

مدرسة الوحدة العربية

ARAB UNITY SCHOOL



SCHOOL MANAGEMENT POLICY- DISTANCE LEARNING AND COVID PROTOCOLS



VISION STATEMENT

Arab Unity School aims to provide a stimulating learning environment that challenges our students into discovering their potential and mold them into respectful, reliable and purposeful leaders of the global community.

MISSION STATEMENT

To provide an affordable education with a strong foundation of knowledge, technology and life skills, enabling our students to evolve into socially conscious and responsible individuals.

OBJECTIVE

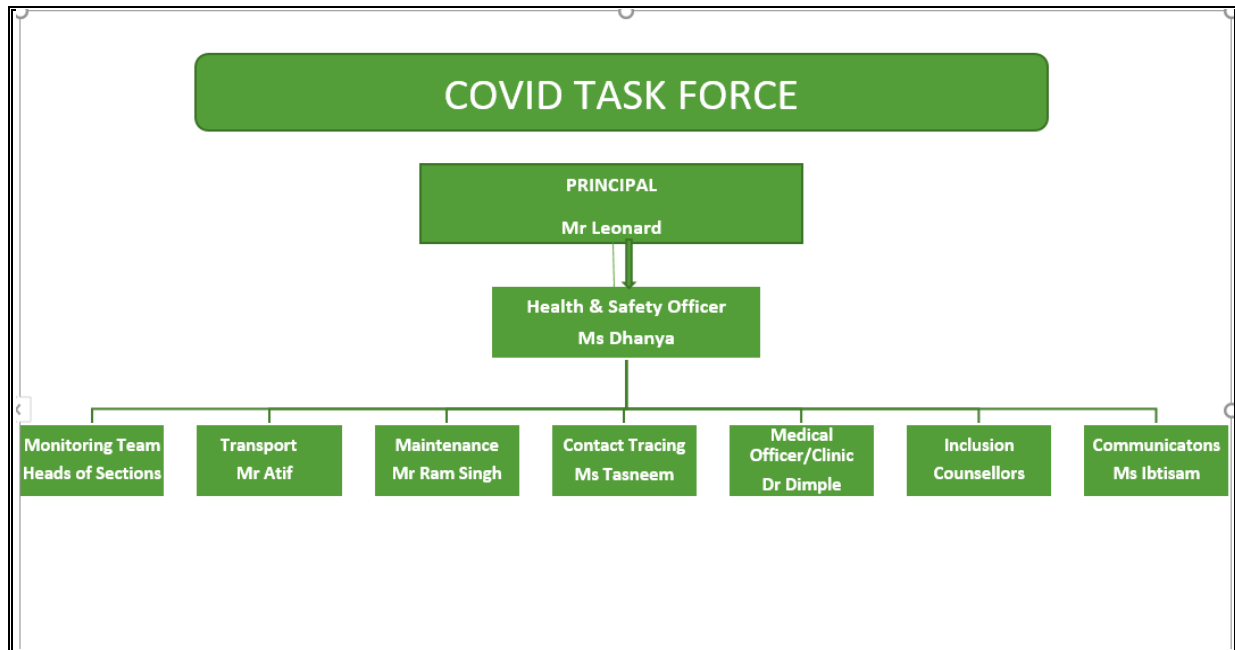
To ensure the health, safety and welfare of all students, parents , staff and all visitors visiting our premises during this COVID-19 pandemic period.

To ensure the prevention, and adapt to all measure according to the national guidelines in controlling the spread of COVID-19 in the school community.

The COVID-19 response at Arab Unity School

The School Principal oversees the overall responsibility for Health and Safety matters across the school. He is supported by the Health and Safety Officer and other members who takes responsibility of particular divisions of the school.

COVID TASK FORCE



ROLES AND RESPONSIBILITIES

PRINCIPAL

To address the views, concerns and suggestions raised by the school community.
To ensure that all policies and guidelines pertaining to health and safety during this COVID pandemic are implemented consistently across the whole school.

HEALTH AND SAFETY OFFICER

To oversee the management of all health and safety related issues during this COVID pandemic.

To lead the implementation of procedures and protocol for prevention and precautionary measures against COVID 19.

Other roles and responsibilities of the team includes:

- Preparing plans, policies and reports in line with the requirements of the health and safety of school community.
- Ensuring that the staff are trained and complying with the health and safety protocol.
- Monitoring the implementation of health and safety protocol required by the government.

