

RETURN TO JPS

GUIDE FOR PARENTS

Year X

SEPTEMBER 2020



Contents

PRINCIPAL'S MESSAGE—Welcome Back From Mrs. Higgins

1. KEEPING JPS SAFE

2. WELLBEING

3. OUTSTANDING EDUCATION PROVISION

4. THE SCHOOL DAY

5. ENTRY AND EXIT PROCEDURES

6. CLASSROOM SAFETY PROCEDURES

7. EMERGENCY PROTOCOLS

We are still receiving information from KHDA on a regular basis with regards compliance requirements. We will communicate with you again closer to the new academic year with any further information received since this document was published.

Principal's Message

Dear Families,

Welcome back to JPS!

In the remarkable year of 2020, we have found ourselves adapting and changing rapidly. We now find ourselves entering Chapter Two of an unprecedented year of schooling. It is now time for us to begin to return to school and to a new normal. One thing that is clear is that, as we enter the new year, we will all need to remain positive and flexible in thoughts and action as we adapt to new systems.

To open a school in Dubai this September, the KHDA required that we met 118 protocols, which were shared in July, and which we have met. This approval ensures that we are bringing your children back to school safely and that we can continue to provide you with an outstanding education back within the school building and beyond. Each school has a different plan according to their facilities and structure.

In this guide, you will find information pertinent to you and your family which aims to explain, reassure and prepare you for the return to JPS. We have produced guides for each year group, as there are variations within routines, structures and potentially changes to classes from what was previously shared. All changes have come about since the term ended and we have made decisions as a leadership with wellbeing for your children and families at the heart of each choice.

Our approved plans are the very best way of returning our JPS Family back to school and are based on three important factors:

1) The health of your children across all age-groups at JPS.

We will not compromise on the Health and Safety regulations in any way.

2) The well-being of your children.

We want them to be happy to be back at school, excited to see their friends and, at all times, to feel safe and reassured that JPS is doing everything possible to keep them safe.

3) To provide an outstanding education that is uncompromised by the changes in delivery.

We will ensure that every lesson is supporting the progress of your children, whether delivered face-to-face in the classroom or at home.

We also understand that some parents would prefer to keep their children at home for a little longer and we will fully support these families with simultaneous online access that will ensure their curriculum is in-line with that of the children in school. Families opting to remain at home for any period of time will need to complete the survey attached to this guide and we will discuss these cases individually.

Our teachers will continue to use devices to support the Blended Learning provision in some areas of the curriculum. The children will continue to use the learning platforms that you are familiar with as parents. All new children and parents will receive induction training on using these through fact sheets and videos. Online learning will continue during the times that students are not in school (home learning) and for those who have chosen to stay at home. This will also be available for students with significant health concerns or conditions.

I want you to feel safe; I want you to be excited about the return to school and, above all, at JPS, we want to provide the best possible educational experience for your children.

We hope you find the guide ahead useful and informative and I look forward to beginning the academic year 2020-21 and seeing all your wonderful children back at JPS.



Rachel Higgins
(Principal/CEO)

1. Keeping JPS Safe

JPS will fully cooperate and comply with all measures and guidelines stated by the government regulators.

The 118 KHDA protocols to be adhered to cover the following aspects:

- Entry, drop-off and pick-up procedures
- Screening and emergency planning in case of a suspected or confirmed case
- Monitoring attendance and contact tracing
- Hygiene
- PPE expectations for staff and students
- Physical distancing arrangements and school set-up
- Educational provision
- Special events
- Resources/materials
- Food and beverages
- Physical Education
- Transportation
- Communications
- School premises (other than classrooms)

Travel and Health Declaration Form

Before returning to school, a Health and Travel Declaration Form must be completed. This should also be submitted if your situation changes and your child's class teacher should be informed.

All school staff have completed a similar form, including underlying health conditions, recent travel and contact with a person linked to a COVID-19 positive test.

Temperature Checks

We encourage all parents to check their child's temperature every day before leaving home. If it is 37.5°C or above, they must remain at home.

Risk Assessments

As part of normal school operations, key areas of school life and the school site are risk assessed on a regular basis and their implementation monitored. Risk assessments have been updated to consider the impact of COVID-19 and a risk assessment has been prepared specifically for COVID-19. Individual risk assessments are carried out, for example, in relation to particular activities and also for specific individuals (pupils and staff) with declared vulnerabilities, where appropriate.

2. Wellbeing

The wellbeing of our children is of paramount importance.

The children will have access to various means of support through their class teacher and teaching assistant, as well as to our three school counsellors, and Moral Education and Wellbeing lessons will continue in order to provide support and education.

Continued participation in Physical Education is vital to the wellbeing of the pupils, enabling them to remain active.

The school safeguarding policy has been updated with COVID-19 in mind. Information about the JPS safeguarding team, including the safeguarding policy and details of the Designated Safeguarding Lead, can be found on the school website.



Before School Starts...

It is important you reassure your child that school is a safe place for them to learn.

We recommend that you talk through the school's plans for restarting the school year, presented in this guide, discussing any questions your child may have.

Please do talk to your child about some of the things that will be different about their return to school.

We are well aware that your children have been at home and directly with you as parents for a long period of time and that detachment may be an issue for some. We recommend that you practise (where comfortable) leaving your children with a family member or friend for a gradual period of time so that they get used to this routine again.

3. Outstanding Education Provision

Face-to-Face/Blended

Teaching will be delivered in school, unless otherwise indicated by KHDA, and we expect all pupils who opt to return to attend school every day.

Online Access

For those children who do not return to school, there will be simultaneous online access to lessons. Lesson materials will be provided prior to the lesson taking place via the relevant learning platform, e.g. Seesaw or Google Classroom, and the teaching will be streamed live as per the timetable. As they did during the Learning From Home programme, children will upload their work to their platform and feedback will be given by the teacher.

JPS will continue to provide 'Outstanding' learning and teaching at all times, inline with our school vision:

'An ever-evolving experience for ever-evolving learners, ensuring success today and preparedness for tomorrow.'



Learning and Teaching

As would always be the case at the beginning of the new school year, teachers will use a wide range of ongoing assessment strategies to ascertain children's individual starting points and identify any gaps in knowledge, skills and understanding. Assessment information will be used responsively to fully personalise learning.

In lessons, work, where necessary, will be completed in exercise books, however distance learning platforms, e.g. Seesaw, Google Classroom, will be used to submit work for feedback. Although activities that involve pupils having to move around the classroom will be avoided, evidence-informed strategies will be used to ensure pupils are able to participate fully in discussions, work collaboratively with their peers and ask and answer questions in spite of physical distancing rules.

