

*Learning without limits!*

# Ready to Learn

School Guidelines and Regulations 2020-21

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## READY TO LEARN

AMA is committed to ensuring that we continue to improve the learning we provide for every child.

1. We will always prioritize student, and staff health, safety, and wellbeing
2. Learning must continue irrespective of mode of delivery – at school, online (at home) or a blend of the two
3. We will continue to offer the broadest curriculum possible
4. We will always promote practices and policies to reduce risk and remain agile when facing changing health circumstances

## REGULATIONS AND GUIDANCE

- Key messages and actions from guidelines issued by the Ministry of Education
- Examples of ‘best practice’ from schools in Far East Asia and Europe that have already opened
- Our own risk assessment based on local context while maintaining the ethos of AMA

## KEY CONCEPTS

- Physical distancing and hygiene standards are paramount to safety
- Create “Safe Bubbles” to manage the safe transition between home – school – home
- We need to work together – compliance is essential
- COVID-19 is here to stay until a vaccine is developed and administered worldwide, therefore our plans:
  - are for the 2020-21 school year and foreseeable future
  - need to be sustainable
  - need to be flexible to respond to future risk from Covid-19
- We cannot eliminate risk, only seek to minimize it

### ***Safe Bubbles:***

Definition: a group of students that spend the entire school day together, and do not interact with other students during this period

Purpose: This strategy is particularly useful for reducing the risk of cross-transmission of the virus between young students who have difficulty practicing social distancing

Example: Our Nursery students will be put into self-contained bubbles of up to 6 students

### ***Pod:***

Definition: an area that is designated specifically for certain bubbles

Purpose: This strategy is particularly useful for reducing the risk of cross-transmission of the virus by limiting the amount of movement students and staff have between classrooms and school spaces

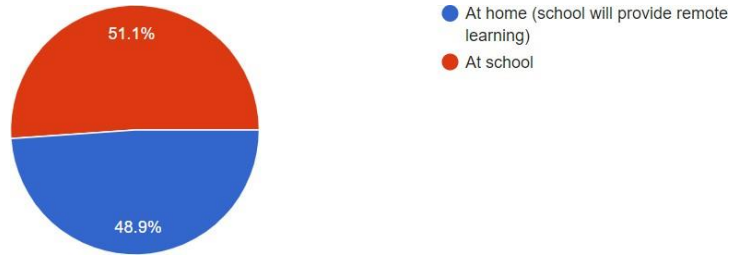
Example: Our Grade 7 and 8 students will have a pod where they do most of their learning.

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## PARENT FEEDBACK

Thank you for taking the time to fill out the survey regarding re-opening. We have used your feedback to guide our re-opening plans.

Half of you indicated you preferred for AMA to open with children attending classes at school.



Your feedback indicated that the relationship and interaction between students and teachers, as well as the safety measures defined by the government were important factors in deciding if you would send your child back to school onsite at AMA

Based on all this feedback we have put this reopening plan in place.

We will continue to seek the advice and voice of parents to help drive the improvements and AMAzing education on offer at AMA.

## LEARNING MODELS FOR AMAIS

The flexible learning models we use and/or the ratio of onsite to online learning will be determined by current health and safety precautions, parent decisions as well as government regulations. This plan will allow us to move fluidly between learning models to maintain continuous, engaging, and meaningful student learning. With provisions and plans in place, we will be able to adapt to any change in circumstances without disruption of education delivery. All curriculum needs and specialty subjects will be met regardless of the model of learning you choose for your child.

Our proposed return to school model has been determined on the following key factors:

- Significant parent feedback from AMA parents
- Physical capacity of the school (number of classrooms available)
- School staffing capacity and capability
- School bus transport capacity and capability
- The Ministry of Education guidelines and Government regulations

	MODEL	EXPLANATION	EXAMPLE
1	At school: Face-to face	Return to full operations with social distancing and safety measures	Students return to school, 5 days a week
2	At home: Distance learning	Students access lessons from home	Students complete lessons and activities online 5 days a week. Some are live and some are pre-recorded classes.
Contingency	Blended: Alternating weeks	At school, face-to-face learning for 50% of the students every other week. At home, distance learning for the remaining 50%	Turing and Hemingway attend school on weeks 1 and 3 every month. Da Vinci and Curie attend school on weeks 2 and 4 every month.

### 1. AT SCHOOL: FACE-TO-FACE

This is the preferred model for maximum progress. This is our normal approach but with Social Distancing and Health and Safety protocols in place. Students attend school five days a week.

Student most in need of regular face-to-face learning are:

- Young children (Nursery/KG1/KG2)
- Students with learning disabilities and needs
- Students in Grade 11 and 12

Students will:

- Be expected to attend school 5 days a week
- Benefit from a variety of teaching and learning modes
- Still be able to interact with their peers
- Have continuous learning across subjects

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## **2. AT HOME: DISTANCE LEARNING MODEL**

An improved model of online learning from home. Teachers will use Google Classroom on new Google Chromebooks to ensure the students have access to the learning material. All learning will be accessed using Google Classroom, which students and parents will be trained how to use in upcoming webinars and supporting documents. Students will join their live lesson on Google Meet using a view-only link, which will be posted on Google Classroom. Students will be able to see and hear the live lesson. Pre-recorded lesson assignments will be scheduled for upload on Google Classroom for students to complete.