PERSONAL PROTECTION AND SAFETY

- All staff and students (over the age of six) are mandated to wear masks at all times inside the school from entry, anyone with a medical condition and a doctor's certificate is exempted from this. Masks can be taken off while eating, drinking or while doing physical activity, however not compromising on the social distance factor.
- All staff and students are expected to wash hands/sanitize on arrival/before leaving school, before and after meals and snacks, after using bathrooms and after changing any activities or classrooms, when visibly soiled.
- Gloves are recommended for all cleaning staff, for support staff who are assisting students in the bathrooms and for medical team. Follow the guidelines of DHA while coughing or sneezing and avoid handshakes/ high fives.
- Social distancing of 1.5m-2m is to be maintained across all areas of the school. The staff/students' capacities in each of the areas mentioned below should be in line with the guidelines of the government
 - Classrooms, labs and libraries.
 - Playgrounds and activity rooms
 - Bathrooms
 - Drop off and pick up points of students
 - Office areas

PHYSICAL ENVIRONMENT AND DAY TO DAY FUNCTIONING

- Classrooms and teaching areas will be spaced to maintain a distance minimum of 1.5 m from person to person.
- The school campus will have markers placed on the floor and seating areas, ensuring 2m distance in all common areas.
- The use of washroom will be managed and monitored strictly to avoid more number of students in the area. A maximum of two students will be allowed in the washrooms
- Staffrooms and pantries will have signage of maximum capacity, the seating will be marked in these areas.
- Sanitizers will be kept in all common areas to maintain utmost hygiene. Washrooms will be adequately supplied with hand wash and sanitizers,
- Office areas will have furniture spaced to observe physical distancing. Use and exchange of paper will be minimized wherever possible.
- All meeting should be conducted online whenever possible. In case a face to face meeting is required all attendees are required to wear mask , maintain 2m distance.

CLEANING AND HYGIENE

- The entire school will be cleaned and sanitised every day in the afternoon hours when all the students and staff have left.
- Cleaning and sanitizing of all the contact surfaces including AC, door handles, switches, water faucets, keyboards, monitor screens, etc. will be done every day after school.
- Toys/resources in FS used on a rotation basis – used by a group one day, then cleaned and dried thoroughly before use by another group.
- The school uses disinfectants and chemicals approved by the Dubai Municipality.

TRANSPORT

- Students and staff using the school's **bus transport will be checked for temperature and other symptoms at the point of boarding the bus.** In the event that a student or staff member shows any symptoms of COVID-19, s/he will not be allowed to board the bus.
- When arriving at school, bus students and staff will move to their classrooms directly without congregating elsewhere first. Staff will be available at the bus gate to support and guide bus students to their classrooms.
- According to the KHDA and MoE regulations, the number of students boarding any bus will be reduced to **50% of the capacity of the bus – including the driver and bus nanny.**
- Teachers and other school staff using the school's transport will be transported on separate buses and collected at specifically identified pick up points where they will also be dropped off in the afternoons.
- Every bus will have a **specific seating plan** where students must sit and stickers on seats to ensure occupants will be at least 1.5m apart from one another. Where necessary, older siblings may be allowed to sit with their younger siblings during the bus trip.
- Safety signage and hand sanitiser will be available on **every bus and before and between trips the buses will be cleaned and sanitised.**
- **Wearing masks** will be **compulsory** for all the students and staff on the school buses at all times. Student <6 yrs old and with certified medical conditions are exempted.
- **Students' and staff's temperatures will be taken BEFORE boarding the bus and WILL NOT be allowed to board if the body temperature reading exceeds 37.5 degrees Celsius.**

- If there is any reason to suspect someone of **exhibiting COVID-19 symptoms s/he will not be allowed to board the bus at the pick-up point and the parent will be called immediately to keep the child at home** if the parent is not physically there at the moment of pick-up.
- Students will be supported and supervised by a nanny on each bus. The nannies and drivers will also be wearing masks at all times.
- ***If symptoms only present themselves during the bus ride, while going to school, the relevant student will be taken to the school's Isolation Room by the bus nanny or bus driver and the relevant protocol for follow-up will be followed as per the KHDA &DHA guidelines.***
- ***If the symptoms show up while returning home, the student will be made to sit on the last seat maintaining 2m distance from other students and will be dropped off first after informing the parents.***