3. Outstanding Education Provision

Specialist Subjects - Arabic, Islamic, PE, Music, French

Temporary curriculum adaptations have been made to support the safe delivery of all specialist lessons.

ARABIC:

- For Arabic A and Arabic B, there will be a blended approach to learning.
- All children will remain in their classroom and an Arabic teacher will support their learning in class.

ISLAMIC:

- For Islamic A and Islamic B, there will be a blended approach to learning.
- All children will remain in their classroom and an Islamic teacher will support their learning.
- The Prayer Room will remain closed, unless the government allows prayer rooms to open across different facilities in Dubai

PE:

- To ensure that our children remain active and keep healthy, PE lessons will resume, with strict adherence to safety management measures.
- Children will come to school dressed in their PE kit on their specific PE days. Changing rooms and showers remain out of use.
- During PE lessons, children and PE teachers will not be required to wear masks when engaged in strenuous physical activities such as running, as long as they adhere to physical distancing measures.
- PE lessons will focus on sports that do not require physical interaction.
- All PE staff will implement physical distancing of at least 1.5 metres during PE lessons, including while entering and exiting the Sports Hall and Main Hall. Visible markers on the floor will indicate appropriate spacing.
- When equipment is used, frequent sanitisation of all equipment and all areas in which PE lessons are offered (Main Hall and Sports Hall) will occur
- As soon as it is safe to do so, outdoor spaces will be utilised.

Swimming

Because changing rooms remain prohibited, swimming lessons will not commence in September. *Updates will be provided once regulations are given from KHDA.* Swimming lessons will be replaced by an additional PE lesson until they can resume.

Sports Fixtures

- It is unlikely sports fixtures will resume in September based on official guidance.
- No tournaments or events will take place until further notice

MUSIC:

- Music teachers will deliver music lessons in classrooms.

FRENCH:

- Our French teacher will deliver French lessons in classrooms.

3. Outstanding Education Provision

After-School Activities (ASAs)

Once school is up-and-running, ASA provision will be reviewed. Further information will follow.

Learning Resources

Children will be issued with a set of their own resources, which will be kept in self-contained zipper bags by their class teacher.

Children in Year 3 to Year 6 should bring their own device, with children in Year 1 and Year 2 encouraged to do so for continuity of learning between home and school. If your child does not have access to their own device, we are able to support them with school resources.

Individual devices must be fully charged every day, where appropriate. No sharing of equipment will be permitted.



The Library

The books in the library are considered a shared resource and therefore will remain out of use until further notice. Children will have access to online literature through our online subscriptions, such as *Bug Club*, *Accelerated Reader* and *I Read Arabic*.

Special events

As per the KHDA guidelines, all special events such as festivals, holiday events, special performances and sports tournaments and group activities such as school trips, celebrations, sports and student camps are cancelled or postponed until further notice.

4. The School Day

To ensure full compliance with government guidelines, amendments have been made to the school day to support with social distancing and traffic footfall.

All children will be able to enter school over a 45 minute period (7:15 - 8am), subject to review:

- Camels (red) and Falcons (blue) - Children should be in class between 7:15 and 7:35am.
- Gazelles (yellow) and Leopards (green) - Children should be in class between 7:40 and 8:00am.

Registers will close at 8.15am, after which time children will be marked as 'Late'.

The Timetable

The school timetable will run as normal, where possible, with all year groups and classes attending school every day.

All children accessing learning online will be expected to attend lessons in accordance with the school day and its timings.

Snack and Lunch Breaks

In Term 1, as per normal protocol for this time of year, snack and lunch breaks will take place in classrooms. All break areas will be supervised by staff to ensure distancing is maintained and to ensure children are not sharing food.

Water dispensers will not be available, therefore it is vital that your child comes to school with a fresh supply of water in a clean, clearly named reusable water bottle and their lunch box.

Guidance states:

- **Children aged 4-8 years need 1.1 - 1.3 litres of water per day**
- **Children aged 9-13 years need 1.3 - 1.7 litres of water per day**

Corridor Footfall

To reduce corridor footfall, all lessons will take place in classrooms, with the exception of PE. When movement is required, social distancing will be maintained. There will be clear signage around school indicating which side of the corridor to walk on.

Uniform

Pupils should wear a washed, clean uniform to school every day.

Students from FS1 to Year 1 do not need to wear masks to school, however if you or your child would prefer that they did wear a mask, please feel free to do so. Masks, fabric or disposable, will be a mandatory part of school uniform for children in Year 2 to Year 6 and are required to be worn at all times, except when eating and taking part in physical activity.

On days when pupils have Physical Education (PE), they should wear their PE kit to school as they will not be able to use the changing rooms.

One JPS school bag will be permitted. No trolley bags will be allowed for health and safety reasons.

5. Entry and Exit Procedures

Entry Procedures

- Thermal cameras will be situated at the designated entry points to school to ensure temperature checks of every person entering the school building. Anyone with a fever greater than or equal to 37.5 degrees Celsius will not be allowed entry.



- At each entry point, there will be appropriate spacing to maintain 2m physical distancing.
- There are assigned entrance points based on the children's age, their proximity to their learning area and their ability to securely leave older siblings.
- In FS1 to Year 2, handheld thermometers will be used for individual temperature checks at classroom doors. Anyone with a reading higher than 37.5 degrees Celsius will be sent through the nearest thermal camera for a second check.
- Pupils in Year 3 to Year 6 will go from their thermal camera entry point to their classroom, via the designated route, where they will be met by their class teacher.
- School staff and children in Year 2 and above are required to wear face masks at all times. *Access will be denied to those not complying.*
- Meetings will occur online, unless there is a critical need for a one-to-one meeting. In this case, appointments will be made via email and approved beforehand.

5. Entry and Exit Procedures

In line with KHDA regulations:

- Only one family member, wearing a mask at all times, is allowed to enter the school grounds for drop-off/pick-up. *Access will be denied to those not complying.*
- Families will drop-off/pick-up at one designated area at a designated time and will have no interaction inside the school.
- There will be no access to the rest of school by family members and visitors.
- Family members are to be on the school grounds for drop-off and pick-up for no longer than 10 minutes.

Year Group Specific Entrance Procedures

All children will be able to enter school over a 45 minute period (7:15 - 8am), subject to review:

- Camels (red) and Falcons (blue) - Children should be in class between 7:15 and 7:35am.
- Gazelles (yellow) and Leopards (green) - Children should be in class between 7:40 and 8:00am.