This model will be available to students who are:

- at home isolating due to illness
- at risk due to underlying health concerns, their family's health concerns
- living with family members over 60
- those families who have significant concerns about returning to school

Students will:

- Be expected to complete the work in the same day it is set and be expected to attend any live classes
- Have a mix of live, pre-recorded and independent activities (Grade dependent)
- Benefit from a variety of teaching and learning modes
- Still be able to interact with their peers
- Have continuous learning across subjects

## **CONTINGENCY: BLENDED LEARNING MODEL**

If we do not have the capacity at school within a grade, because of physical space or staff, we will move to a blended learning model. This model combines both of the models above, on-site face-to-face learning with coordinated online distance learning. 50% of the grade will attend school while the remaining 50%

In this contingency model, we will prioritize the following to stay full time at school:

- Young children (Nursery/KG1/KG2)
- Students with learning disabilities and needs
- Students in Grade 11 and 12
- Individual review basis of special circumstances
- Our Blended Learning Model will give students the opportunity to utilize the benefits of in classroom learning, as well as leverage the high-quality online provision that has been in place at AMA. A full curriculum offering is planned.

## WHOLE SCHOOL INFORMATION

### HOUSES

The four Britus Education school houses recognize four outstanding individuals who made profound contributions to their fields of interest. They serve as inspiration for our students to aspire and achieve at school, and to make a positive and lasting impact on their communities, their countries and the world.

The four Houses are: Turing, Hemingway, Da Vinci and Curie

Each student at AMA is assigned to a House. Siblings are in the same House.

### SCHOOL TIMINGS

The following school timings are in place to accommodate for social distancing on arrival and pick-up.

Nursery and KG1					
Turing and Hemingway			Da Vinci and Curie		
Arrival: 7:10					
1	7:30	8:20	Arrival: 8:00		
2	8:20	9:00	1	8:20	9:00
3	9:00	9:40	2	9:00	9:40
Break	9:40	10:20	Break	9:40	10:20
4	10:20	11:00	3	10:20	11:00
5	11:00	11:40	4	11:00	11:40
6	11:40	12:30	5	11:40	12:30
Pick-up: 12:30			6	12:30	13:20
Add-on care package available 12:30-13:45			Pick up: 13:20		
			Add-on care package available 13:20-14:25		

KG2 to Grade 12					
Turing and Hemingway			Da Vinci and Curie		
Arrival: 7:10					
1	7:30	8:10	Arrival: 7:50		
2	8:10	8:50	2	8:10	8:50
Break	8:50	9:10	Break	8:50	9:10
3	9:10	9:50	3	9:10	9:50
4	9:50	10:30	4	9:50	10:30
5	10:30	11:10	5	10:30	11:10
Lunch	11:10	11:50	Lunch	11:10	11:50
6	11:50	12:30	6	11:50	12:30
7	12:30	13:10	7	12:30	13:10
8	13:10	13:45	8	13:10	13:45
Pick-up: 13:45			1	13:45	14:25
Enrichment opportunities: 13:45-14:45			Pick up: 14:25		
			Enrichment opportunities: 14:25-15:25		

School timings for home school students is Grade specific. Please see in the Grade specific section.



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## ENTRY AND EXIT TO AMA CAMPUS

We will manage the entry and exit to the AMA campus as follows:

- Only one parent or guardian will be allowed to come to school for pick up or drop off. This should not be an elderly person or an at-risk individual
- Waiting areas for child pick up will be signposted
- There will be staggered entry and exit times for students as below to allow parents and students social distancing

Grades	House	Drop-off time	Pick-up time
Nursery and KG1	Turing and Hemingway	7.10am	12.30
	Da Vinci and Curie	8.00am	13.20
KG2 to Grade 12	Turing and Hemingway	7.10am	13.45
	Da Vinci and Curie	7.50am	14.25

- Designated entrances for students based on class location in school. Students from Nursery to Grade 12 as below. A staff member will meet students and escort them to their classes.

Grade	Building	Entry and exit location
Nursery	KG Building	Door 1
KG1	KG Building	Door 1
KG2	Main Building	Door 2
Grade 1	Main Building	Door 7
Grade 2	Main Building	Door 7
Grade 3	Main Building	Door 1
Grade 4	Main Building	Door 1
Grade 5	Main Building	Door 1
Grade 6	Main Building	Door 1
Grade 7	Building 2	Door 1
Grade 8	Building 2	Door 1
Grade 9	Building 2	Door 1
Grade 10	Building 2	Door 2
Grade 11	Building 2	Door 2
Grade 12	Building 2	Door 2

\* Supporting images on pages 23, 24, 25.

- Once on campus, students may not leave and re-enter unless parents have pre-authorized permission
- Thermal Scanners and hand sanitize stations will be installed at all entrances. These will be supervised by our security and admin team.