ENTRY PROTOCOLS

- All students attending school for on-campus learning must report to school by **7.45am.**
- When arriving at school, all students and staff are required to wear their own masks and may be sent home if not in compliance with the health & safety regulations. Sanitizers will be available at the points of entry.
- **Parents or other care givers will not be allowed to enter the school premises with their children,** but may enter the school via the Main/Taher Hall reception to speak to the receptionists for any queries or support after their temperatures are checked and other health and safety checks have been conducted

EXIT PROTOCOLS

- At the end of the school day **bus students** will be guided **directly to the buses** where the bus nannies and drivers will ensure that they sit according to a specific seating plan to ensure the appropriate social distancing.
- **Own transport students will be guided directly to the dedicated pick-up area in front of the main entrance at the Taher Hall** where monitors will ensure the social distancing and other safety regulations are adhered to.
- In the afternoon parents/care givers/drivers will collect their children from the dedicated area where their children will be waiting under the supervision of staff without entering the school premises to collect their children.

DELIVERY OF LESSONS.

Hybrid Model (HM)

This model will be followed when there is a **medium risk** (as it is currently) and authorities judge that the pandemic can be significantly controlled. It is closely linked with the mandatory regulations regarding school bus and classroom occupancy limitations. It will consist of a Blended Learning Cycle (BLC) approach with a **combination of On-Campus (OC) and Distance Learning (DL)** carefully blended to promote optimum learning opportunities, while the **safety of students and staff are prioritised**. To maintain at least 1.5m between students in classrooms and otherwise, no more than 50% of students will physically attend the school premises on a specific day to engage directly with teachers and peers in the **On-Campus (OC) phase** of the Blended Learning Cycle (BLC). The rest of the students will be actively engaged in the **Distance Learning (DL) phase** of the Blended Learning Cycle (BLC).

FS2 –YR1

- ✚ **Learning bubbles (consistent groups of maximum 10 students)** will work in dedicated areas that may include the classroom, one of the activity rooms and one of the Free Choice-Play areas where dedicated members of staff supervise the learning and safety and physical distancing protocols. The same 10 students stay in a constant group to decrease the chances of interacting with larger numbers of students. In the event that anyone is diagnosed with COVID-19 these constant groups will allow easier tracking and tracing of others who may have been in contact with the COVID-19 positive child or adult.

Co-curricular activities

Any form of co-curricular activity involving groups of students will be conducted under strict social distancing norms. (Refer to the action plan for group activities)

All equipment's used by groups will be kept separated and sanitized before the next use.

MEDICAL OPERATIONS

- The school strictly follows the guidelines and COVID pathways released by the DHA, in case a suspected case is alerted in the school.
- Any suspected case will be accompanied directly to the ISOLATION ROOM where the school doctor or nurse on duty will immediately isolate the person in accordance to the KHDA and DHA regulations. At the time of dealing with any COVID-19 suspected case, the medical staff will wear the DHA approved Personal Protection Equipment (PPE) to ensure their own safety.
- If it is a student, the parent/s will be called immediately by the medical team. The parents are requested to seek medical advice for further management including conducting COVID-19 PCR test, and to inform the school of the result. If the parent or any other pre-approved person are not able to come and collect the child, the child will be kept in the Isolation Room and the school's counselling or medical staff will support the child till s/he is collected safely.
- In the case of staff showing suspicious COVID-19 symptoms, they will be asked to go for a COVID-19 test and notify their Head of Section at the earliest of the result while self-isolating.
- In all suspected COVID-19 cases, the necessary tracking and tracing procedures will be followed to identify anyone whom have possibly been in contact with the suspected infected person and they will all be asked to self-isolate till the suspected person's COVID-19 test comes back as negative.
- In the case where the test is positive for COVID-19, all the people who have been in contact with the infected person will be notified to go for a COVID-19 test and notify the school of the result as soon as it is available, while self-isolating at home.