For families with more than one JPS child, enter through the designated gate for your youngest child and drop them off first.

FS1 - Year 2 - Children can be dropped off at the designated area outside of your child's classroom by one family member or guardian

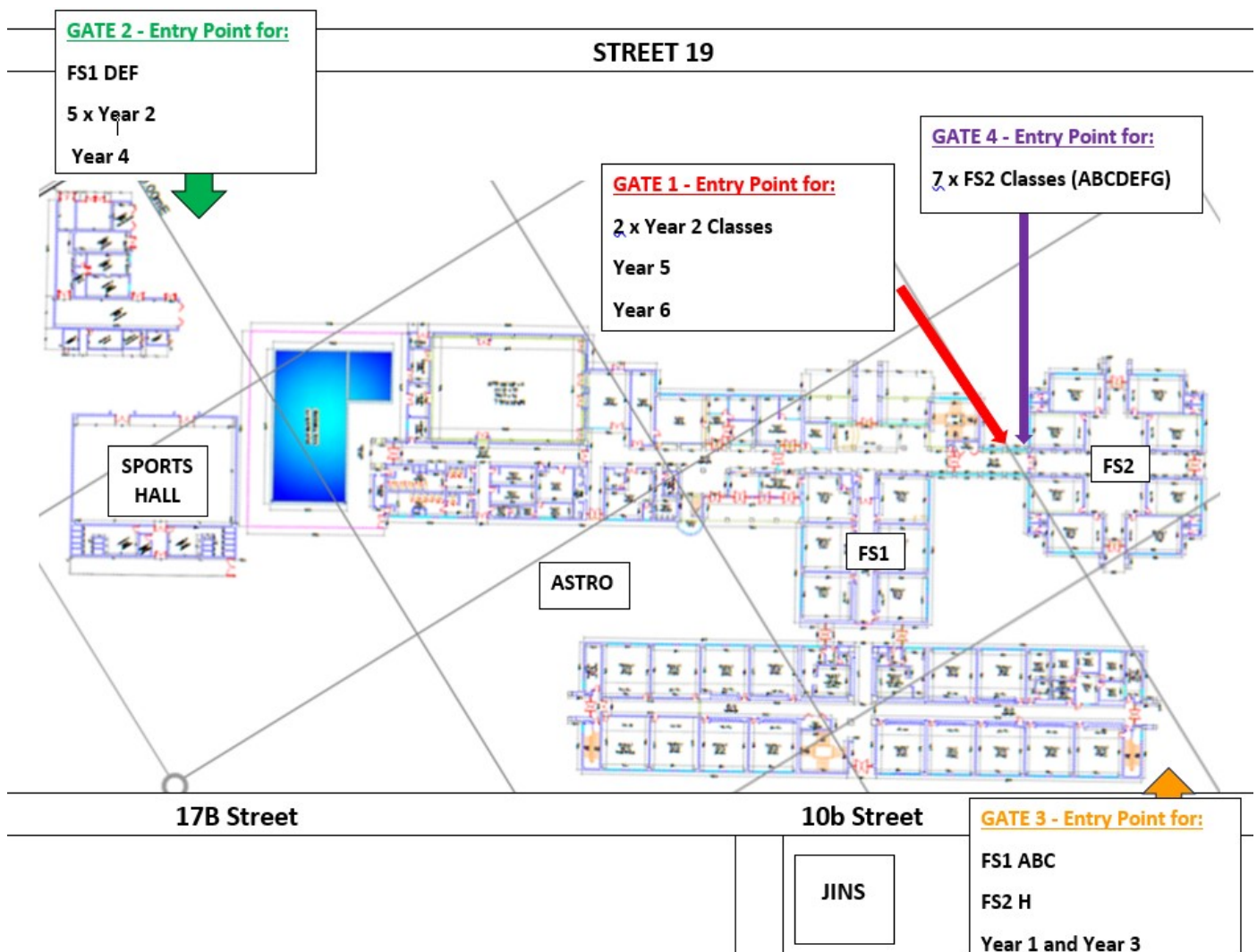
Year 3 - Year 6 - Children can be dropped off outside at the designated drop-off zones at the front and back of school. Children must make their own way to their classroom.

5. Entry and Exit Procedures—FS1

- FS1 ABC - Enter through Gate 3 (see map)
- FS1 DEF - Enter through Gate 2 (see map)
- Follow designated route to drop off at the external door of your child's classroom
- Your child's temperature will be taken before entering the classroom
- Exit through the same gate area as you entered

Recommended Parking - FS1 ABC - Sand Area, 17B Street

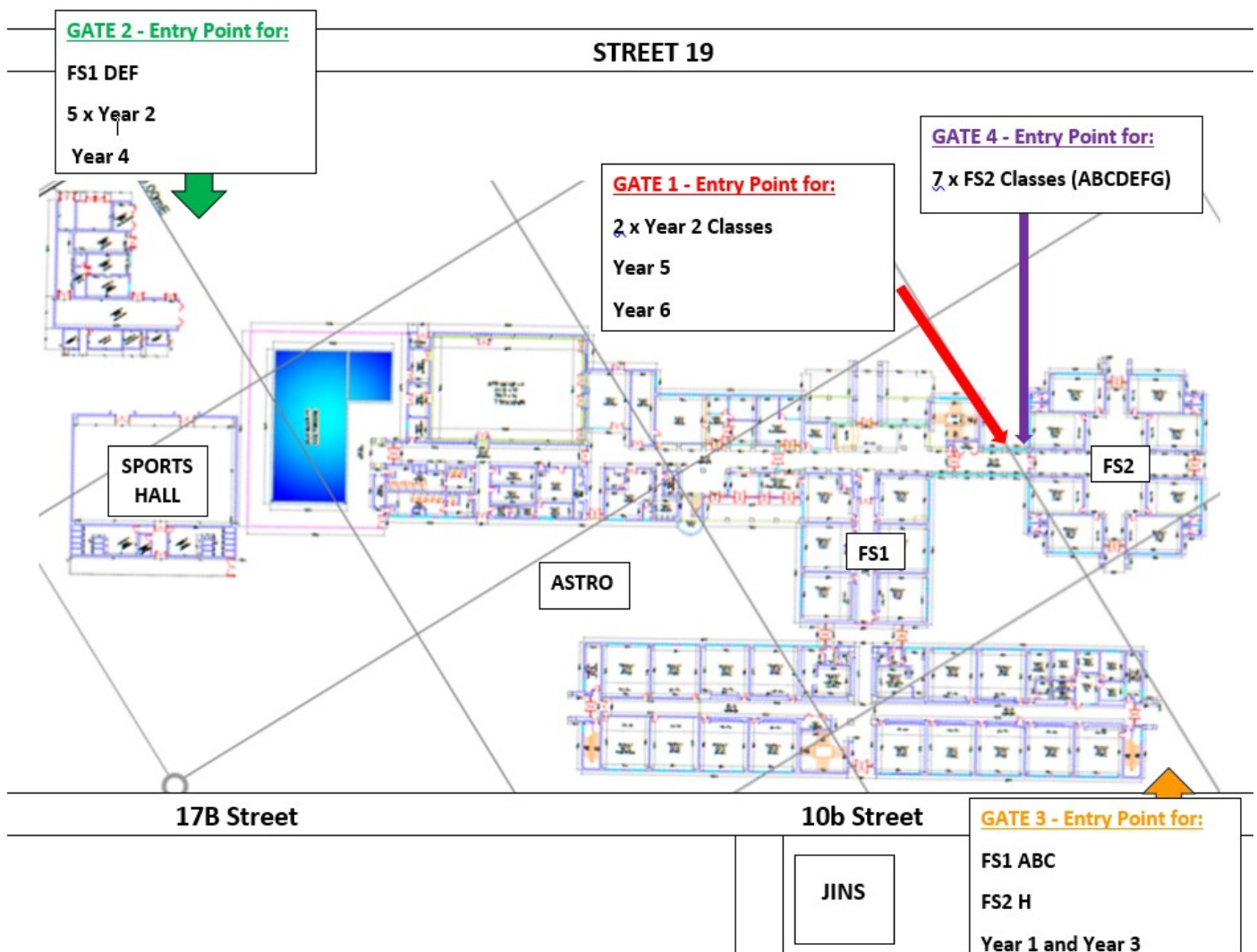
Recommended Parking - FS1 DEF - Sand Area, Street 19



