be a challenge, the school will help to find a solution. Parents should reach out to the administration.
- Must not be shared while using
- Need to be wiped before and after use several times daily with wipes
- Students must wash hands before and after use

Other materials

- All children will be provided with a tray of materials that are for their personal use.
- White boards and markers wiped down after use
- Class pencils/pens wiped down after use
- Scissors/glue sticks/rulers wiped down after use
- Other art materials i.e. pastels etc. used, cleaned and then packed away
- No play dough/plasticine/clay
- Role play / reading corners washed down twice daily if used

Classroom libraries closed. Instead:

- EYFS: a selection of books made available. Once a child has read the book it is packed away and cleaned at the end of the day.
- Years 1 - 6: students have their reading book/s which they keep with their other belongings. If it is finished it is then cleaned and packed away.
- Teachers have a box of books relevant for the day which they use, clean and pack away.

### Health and Safety Guidelines

**Students or staff who show any signs of illness may not attend school.**

Parents are NOT send your child to school if he or she is showing any symptoms of illness which could be passed onto another child or adult. The child's temperature must be taken before boarding the school bus.



If any member of the household has symptoms of Covid-19, parents should NOT send your child to school.

Students who show signs of illness or have a temperature of 37.6 C or higher will be sent home from school. The school nurse will phone a parent to arrange immediate pick up of the sick child.

#### Handwashing and hand sanitizing

Students will enter school at their assigned building entrance, one at a time, two meters apart and will remain two meters apart the entire school day. Each class will have an assigned washroom. Students will wash their hands every two hours.

#### Handwashing Lessons

- Upon entering school students will use hand sanitizer before going up stairs to classroom
- Students will wash their hands at their assigned washroom on their floor every time before entering the classroom
- Students will wash their hands every time they leave the classroom

#### The School Nurse and Doctor

- Nurse's office will remain active during the school day.
- Children demonstrating symptoms of Covid-19 will be required to wait in a separate room, under staff supervision, until parents are able to collect them.
- A full time nurse will be onsite 5 days a week.
- A part time doctor will be onsite 3 days a week
- A pediatric first aiders will be onsite all week.

#### Two-meter distance

- Two-meter markers will be placed before doors
- Students will be separated by 1.5m throughout the school day both in the class and when transitioning to/from breaks and PE

#### Cleaning of the building

- Hand sanitizer will be placed inside each entry door



- Banisters, door handles, light switches, elevator buttons etc. will be sanitized on a hourly basis throughout the day by the maintenance staff
- Toilets and sinks will be sanitized on a continuous basis throughout the day by the maintenance staff

### Keeping distance - Employees

- Staff are welcome to use the all entrances to enter and exit the building but they must sanitize their hands upon arrival.
- Staff must wipe down their computer, iPad, mouse, etc. several times a day
- Staff must use Zoom to hold meetings and conferences
- When working in the same room, adhere to the two meter distance guidelines, spread out in meeting rooms and wash hands before entering the room and after leaving the room
- Sanitize hands before entering the elevator
- When exiting the elevator, hands must be sanitized
- The staffroom is no longer available as a communal space.

### Home learning plan

We are very pleased to offer students not on campus opportunities for Home Learning during a combined learning approach. Students who remain home due to a significant health risk will be able to access similar lessons and activities as their classmates who are at school.

What does “home learning” look like?

Students at home will receive daily lesson posts on SeeSaw for math, reading, writing and well-being. Students will have access to the remote specialist lessons just as the students at school are receiving. Home learning will not look like distance learning when the school was closed; there are no daily teacher videos or live Zoom sessions. Lessons will be posted as activities in SeeSaw so all students have access.

Will my child’s homeroom teacher be interacting with him or her when learning from home?

Teachers at school are working with classes. Unfortunately, they are not able to coordinate home learning or work with students who are not on campus. We realize that





students at home may be missing their homeroom teachers and classmates and this is understandable. If a child is forced to quarantine the class teacher will organise 3 live sessions per week via zoom. The sessions will be catch-up discussions and not actual lesson. They should last no longer than 15 minutes.

### **Lunch and snack procedures**

Break times and lunch will be staggered to support 2 meter distancing:

- All students and staff wash their hands before eating snack or lunch
- All students and staff wash their hands after eating snack and lunch
- Students sit in their designated spot in class for lunch. This spot should be at a 1.5m distance from others in the classroom
- Staff use the provided disinfectant and paper towels to thoroughly clean the tables after students have eaten
- As the canteen offers a buffet-style dinner, it is no longer in use.