WELLBEING AND SUPPORT

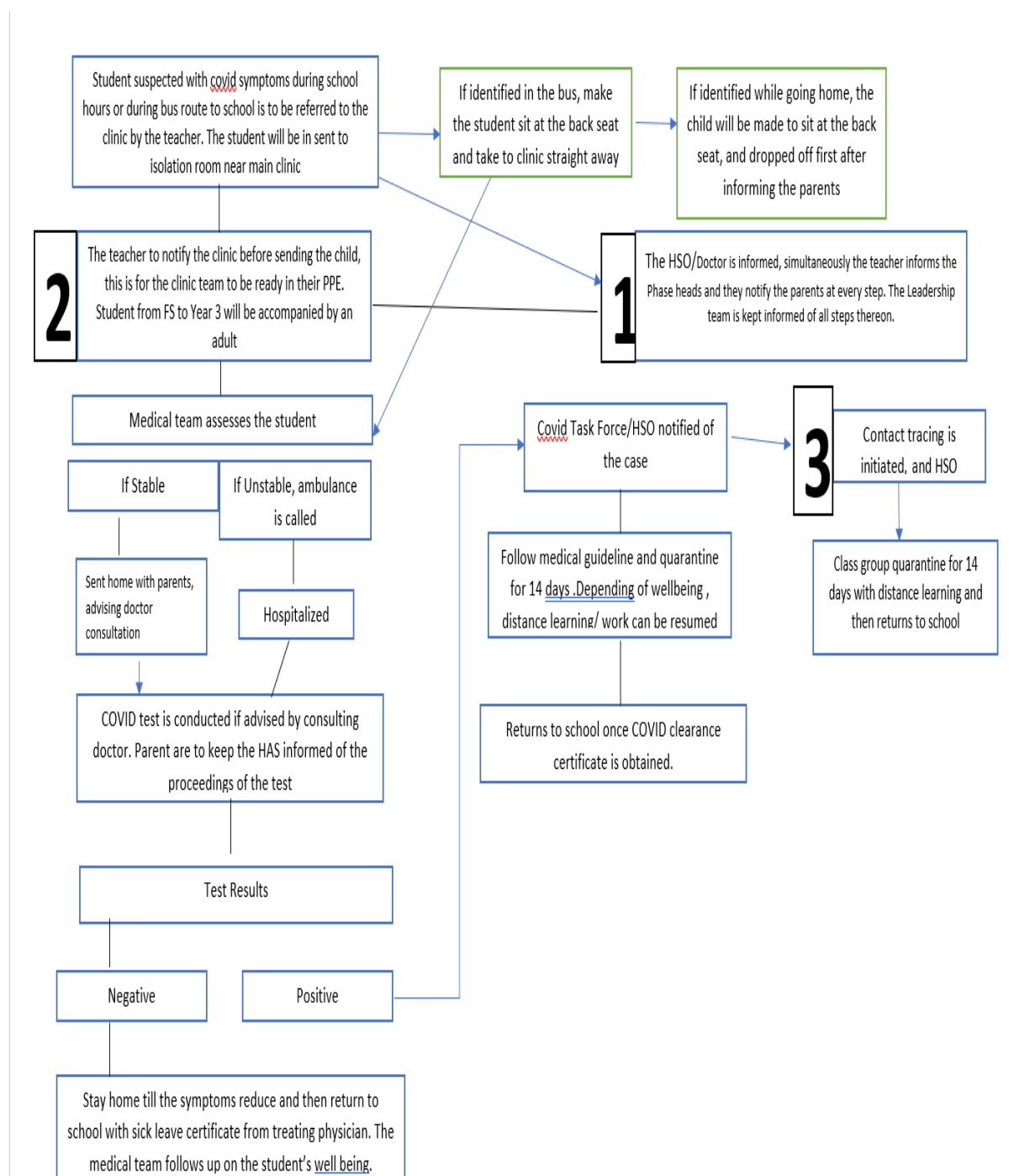
- The school's medical doctor and nurses are trained to calm and reassure any child or adult brought to the isolation room when suspected of COVID-19 infection. Their counselling is supported by clear communication documentation provided by relevant authorities and support organizations.
- The school counselling team, that is led by the Head of Inclusion, is also trained to provide additional support to children who may be referred to the isolation room for suspected COVID-19 infection.
- Both the medical and counselling staff also provide appropriate support to the parents or caregivers of the children from identifying suspicious symptoms till returning to school again.

BACK TO SCHOOL AFTER COVID

Staff/ Students who is tested COVID positive should get a De-isolation clearance certificate on the 14th day from the consulting healthcare facility or by calling DHA at 800588/800342

Staff/Students approved as close contact can come back to school on the 15th day of quarantine, if they have had no symptoms till the 14th day of quarantine. They will first visit the school's main clinic upon entry or a general assessment and approval by the medical team.