5. Entry and Exit Procedures—FS2

- 7 x FS2 Classes (ABCDEFGF) - Enter through Gate 4 (see map)
- 1 x FS2 Class (H) - Enter through Gate 3 (see map)
- Follow designated route to drop off at the external door of your child's classroom
- Your child's temperature will be taken before entering the classroom
- Exit through the same gate area as you entered

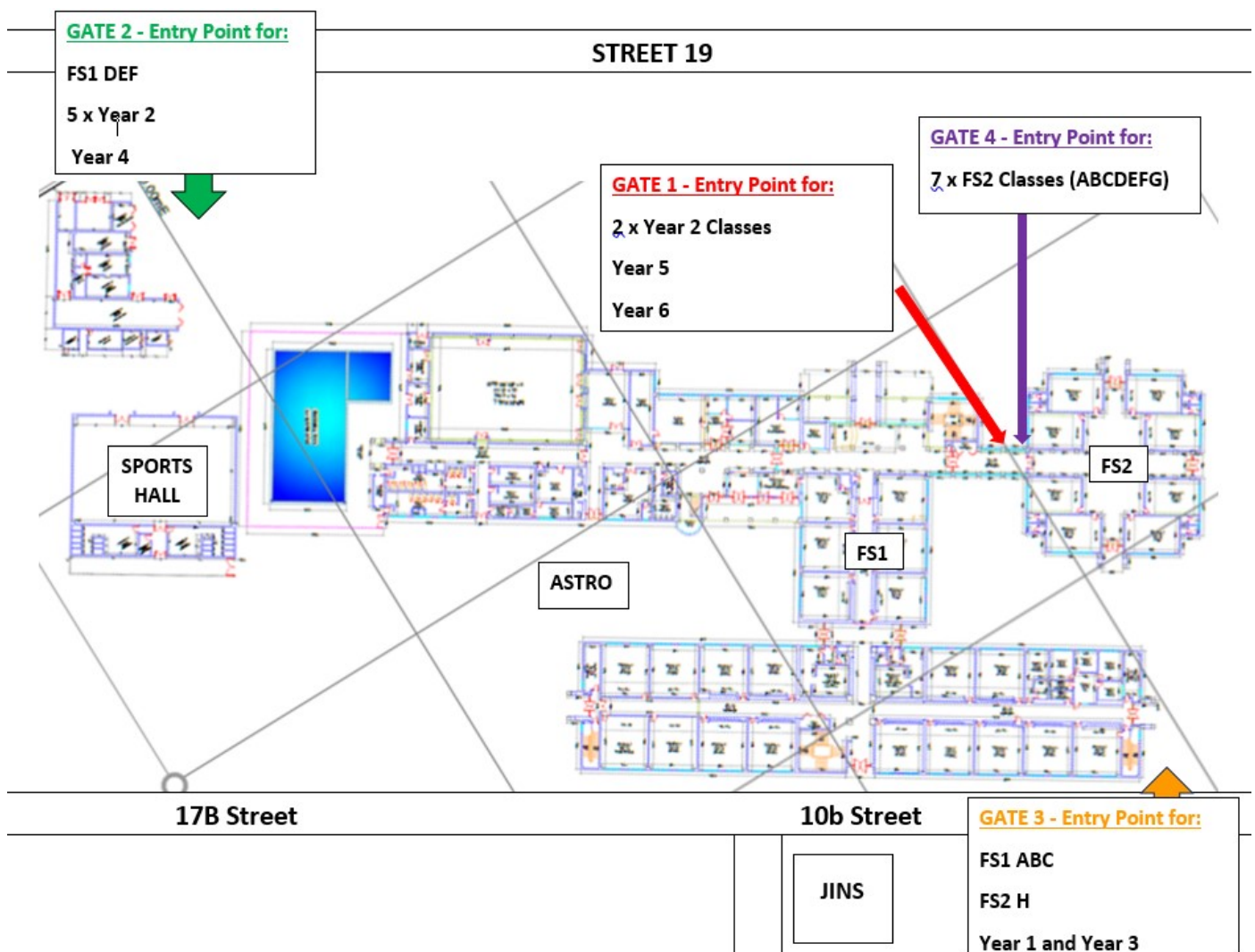
Recommended Parking - Around streets at the front of school (Street 19)



5. Entry and Exit Procedures—Y1

- All Year 1 Classes - Enter through Gate 3 - Back Gate (see map)
- Follow designated route to drop off at the external door of your child's classroom
- Your child's temperature will be taken before entering the classroom
- Exit through the same gate as you entered