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Parents are asked to make appointments with teachers, administrators and school personnel ahead of time. More details will be shared with you closer to the school's opening date.

## **LIBRARY**

Our libraries will remain open with the following protocols:

- Only one bubble will access the library at a time
- Libraries will be disinfected after every class visit
- All books will be sanitized before school commences
- Furniture will be rearranged to appropriate social distancing requirement

## **CANTEEN**

The canteens will remain closed. We therefore ask that all students bring their own snacks, drinks and lunch. Students are urged to bring their own water bottles.

AMA strives to provide an environment that promotes the health and well-being of pupils, parents and staff by ensuring that all food provision and food messages are healthy and consistent. AMA staff recognise and are committed to the fact that healthier children learn more effectively and aim to promote good eating behaviour and protect those who are nutritionally vulnerable.

## **INDOOR & OUTDOOR PLAY AREAS**

Our students will be able to access the play areas within their bubbles. Some of the precautions that will be taken in these areas include:

- Ensuring social distancing rules are upheld during lessons
- Use of play areas will be staggered to ensure sanitization in between use
- There will be constant disinfection
- One "bubble" will use the play areas at a time
- Hand sanitizing stations will be provided for use before going on any apparatus

## **PHYSICAL EDUCATION**

PE lessons will continue. We feel it is essential children exercise for their health and wellbeing.

- All PE lessons will be structured to ensure social distancing at all times.
- Students are to bring their own water bottles and not to share with other students
- Equipment will be sterilized before and after the use of any student
- On days when students have PE, they may come to school in their PE uniform and stay in it for the day.
- There will be no changing facilities open at the school

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## **ATTENDANCE**

We are looking forward to continuing working with parents to ensure that children can access as much learning as possible. We understand that each family is dealing with this situation in their own way. As a school we are encouraging as many students as possible to return to school. All attendance figures are reported to the Ministry of Education.

### **At school:**

- A student is expected to attend school five days a week as normal
- Attendance will be taken at various times throughout the day by the teachers
- If a student is ill then the parent must inform the school in advance

### **At home:**

- A student is expected to attend school five days a week as normal
- Students are expected to attend any live lessons, engage in all pre-recorded lessons and complete all assigned activities
- Attendance will be recorded at live sessions and through activity completion

We do understand that some families may be in unique situations and may find attendance for some live sessions difficult. We are happy to support these families on an individual basis and welcome the discussion of how we can come to a solution.

## **INCLUSIVE EDUCATION LEARNING SUPPORT**

Each Student Learning Support Needs will have an individualized Education Plan (IEP). AMA collaboratively works with parents and students to decide the best plan of action for each of these students. Our team will be in touch with these families on an individual basis.

Although we understand you and your child may have anxiety about returning to school, we strongly recommend you do. Due to the complex nature of supporting children with learning disabilities and emotional needs we will be able to provide much higher quality care face to face.

**In School:** Children will be supported by the learning support team both in class, in group and 1:1 sessions. In both cases staff will be provided with full PPE in the form of masks, visors, gloves and hand sanitiser. A social distance of 2m will always be maintained and all equipment and rooms and equipment will be fully sanitized between sessions.

**Distance Learning:** A Learning Support classroom will be set up in Google Classroom for each child where additional work will be provided in line with the child's IEP as well as provide a forum for teacher and learner to discuss issues with work. Online Google Meet sessions will be arranged to work with the child to ensure we are fully monitoring their progress. For children who feel they need to see the school counselors a Google Form will be made available where students can request appointments.

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## UNIFORM

At AMA, we believe that uniform is a very important part of school life. Not only does it give our students a sense of belonging to the AMA community, it also gives students a focus for the school day ahead and an overall a sense of pride and equality.

When studying at school, children must wear the full uniform. Grades 3 to 12 must provide their own stationery as explained in the uniform guide. Nursery to Grade 2 will have a personalized stationery set at school that nobody else uses. Grades 1 to 12 must also provide their own face masks or face shields and will not be allowed to enter school if they do not have one.

For the full AMA uniform brochure click [here](#).

## ENRICHMENT

During our distance learning and to ensure all students have access to our enrichment program we will be launching our Academy program online. Look out for the full program which will be sent to you in the next two weeks and act fast as spaces will be limited. All sessions will be online with students in small groups or 1:1 sessions. All of our academy mentors have been security checked for the safety of your child.

Our school club program will also begin shortly after the students return. Sign up to these events, which will be offered both in school and online a few weeks into the new term.