COVID PATHWAY INTERNAL



DISTANCE LEARNING

- ❖ If a parent decides NOT to send his/her child/children to school for the On-Campus day visits, an official request via email should be sent to the relevant Head of Section prior to the day of visit. The reason/s for this decision should be clearly explained and any relevant documentation added for the school's records and reference of the KHDA and MoE.
- ❖ A Complete Distance Learning (DL) model will be used to continue to provide quality learning opportunities to those who cannot come to school for any on-site, face-to-face education. The blended learning cycle (BLC) approach will still be used and the DL component of each learning cycle will include pre-recorded videos, interactive activities and assessments to prepare students for the next day's activities .
- ❖ Synchronous and asynchronous lessons are delivered via different platforms such as zoom, google classrooms and edunation. Teachers are able to provide resources, support and deliver tutorials to enable learning to continue. They are also able to provide targeted feedback to the children through written, verbal and video communication. In addition to these platforms, other applications and websites will be utilised to enhance the learning.

Assignments and Assessment

Assignment will be shared with the students through the different learning platforms used in each section. All student attending school both onsite and distance are expected complete the assignment within the time frame given.

Assessments will be take place through Formative, Summative and Continuous modes to suit the learning model opted by the students. All the assessments will contribute to the students report cards and end of year grades, which will decide their progress on to the next academic year.

RESPONSIBILITIES

Teachers

- ❖ Prepare all necessary resources and create a balance learning experience for all students.
- ❖ Responsible for marking and giving constructive feedback on the students learning via different application and learning platforms.
- ❖ Monitor the student attendance and ensure all students follow appropriate netiquettes in the classroom
- ❖ Maintain open communication with the parents and caregivers.

LEARNING SUPPORT ASSISTANTS

- ❖ Responsible to differentiate the tasks/assignments to suits the learner needs. on your timetable
- ❖ Communicate regularly with students on your timetable and/or their parents to ensure they have success with distance learning
- ❖ Provide in class support and withdrawal support both one on one and in groups to support students learning needs.
- ❖ Prepare Individual Learning Plans and Behavior Intervention Plans for students.

Students

- ❖ Dedicate appropriate time to learning, your teacher will give you guidance regarding time expectations
- ❖ Follow the behavior guideline of distance learning and e-safety rules.
- ❖ Log in on time, complete all assignments and tasks given by the teacher.
- ❖ When you are working at home make sure you choose a quiet space free from distractions
- ❖ Parents/helpers can support but must not do the work for you
- ❖ Keep healthy habits and take breaks away from devices between scheduled lessons
- ❖ Report any misuse of online platform by other students to your subject teacher

Parents

- ❖ Speak to your child about his /her in online learning.
- ❖ Spend quality time engaging in healthy conversations and physical activities.
- ❖ Monitor the time spend online, encourage your child to take brain breaks.
- ❖ Support your child in managing the deadlines, given guidelines in submitting his tasks.
- ❖ Speak to your child about E-safety policy and cyberbullying policies uploaded by the school.
- ❖ Ensure that your child actively attends his online lessons.

ATTENDANCE

- ❖ Attendance is compulsory during all modes of learning, be it face-to-face (on-campus) or remotely (Distance Learning).
- ❖ Students and staff are requested to stay at home if they show any symptoms of COVID-19 and adhere to the ' Stay at home if unwell Policy'. Class teachers and line managers of staff should be immediately notified of such absence.
- ❖ Absence is only authorised for the following reasons, confirmed by a signed letter from the parents/guardians or by the way of official documents to attest for the full duration of the absence:
 - ❖ illness

- ❖ Death of a first- or second-degree family member
- ❖ Scheduled doctor appointments
- ❖ Essential and urgent family travel for matters such as medical treatment or death of a family member

- ❖ It is the parents' responsibility to notify the school of planned absences in advance and submit any appropriate documentation as required.

- ❖ Students with any high-risk health and those registered to have additional needs may be exempted from physically attending the school premises upon submission of a medical certificate attesting the medical condition.

- ❖ Authorised absence is not recorded as present on school record, BUT as "Authorised Absence"

- Exempt students are still required to attend classes remotely via the school's Distance Learning (DL) program.

Behavior Management during Distance Learning.

The school follows a levelled approach to any form of inappropriate behavior, which includes incidents related to any form of bullying, attendance and other violation of rules. The details are listed in the school's Behavior Management Policy, that is to be read in conjunction with the Antibullying, Child protection and Attendance policy.

Policy date	September 2020
Review date	June 2021