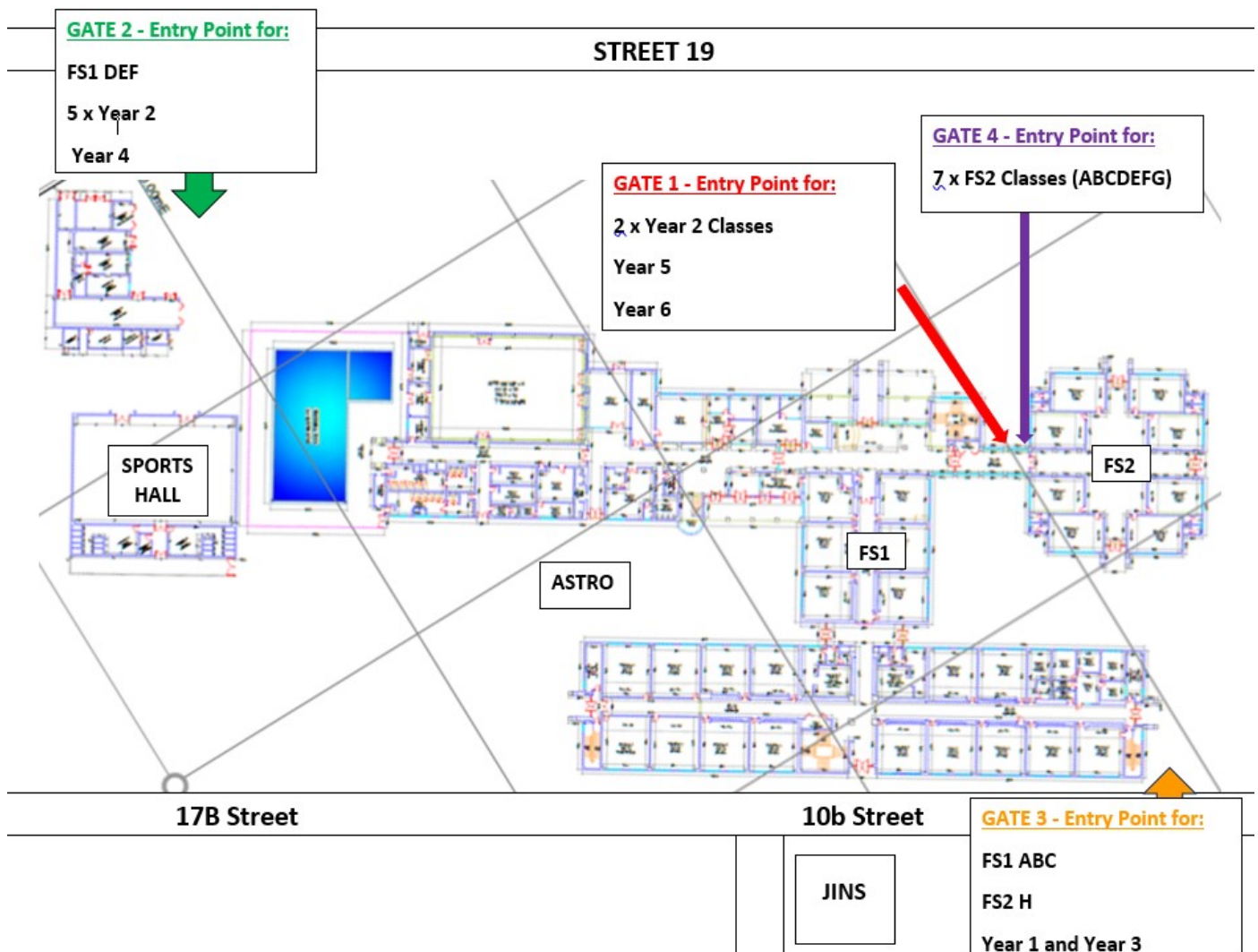
Recommended Parking - Sand Area, 17B Street



5. Entry and Exit Procedures—Y2

- 5 x Year 2 Classes - Enter through Gate 2 (see map)
- 2 x Year 2 Classes - Enter through Gate 1 (see map)
- Follow designated route to drop off at the external door of your child's classroom
- Your child's temperature will be taken before entering the classroom
- Exit through the same gate area as you entered

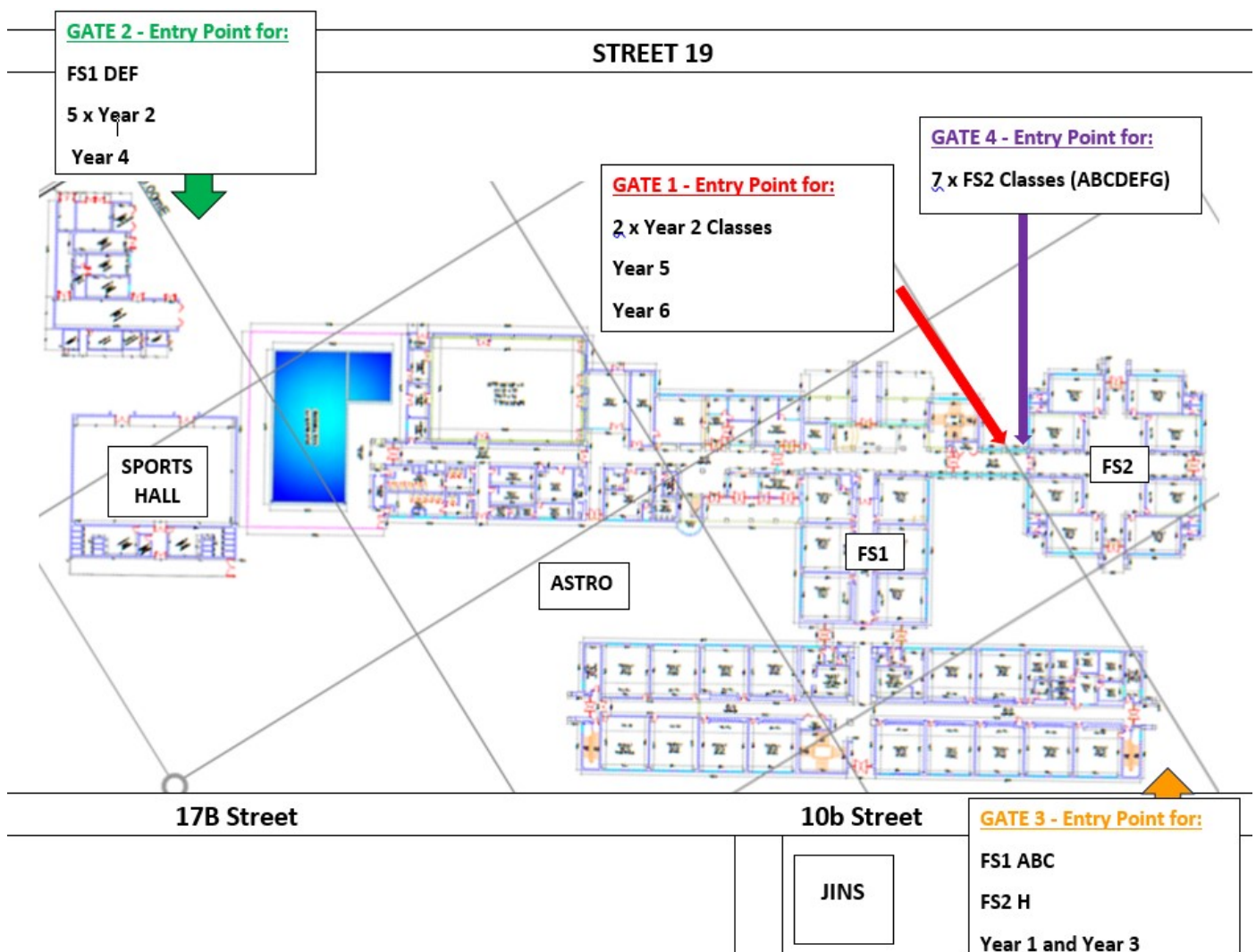
Recommended Parking - Sand Area, Street 19