## TRANSPORT

We will continue to provide a bus service to our families that wish to utilize this additional service. Our service will resume following the Ministry of Education guidelines, some of which include:

- Buses will operate at 50% capacity
- Students will be assigned seats
- Non-contact temperature checks and hand sanitization will occur before boarding
- Attendance will be taken daily
- Students showing a temperature will not be allowed to board the bus
- Mandatory wearing of masks for all children from Grade 1 and older
- Full bus disinfection before and after every trip
- No food or drink (other than water) can be consumed on the bus

## GRADE SPECIFIC INFORMATION

### NURSERY

#### 1. At School:

- The first day of school will be Tuesday 1st September.
- To help with contact tracing, pupils will be taught in “bubbles”. Once students are in their allocated “bubble”, teachers and pupils are not permitted to move to different groups or interact (play etc.) with other students outside of their ‘bubble’.
- One parent will be allowed to bring their children to and from school each day as they begin to settle.
- “Bubbles” will have dedicated pathways to their classrooms.
- Students will always be within the same “bubble” of 6
- A teacher and Learning Assistant will be responsible for “bubble” groups.
- Nursery students will be allocated a mat or station for activities. Although we cannot guarantee pupils will maintain social distancing measures they will always remain in their “bubble”.
- Each “bubble” will have an assigned toilet to use. This will be clearly labelled and adults responsible for the “bubble” will support students with toileting.
- Students will be encouraged to use the toilets one at a time. When a student has finished in the toilet they will wash their hands before returning to their “bubble”.
- Students will eat their snacks and lunch in their designated area within their “bubble”.
- Students will take staggered break times and access outdoor play areas within their “bubble” at a designated time.
- Toys and learning materials will be regularly sanitised and after every use. Students cannot share equipment or toys between “bubbles” and each “bubble” will be allocated resources for their use only
- Classrooms will be cleared of soft toys, soft furnishing and other items difficult to sanitise (e.g. jigsaw puzzles etc.)
- Where possible students will have individual resources.
- Students are discouraged from bringing nonessential items from home but a change of clothes, marked with the child's name and in a sealed bag should be brought into school on the first day. It will be stored in a safe place.
- A healthy snack and their own filled water bottle should be brought daily. These items need to be labelled with the child's name. They will be kept in a safe place.
- Staff will wear clear visors. Children will not have to wear a mask or visor at this age but may do so at the request of the parent.

**Optional after school care:** At AMA we want to work with our community and make things easier for our parents. If you have children in older year groups they may finish later. To help you with this, so you only have one pick-up time, AMA is offering optional After School Care: Turing and Hemingway -12:30 -13:45; Da Vinci and Curie - 13:20 - 14:25. This will be staffed by qualified teachers and teaching assistants. We will be sending out a letter in due course to gauge interest in this service and for pre booking.

#### 2. At home:

- The first day of school will be Tuesday 1st September.
- All learning will be accessed using Google Classroom, which students and parents will be trained how to use.
- Students will have a flexible structure to their day, supported by live and pre-recorded lessons.
- There will be a focus on delivering manageable and practical home tasks.

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- Teachers will provide structured lessons and hold regular discussions with parents online to check progress in learning.
- Parents will be encouraged to give regular play breaks to their children throughout the school day which fit within their family routine.
- Snacks and lunch should fit within their family routine

## **KG1 to GRADE 6**

### **1. At School:**

- The first day for new to AMA students will be Tuesday 1<sup>st</sup> September
- The first day for all other AMA students will be Wednesday 2<sup>nd</sup> September
- Students will enter school through their designated entrance.
- The students will be registered using the Engage system. This is a simple online process completed by the class teacher once children have entered the classroom.
- Students will be taught and expected to follow all handwashing and hygiene routines while in school.
- Students will wash hands/use antibacterial gel before entering school, before and after eating and at regular intervals during the day.
- We ask students to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm.
- Students will be reminded not to touch their face, mouth, nose or eyes while at school.
- KG1 and KG2 children do not have to wear face masks but parents can choose for their child to wear a mask or clear shield if they wish.
- Students from Grade 1 to Grade 6 will wear masks or clear face shields.
- Surfaces and resources will be regularly cleaned with antibacterial spray. Adults will ensure that children regularly wash their hands properly and do not touch books or items belonging to other children.
- Any resources used for practical activities will be sanitised straight after use.
- Adults will be clear about their responsibilities in maintaining cleanliness and hygiene and will follow strict protocol.
- Classrooms and all other areas will be thoroughly cleaned/sanitised at the end of each day.
- Teachers will ensure regular brain breaks between lessons.
- The school day will include personal safety and hygiene lessons and positive activities to promote wellbeing, mental and physical health will be prioritised.
- Each pod will have assigned toilets to use. These will be sign posted.
- Students will be encouraged to use the toilets one at a time. When a child has finished in the toilet they must wash their hands before they come back into their pod.
- Students will have their own learning space, spaced 6 meters squared apart from others.
- When students enter their pod, they will be expected to go straight to their table and nowhere else in the room. Students will put their hand up if they need an adult's support, they will not get out of their seats.
- Where possible students will have individual resources. This includes stationary in a pencil case from Grade 3 up (see our uniform guidelines)
- A healthy snack, lunch and their own filled water bottle should be brought daily. These items need to be labelled with the student's name. They will be kept in a safe place.
- Teachers will follow the marking and feedback policy and will mark books wearing disposable gloves.