### **Movement of all people in, out and throughout the building**

All movement of students around and within the building is to be supervised by an adult and adhere to the expected two meters distance. When students are moving around the building, they need to be taught the following expectations. These expectations must then be reinforced consistently by all teachers.

They include:

- Everyone washes hands before moving to another section of the school
- Move on the right when moving up and down the stairs and through the hallways
- Keep hands and bodies to him/herself
- Use the assigned washroom only
- One child at a time uses their assigned washroom
- Children must wash hands after using the toilet
- When entering or exiting the elevator, hands must be sanitized
- Visitors will not be allowed into learning spaces unless there is an urgent need



### Outdoor Play

A revised break schedule will be created to provide increased outdoor playtime for all students and limit the number of students on the playground at one time. Three staff will be on duty for every break (approximately 1:12 ratio of staff to students)

- Students are expected to follow the school rules and cooperate when instructed and directed
- Students are expected to adhere to all new procedures so the school can follow the guidelines for health and safety
- Students must maintain a two meter distance when playing
- Children will be able to play on the playground equipment but it must be completely sanitized between breaks ensuring no cross-contamination.

### Staff illness

All guidance will be inline with government regulations and Athena guidance. As a precautionary measure, staff who show signs of illness or have a temperature of 37.6 C or higher should not come to school or if already at school go home immediately. You are considered sick when there are symptoms of illness, even with mild symptoms of illness. This means that in case of symptoms of illness you have to stay home from work. If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be informed.

### Students of concern

Due to the nature of current crisis, the school's capacity to manage particular behaviors will be limited. As such, it is important that students follow school rules with a greater degree of independence. Teachers and staff will monitor the emotional well-being of students in the new learning environment. Parents are also asked to share any concerns with their child's class teacher.

We will be particularly aware of the following situations and issues:



1. Reluctant students – students who are not agreeable to coming to school, who have difficulty separating from parents, who refuse to enter the building or who make excuses during the day to be sent home.
2. Social / emotional concerns including new concerns because of new class, teacher, environment, friendships
3. Behavior / disciplinary issues
4. General academic concerns
5. Late and absent students
6. Child protection issues

Concern	Response
Reluctant Students	Teachers and staff will make reasonable efforts to encourage students to enter and stay in school. Students who are not able to cooperate easily and quickly will be sent home.
Social/emotional issues	Teachers will report students of concern to the Principal, SENCO and pastoral team. A support plan will be devised, agreed with parents and implemented.
Behaviour/ disciplinary issues	There is an enhanced expectation for students to follow school rules, classroom agreements and cooperate when instructed and directed. Students are also expected to adhere to the new hygiene and distancing procedures so the school can follow the guidelines for health and safety. Teachers should reach out to parents to discuss behavioural issues. If issues persist, a member of the SLT should be notified. Next steps will be determined on a case by case basis.
General academic concerns	This can be considered case by case basis with key stage leaders. If necessary, these should be escalated to the SLT.



Late and absent students	Regular recording of attendance and tardies will continue. Parents will be contacted if attendance is a concern.
Child protection issues	The same child protection procedures are in place. Teachers should inform the designated safeguard lead without delay.