5. Entry and Exit Procedures—Y3

- All Year 3 Classes - Enter through Gate 3 - Back Gate (see map)
- Child to follow designated route to pass through thermal scanner before making their way to their classroom

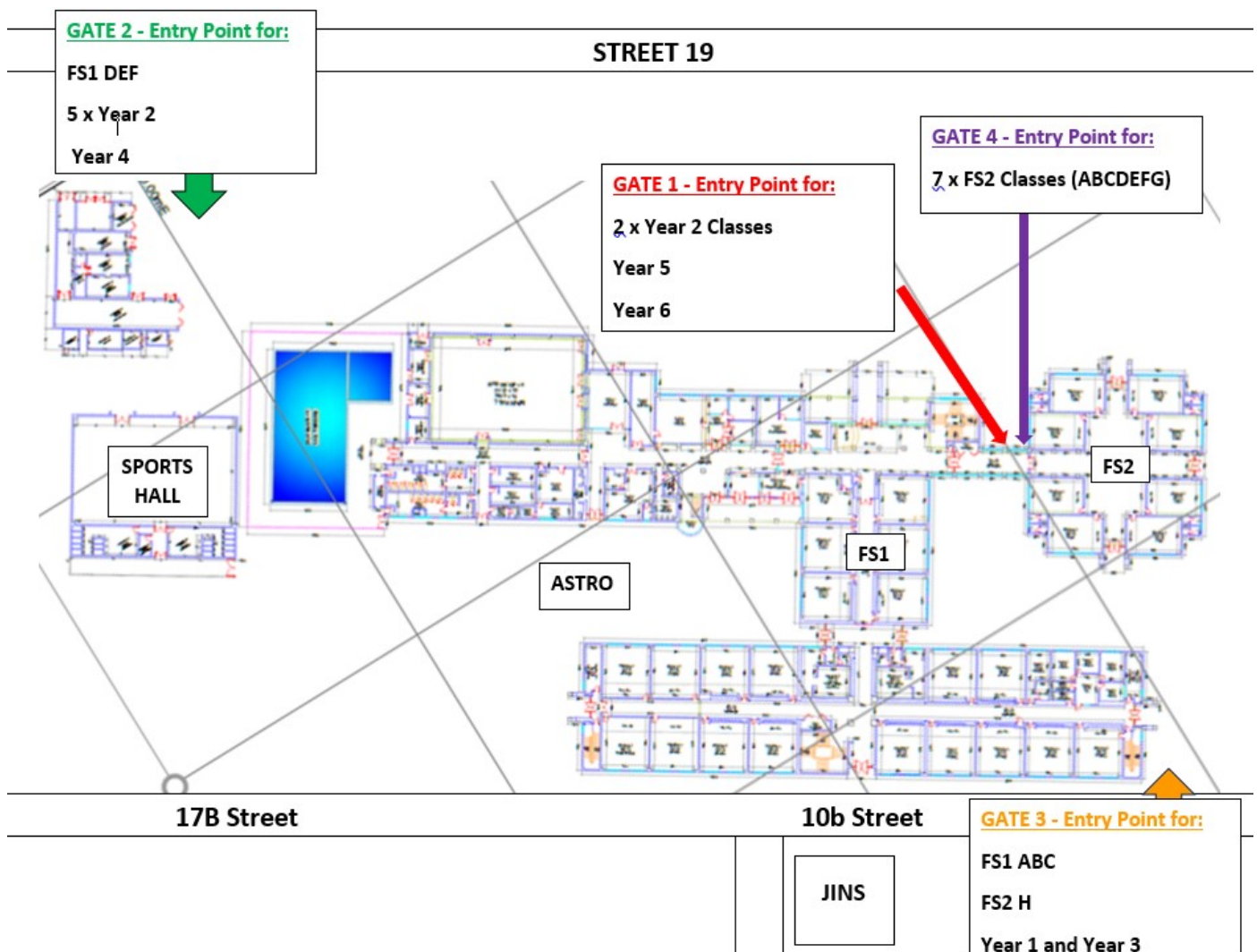
Nearest drop off point - Drop-off Zone 2 (Back of School)



5. Entry and Exit Procedures—Y4

- All Year 4 Classes - Enter through Gate 2 (see map)
- Child to follow designated route to pass through thermal scanner before making their way to their classroom