**Optional after school care (Nursery and KG1 only):** At AMA we want to work with our community and make things easier for our parents. If you have children in older year groups they may finish later. To help you with this, so you only have one pick-up time, AMA is offering optional After School Care: Turing and Hemingway -12:30 -13:45; Da Vinci and Curie - 13:20 - 14:25. This will be staffed by qualified teachers and teaching assistants. We will be sending out a letter in due course to gauge interest in this service and for pre booking.

## **2. At home:**

- The first day for new to AMA students will be Tuesday 1<sup>st</sup> September
- The first day for all other AMA students will be Wednesday 2<sup>nd</sup> September
- Home learning will be flexible and will differ for each student and family.
- All learning will be accessed using Google Classroom, which students and parents will be trained how to use.
- Students will have a flexible structure to their day, supported by live and pre-recorded lessons.
- Students will have 1 live core lesson per day in Maths, English, Science, Arabic A/B or Islamic A/B that they will need to attend live. They will also be pre-recorded lessons and activities to access and complete.
- For PE, students will follow pre-recorded lessons and fitness challenges from home, which will be uploaded onto Google Classroom.
- Students will be reminded by their teachers to have regular breaks from work and will be encouraged to leave their screen and relax after each lesson.
- Students will follow their timetable for home learning but will be able to take breaks when suitable for the family.
- Activities for home learning will encourage wellbeing and there will be a focus on promoting mental and physical health.
- Students will have a live group sessions with their Homeroom teacher for wellbeing, reflection and achievement from 15:00-15.20. This can be flexible upon request.
- Students will join their live lesson on Google Meet using a view-only link, which will be posted on Google Classroom. Students will be able to see and hear the live lesson.
- Pre-recorded lesson assignments will be scheduled for upload on Google Classroom for students to complete.
- For live lessons, students will be expected to complete the classroom activities set during the episode of learning.
- The structure of students' lessons will mirror the structure of learning in class. Students can expect to complete a Do Now activity, which will include a problem solving or creative task, review of prior learning, introduction of new material and questions to check understanding.
- Students can post questions on Google Classroom for their teachers, which will always be answered in a timely manner.

## **GRADE 7 AND 8**

### **1. At School:**

- The first day for new to AMA students will be Tuesday 1<sup>st</sup> September
- The first day for all other AMA students will be Wednesday 2<sup>nd</sup> September
- Students will have their temperature taken, wash hands/use antibacterial gel before being escorted by a member of staff their designated classroom. Social distancing signs and guides will assist students and staff with social distancing
- Students will be given regular brain breaks between lessons to stretch and relax.
- Students will leave their pod for specialist classes, following the markers on the floor to ensure social distancing.
- Social areas will be 'zoned' so that students from different bubbles on breaks at the same time are kept separate from one another. The exterior space will be zoned by houses for break and lunch.

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- The school day will also include personal safety and hygiene lessons and positive activities to promote wellbeing, mental and physical health will be prioritised through mindfulness-based practice.
- Students will have their own 6-meter squared space.
- When students enter their pod, they will be expected to go straight to their designated seat and nowhere else in the room. Students will put their hand up if they need an adult's support, they will not get out of their seat.
- Students will move between rooms only where specialist spaces are needed.
- On days students have PE, they will come to school in their PE kit and stay in it all day. Students will not change their clothes at school.
- Where possible students will have individual resources. This includes stationary in a pencil case from Grade 3 up (see our uniform guidelines)
- A healthy snack, lunch and their own filled water bottle should be brought daily. These items need to be labelled with the student's name. They will be kept in a safe place.
- Internal assessments will be administered via computer or paper. Individual packs will be premade and stored in plastic storage the night before. Students will be presented with their individual pack on the day of the assessment, which will be collected in and handled by the class teacher only.
- Teachers will follow the marking and feedback policy and will mark books wearing disposable gloves.

## **2. At Home:**

- The first day for new to AMA students will be Tuesday 1<sup>st</sup> September
- The first day for all other AMA students will be Wednesday 2<sup>nd</sup> September
- Home learning will be flexible and will differ for each student and family.
- All learning will be accessed using Google Classroom, which students and parents will be trained how to use.
- Students will have a flexible structure to their day, supported by live and pre-recorded lessons.
- Students will have 1 live core lesson per day in Maths, English, Science, Arabic A/B or Islamic A/B that they will need to attend live. They will also be pre-recorded lessons and activities to access and complete.
- For PE, students will follow pre-recorded lessons and fitness challenges from home, which will be uploaded onto Google Classroom.
- Students will be reminded by their teachers to have regular breaks from work and will be encouraged to leave their screen and relax after each lesson.
- Students will follow their timetable for home learning but will be able to take breaks when suitable for the family.
- Activities for home learning will encourage wellbeing and there will be a focus on promoting mental and physical health.
- Students will have a live group session with their Tutor teacher for wellbeing, reflection and achievement from 15:00-15.20. This can be flexible upon request.
- Students will join their live lesson on Google Meet using a view-only link, which will be posted on Google Classroom. Students will be able to see and hear the live lesson.
- Pre-recorded lesson assignments will be scheduled for upload on Google Classroom for students to complete.
- For live lessons, students will be expected to complete the classroom activities set during the episode of learning.
- The structure of students' lessons will mirror the structure of learning in class. Students can expect to complete a Do Now activity, which will include a problem solving or creative task, review of prior learning, introduction of new material and questions to check understanding.
- Teachers will include a daily/weekly Google Quiz for students to complete. The quiz will be self-marking or teacher marked.
- Students can post questions on Google Classroom for their teachers, which will always be answered in a timely manner.