### Teaching and Learning

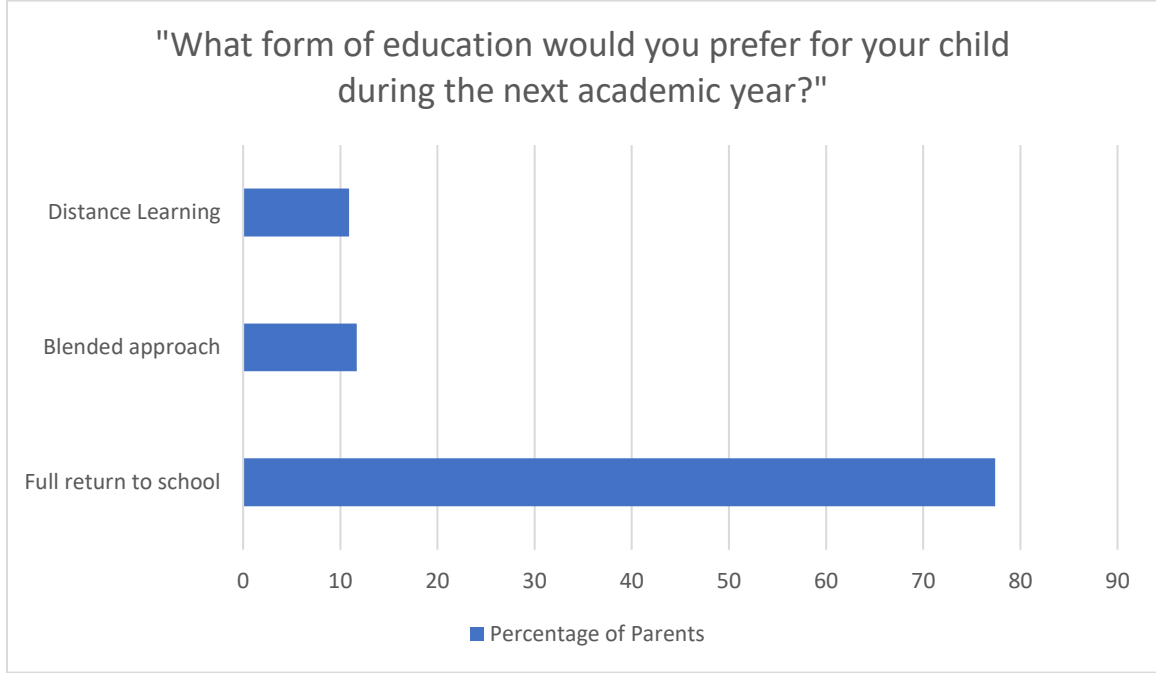
It should be understood by all stakeholders that this is an emergency learning situation. Our goal is to provide students with some familiarity of school routines for social/emotional/academic learning in a school environment. Teachers will continue to use teaching materials, strategies and teaching styles that are familiar to students. The academic work for students will be as familiar and as independent as possible.

### Schedule

The emergency learning schedule will be designed to limit the movement and contact of staff and students throughout the building. It will be fully compliant with the directives provided by the UAE government and Athena Education.

The homeroom teachers organize the daily schedule of lessons within the arrival/dismissal time and around breaks and lunch. All lessons will take place in the students' assigned homeroom classroom space with the designated homeroom teacher serving as the instructor. A schedule of PE classes will allow for students to have PE outside once a week with a PE teacher. During emergency learning co-teaching, pull out classes for EAL, Learning Support and Early Intervention classes are to be minimized. EAL and learning support services will be delivered through the online platforms such as Zoom.

**Parent Survey – What form of education would you prefer for your child during the next academic year?**



- The majority of Oaktree parents would prefer to have their children return to school and learn on site. Very few parents are interested in a blended approach. Therefore, the school proposes a 5-day week with the regular hours. Safety precautions will be established in order to facilitate social distancing. The school will limit its intake in order to maintain health and safety standards.

## School Re-Opening Priorities by Department

### Senior Leadership

- Recruitment of new staff to replace exiting team members
- Planning for learning, assessments and schedules
- Induction planning and expectations (including pre-induction for onboarding)
- Restructuring of budget – purchasing of teaching and learning resources.
- Welcome packs for parents
- Teacher handbook

### Operations and Admissions



- Student admissions till capacity of 320
- HR requirements for all existing and new staff members
- Parent support for new starters.

#### Reception

- Update SIMS application – Current students and new starters
- Follow-up with new enquiries.
- Offer letters for new joiners.
- Documentation requests for all new starters

#### Accounts

- Continuing to follow-up with the outstanding fees due to the school from Term 1, 2 and 3 (2019-2020)
- Collection of Term 1 fees for 2020/2021
- Update inventories for uniform and stationary
- Organise payments for vendors

#### IT

- Update and set up all laptops and ipads in preparation for September 2020.
- Check the projectors and panels for each class.
- Maintain CCTV operations
- Prepare the server for ERP changes
- Update the inventory list
- Check for all activation licences and updates
- Maintain all hardware across the school including printers, biometrics, access doors etc.

#### PRO

- Distribute students into specific classes on KHDA portal.
- Apply for approval for new teachers.
- Apply for the principal's approval
- Renew licences – medical, civil defence, KHDA
- Register new students with KHDA



## Transport

- 8 buses at half capacity.
- Establish bus hygiene expectations, social distancing, sanitation, temperature checks.
- Monitoring practices for daily records
- Provide PPE for staff
- Safety stickers and requirements
- Organise entry / exit for buses