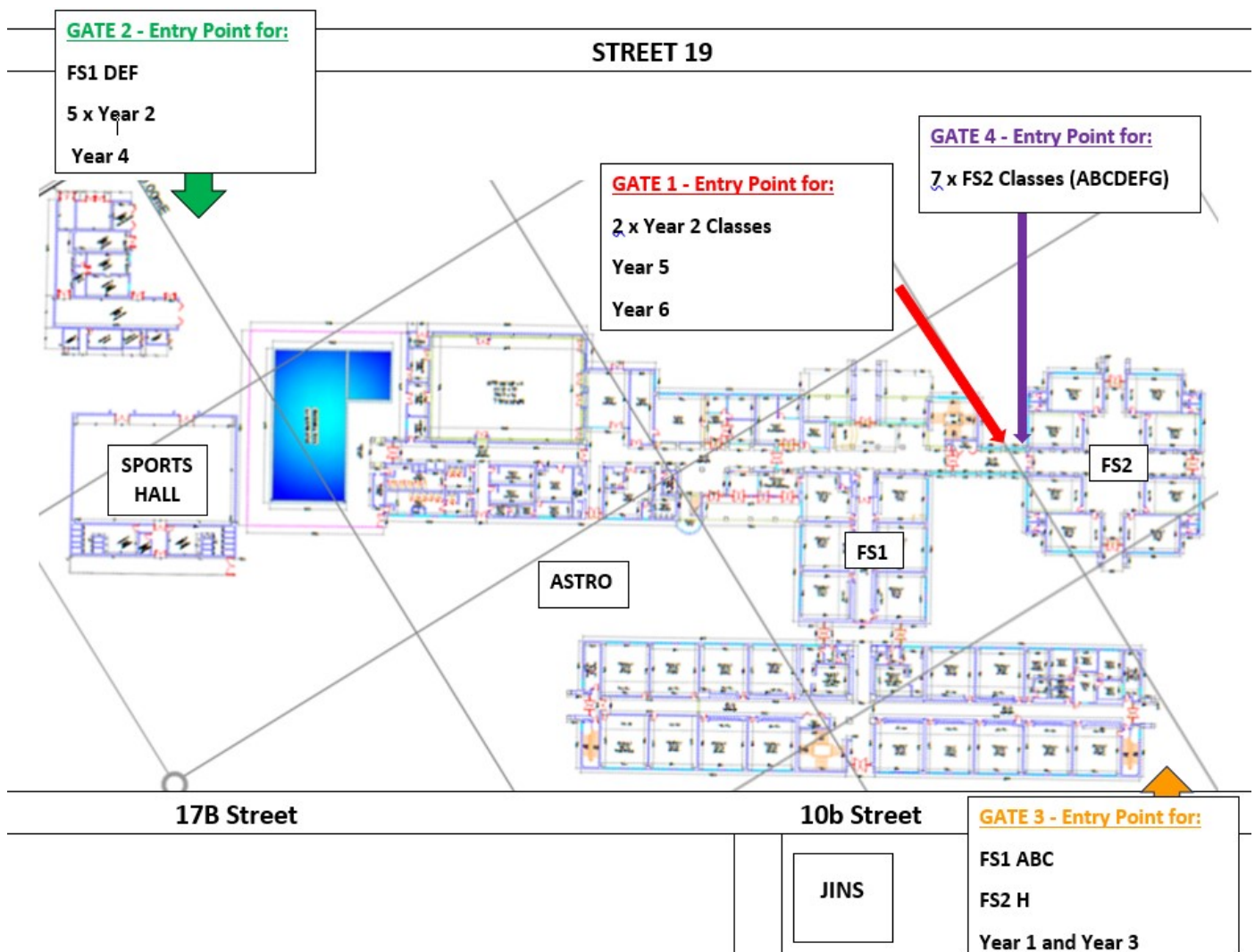
Nearest drop off point - Drop-off Zone 1 (Front of School)



5. Entry and Exit Procedures—Y5

- All Year 5 Classes - Enter through Gate 1 (see map)
- Child to follow designated route to pass through thermal scanner before making their way to their classroom

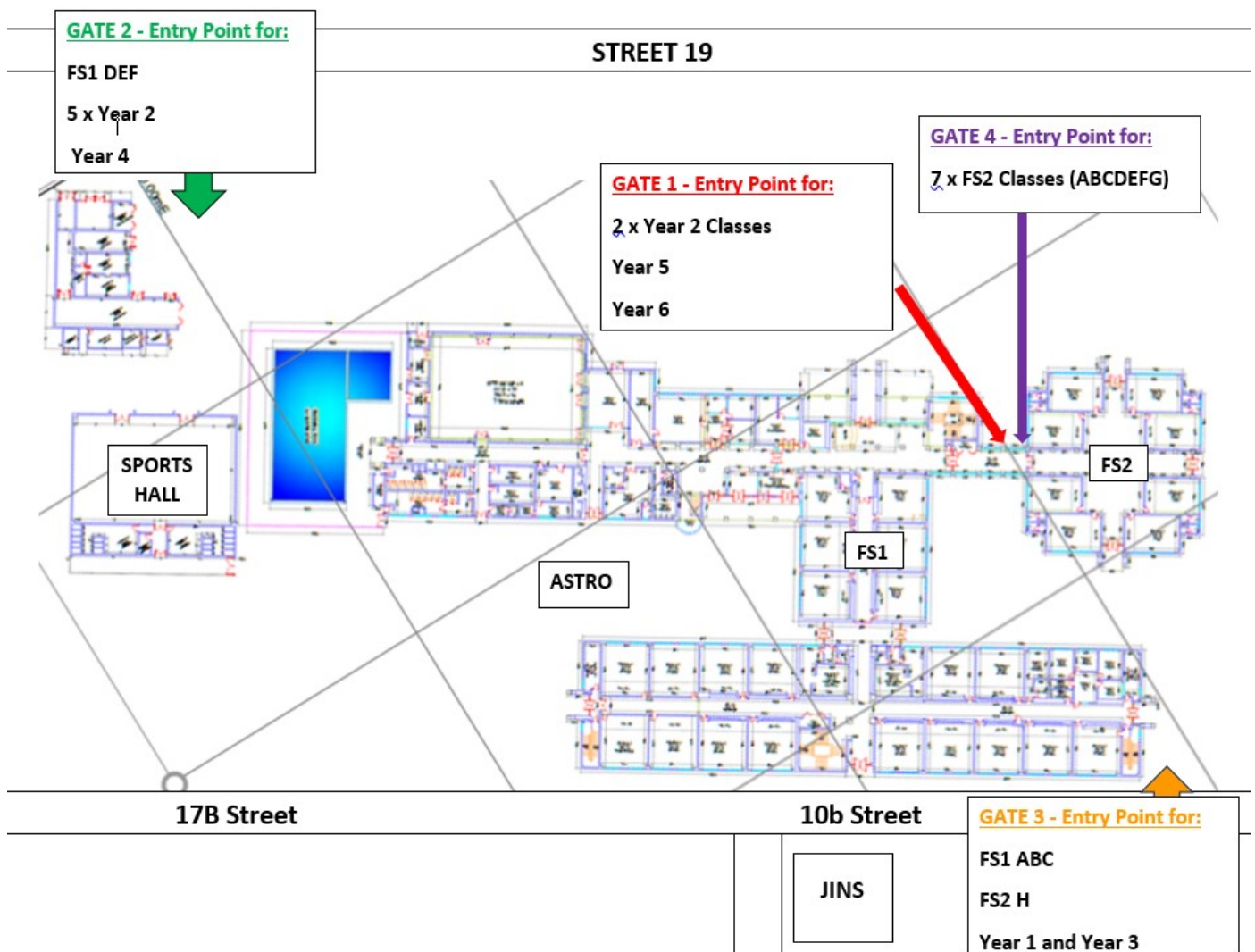
Nearest drop off point - Drop-off Zone 1 (Front of School)