## GRADE 9 to 12

### 1. At School:

- The first day for new to AMA students will be Tuesday 1<sup>st</sup> September
- The first day for all other AMA students will be Wednesday 2<sup>nd</sup> September
- Students will have their temperature taken, wash hands/use antibacterial gel before being escorted by a member of staff their designated classroom. Social distancing signs and guides will assist students and staff with social distancing
- Students will be given regular brain breaks between lessons to stretch and relax.
- Students will leave their pod for specialist classes, following the markers on the floor to ensure social distancing.
- Social areas will be 'zoned' so that students from different bubbles on breaks at the same time are kept separate from one another. The exterior space will be zoned by houses for break and lunch.
- The school day will also include personal safety and hygiene lessons and positive activities to promote wellbeing, mental and physical health will be prioritised through mindfulness-based practice.
- Students will have their own 6-meter squared space.
- When students enter their pod, they will be expected to go straight to their designated seat and nowhere else in the room. Students will put their hand up if they need an adult's support, they will not get out of their seat.
- Students will occupy a limited number of classrooms and will be restricted to a certain section of the school to reduce movement and interaction between students.
- IG students will follow a classroom model where students rotate based on their option subjects, following the markers on the floor to ensure they stay 2m apart from peers and adults on their designated route. IG students will remain part of a bubble.
- IB students will follow a classroom model where students rotate based on their option subjects, following the markers on the floor to ensure they stay 2m apart from peers and adults on their designated route. IB students will remain part of a bubble.
- On days students have PE, they will come to school in their PE kit and stay in it all day. Students will not change their clothes at school.
- Internal assessments will be administered via computer or paper. Individual packs will be premade and stored in plastic storage the night before. Students will be presented with their individual pack on the day of the assessment, which will be collected in and handled by the class teacher only.
- Teachers will follow the marking and feedback policy and will mark books wearing disposable gloves.

### 2. At Home:

- The first day for new to AMA students will be Tuesday 1<sup>st</sup> September
- The first day for all other AMA students will be Wednesday 2<sup>nd</sup> September
- Home learning will be flexible and will differ for each student and family.
- All learning will be accessed using Google Classroom, which students and parents will be trained how to use.
- Students will have a flexible structure to their day, supported by live and pre-recorded lessons.
- Students will have 1 live core lesson per day in Maths, English, Science, Arabic A/B or Islamic A/B. They will also be pre-recorded lessons and activities to access and complete.
- For PE, students will follow pre-recorded lessons and fitness challenges from home, which will be uploaded onto Google Classroom.
- Students will be reminded by their teachers to have regular breaks from work and will be encouraged to leave their screen and relax after each lesson.
- Students will follow their timetable for home learning but will be able to take breaks when suitable for the family.

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- Activities for home learning will encourage wellbeing and there will be a focus on promoting mental and physical health.
- Students will have a live group session with their Tutor teacher for wellbeing, reflection and achievement from 15:00-15.20. This can be flexible upon request.
- Students will join their live lesson on Google Meet using a view-only link, which will be posted on Google Classroom. Students will be able to see and hear the live lesson.
- Pre-recorded lesson assignments will be scheduled for upload on Google Classroom for students to complete.
- For live lessons, students will be expected to complete the classroom activities set during the episode of learning.
- The structure of students' lessons will mirror the structure of learning in class. Students can expect to complete a Do Now activity, which will include a problem solving or creative task, review of prior learning, introduction of new material and questions to check understanding.
- Teachers will include a daily/weekly Google Quiz for students to complete. The quiz will be self-marking or teacher marked.
- Students can post questions on Google Classroom for their teachers, which will always be answered in a timely manner.

## HEALTH AND SAFETY INFORMATION

### DISCLOSING IMPORTANT INFORMATION

Before we open, we will need to collect some information and therefore ask you to share:

- Details about all recent travel
- Preference of learning model
- Request for bus service
- High risk medical conditions so that we can maintain a register in case there is a suspected case in our community
- Ensure most updated medical records of your child are shared with the school for their records
- Understanding of, and agreement to compliance with our protocols and expectations

You will receive a questionnaire before school reopens and you will be asked to share the above details. Completion of this questionnaire will be a requirement before each student is allowed back on campus.

### WEARING OF MASKS

Some of the policies we will be enforcing at AMA include:

- All staff, visitors and students in Grade 1 to 12 will always be required to wear masks
  - The only exception will be if students or staff:
    - Who are eating
    - Have a medical certificate confirming a medical condition
- Teachers will wear transparent masks/ face shields or face masks
- All cleaning staff will always wear masks

### TEMPERATURE CHECKS

Our policy on temperature checks follows the guidelines provided by the authorities. Some of the policies we will be enforcing at AMA include:

- All students, staff and visitors will always be required to have temperature checks on entry into the school and/or bus.
- Non-contact thermometers will be located at all designated entry points into the school.
- Any staff, visitor or student with temperatures exceeding  $>37.5$  will not be allowed into the school and will be requested to return home.

### HANDWASHING

As all the guidelines on COVID-19 suggest, washing your hands constantly is a key preventative measure against the virus. At AMA we will:

- We will provide additional hand washing / sanitizing stations:
  - On entry to campus
  - In classrooms
  - In key transition areas

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- In playgrounds and other sports facilities
- Teachers will model and guide students on hand washing regimes
- Hand wash breaks will be worked into the timetable for all students – before and after breaks including snacks in the classroom
- Those entering the school will be required to sanitize their hands upon entry
- Each hand washing station must be equipped with liquid soap, disinfectant wipes, disposable paper towels, and posters with effective and washing and drying instructions.

## **SOCIAL DISTANCING**

Social Distancing measures have been put in place around the world and the UAE. AMA will be no different.

- All common areas, elevators and hallways will have stickers on the floor indicating the required a 2-metre distancing between people
- All classrooms will be rearranged to maintain a minimum of 6 meter squared distance between students
- All common areas will have staggered use so that social distancing can be maintained
- We will adapt a more paperless strategy
- All parent teacher meetings, information sessions, coffee mornings and all other meetings for parents will be held online

## **CLEANING AND DISINFECTING**

Cleaning and disinfecting protocols at AMA will happen at regular intervals every day and they will follow the Department of Health guidelines.

- All key areas are disinfected hourly and after every use
- Regular disinfection of frequently touched surfaces like door handles
- Signage will share details of proper disposal of masks and gloves
- Wipes and sanitizers available in every classroom
- Pods are sanitized before and after each use

## **VISITORS**

- Parents and registered guests will be allowed on premises by appointment only
- Appointments will be shared with security daily
- Visitors who have appointments must sign in with ID

## **MEDICAL CONCERNS**

**AMA will put in place and enforce strict protocols for handling medical concerns at school:**

- We are enforcing a “stay at home if unwell” protocol
- Parents are asked to keep children at home if they show any of the following symptoms:
  - A fever >37.5 degrees Celsius
  - Cough
  - Body ache or fatigue
  - Shortness of breath

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- Sore throat
- Runny nose
- Diarrhea and Nausea
- Headache
- Loss of sense of smell or taste
- Any student, member of staff or visitor showing any symptoms related to COVID will be isolated immediately and referred to a hospital
- For any suspected case, AMA will follow the protocols as directed by the Ministry of Education
  - All staff members will be trained and made aware of emergency protocols for COVID 19 in school
  - Entry to the nurse's office limited to students requiring medical attention
  - Two separate isolation rooms will be in place for anyone showing potential symptoms
  - Anyone showing a temperature will be held in the isolation room until protocols can be followed
  - Bus riders showing a temperature will not be allowed to board the bus
  - The school must be notified if someone is suspected as being COVID positive
  - The school will adhere to confidentiality policies
  - The school will implement "Track and Trace" to identify anyone the person encountered on campus
  - The school will develop a list of "high risk" individuals
- This group will be informed of any confirmed case
  - Anyone returning to school after a positive confirmed case of COVID must provide a clearance certificate

## **WORKING TOGETHER FOR AMA**

Each of us will have a different level of concern and a different response to the COVID - 19 Safety measures that have been put in place around us. Please support and respect each other, regardless of your personal opinions. While you are on premise at AMA, we kindly ask you to respect the measures that have been put in place and do your part to ensure a safe environment for everyone.

We are in this together: Therefore, we will rely on you to:

- Reinforce the same safety messages and protocols at home
- Help children understand and be comfortable in the "new normal"
- Respect the boundaries and rules we may need to put in place at school
- Continue to work in partnership so that AMA can provide the best learning environment possible

## FAQs

**Q: Will there be both home and school learning for the full year?**

A: We certainly hope that we can have all students back on a full-time basis as soon as possible, however this is determined by the government's advice and the status of COVID within Bahrain. At some point we expect all children to return to full time education in school, however we cannot predict when.

**Q: What if my child is not in the same bubble as his/her friends?**

A: Student bubbles are created keeping families in mind. If your child is not in the same bubble with his or her closest friends, they still have the chance to interact with their friends virtually.

**Q: How many children will be in each bubble?**

A: In Nursery the bubbles will have up to 6 students. The homeroom bubbles (Year 1 to 6) have a maximum of 12.

**Q: Will I be able to choose the mode of learning for my child?**

A: We strive to offer you your preferred choice, if we cannot safely social distance at school for a grade, then we will move to a Blended model.

**Q: Will there be a discount on fees for the Blended or Online Model at AMA?**

A: No. All school tuition and transport fees will remain the same regardless of educational model used. We have continued to invest in our leadership team, our people, resources and the infrastructure at AMA. When your children return to school, they will be able to enjoy learning and reading in our Primary and Secondary libraries. There will be other visible facility and technological improvements that will enhance our teachers' abilities and support student learning.