5. Entry and Exit Procedures—Y6

- All Year 6 Classes - Enter through Gate 1 (see map)
- Child to follow designated route to pass through thermal scanner before making their way to their classroom

Nearest drop off point - Drop-off Zone 1 (Front of School)



5. Entry and Exit Procedures

Exit Procedures

- Families will pick-up at the designated areas with no interaction inside the school. There will be no access to the rest of school by family members and visitors.
- Family members will be given a maximum time limit of 10 minutes in the designated area to pick-up, with no crowding and maintaining a 2m social distance.
- Masks must be worn at all times. *Access will be denied to those not complying.*

FS1

For the first 2 weeks, please follow individual 'Small Steps to Big School' timetables.

All children will be collected over a 45 minute period (12:30 - 1.00pm), subject to review:

- Camels (red) and Falcons (blue) - Children should be collected between 12:30 and 12:45pm.
- Gazelles (yellow) and Leopards (green) - Children should be collected between 12:45 and 1:00pm.

FS2 - Year 6

All children will be collected over a 45 minute period (2:00 - 2.45pm), subject to review:

- Camels (red) and Falcons (blue) - Children should be collected between 2:00 and 2:20pm.
- Gazelles (yellow) and Leopards (green) - Children should be collected between 2:25 and 2:45pm.

For families with more than one JPS child, enter through the designated gate for your youngest child and collect them first.

FS1 - Year 2 - Children can be collected from the external door of their classroom by one family member or guardian

Year 3 - Children can be collected from the Year 1/2 Playground

Year 4 - Year 6 - Children can be collected from designated areas on the Astro Turf and Tennis Court

Please exit via the same way as you entered.

Teachers will support your child with the arrangements for pick-up and returning home and where you will meet them at the end of the school day. Personalised information surrounding this will be shared by your child's class teacher closer to the start of the term.

5. Entry and Exit Procedures

Children Taking the Bus

Our STS bus service will operate at half capacity and place seating markers on chairs to accurately guide children where to sit. Signs will be strategically placed around the bus guiding your child towards respiratory hygiene and waste management practices whilst on the bus.

Your child will require a temperature check before they board the bus. Their temperature will be recorded and then taken again as they enter school. If your child has a temperature of above 37.5 degrees, they will not be permitted to board the bus.

High standards of bus hygiene will be apparent at all times. Before your child enters the bus, all seats, seat belts, arm rests, handles and rails will be sanitized. This process will be repeated once the children depart the bus. This is in accordance with strict guidance from the RTA. Additionally, the swipe machine used to register children will be disinfected after each use.

High standards of behaviour are expected on the bus at all times and our normal behaviour policy will apply. Any children not being safe or consistently misbehaving will be reported by the bus conductor and dealt with immediately by the Head of Year, who will call home as a result. Students who compromise the safety of other passengers will be asked to find alternative transportation to school.

Please refer to the website link www.schooltransportservices.com for further guidance or contact naeem@stss.ae

Visitors

- All visitors to school are required to have a confirmed appointment before arriving at JPS.
- Entry is through the thermal camera in the Main Reception only.
- Visitors will be required to sign a Travel and Health Declaration Form on entry.
- Staff will meet and/or pick up visitors from the Main Reception area.
- All visitors must comply with school procedures and preventative measures.
- Masks are mandatory.

All events involving large groups are cancelled until further notice.

6. Classroom Safety Procedures

- For our youngest children (FS1 to Year 1), 'Stable Learning Groups' of ten have been established, as determined by the KHDA, taking into account children's individual needs, friendship groups, etc. *As a result of this protocol being mandatory, there will be changes to previously published class groups. This will be communicated with you directly.*
- In Year 2 to Year 6 classrooms, the number of desks, chairs, tables and other furniture will be reduced in all classroom areas to ensure children are spaced at least 1.5 metres apart.
- Hand sanitising stations are accessible across school with clear signage and instructions available. Your child will be encouraged to use these stations throughout the day, with compulsory use before and after eating.

JPS will strictly adhere to Dubai Municipality's cleaning and disinfection guidelines.



A designated, specially-trained hygiene officer will supervise the daily and continuous cleaning to ensure that people and processes in the school are fully compliant.

7. Emergency Protocols

As stipulated by KHDA guidance:

- If a **stable** case of illness is detected amongst visitors or staff presenting COVID-19 symptoms such as fever (equal to or greater than 37.5 degrees Celsius), cough, body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, or loss of sense of smell or taste, the school's designated H&S officer will contact the DHA hotline number.
- In cases of **emergencies**, such as having unstable cases amongst staff, students or visitors, the school will contact the emergency services immediately.
- If a child/teacher/staff member begins to show symptoms of COVID-19 while at school, they will be isolated instantly and the parent/guardian of the child will be notified immediately and the patient referred to the hospital to take the necessary action. The patient must not return to school until the PCR result is obtained. If the result is **negative** and there is no clinical assessment for a probable case, the child can resume schooling so long as they are symptom-free.
- If the result is **positive**, the traced contacts of the patient, including teachers, classmates of a student, or colleagues, are all considered close contacts (anyone who spent more than 15 minutes in a proximity of 2 metres with the positive case, from the day of symptoms onset, or the day of the positive PCR test). They should all commence the 14-day quarantine counted from the day of the positive test or from the day of the onset of symptoms, if ascertained by the clinician.
- In cases of COVID-19 emergency, the school will follow the endorsed guidelines for emergencies by the school's qualified nurse/ doctor while wearing adequate personal protection equipment. Also, the health and safety in-charge will ensure that the child is accompanied by an adult wearing the full PPE when transported to the hospital.
- Measures for disinfection will be taken, as per the guidelines, for the classroom and the school premises used by the child as traced, as well as the holding isolation room where the staff and students will wait for their transportation.

We are still receiving information from KHDA on a regular basis with regards compliance requirements. We will communicate with you again closer to the new academic year with any further information received since this document was published.