While we continue to invest into making AMA the school of choice for you, we will have an operational cost base and financial commitments, like anyone else, that we cannot defer. Our team is working with as much financial prudence and austerity as possible during this challenging time.

**Q: If we are a part of the Blended Learning Model can I choose what weeks my child will attend school?**

A: The weeks that your child attends will be set according to the house you are in and communicated with you in advance.

**Q: Will there be changes to the curriculum in order to accommodate the different learning models?**

A: Learning will not stop at AMA. All international and local curriculum requirements will continue to be met.

**Q: What if I do not feel comfortable sending my child back to school yet?**

A: We can understand some families may have some apprehensions about sending children to school. We will work with each of our families to see how we can best meet their needs.

## Key contacts

We want to work together with parents to continue supporting students to make the most progress in their learning and wellbeing as possible.

Where you feel you need specific support or advice we are here to listen and work with you. The following contacts are the best to use:

**For general support, queries and advice please use:** [readytolearn@amais.edu.bh](mailto:readytolearn@amais.edu.bh)

**For support or enquiries about anxiety to return or special educational needs please contact:**

Neil Turner

Head of Achievement and Enrichment

[nturner@amais.edu.bh](mailto:nturner@amais.edu.bh)

**For support or enquiries about Nursery to Grade 5 please contact:**

Emma Henderson

Vice Principal: Head of KG and Elementary

[ehenderson@amais.edu.bh](mailto:ehenderson@amais.edu.bh)

**For support or enquiries about Grade 6 to 8 please contact:**

Tyler Hanna

Vice Principal: Head of Secondary

[thanna@amais.edu.bh](mailto:thanna@amais.edu.bh)

**For support or enquiries about Grade 9 to 12 please contact:**

Jay Tostovin

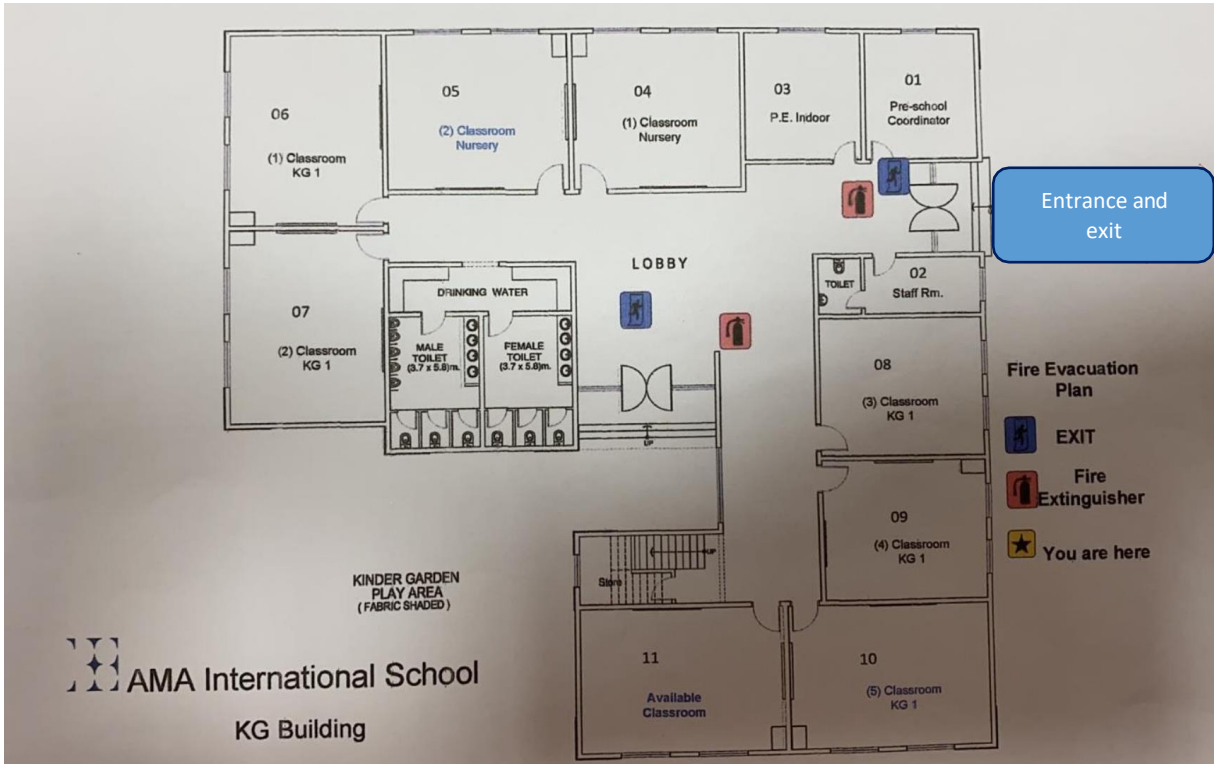
Assistant Principal

[jtostovin@amais.edu.bh](mailto:jtostovin@amais.edu.bh)

# AMA International School

## Supporting Images for the entrance and exit of students

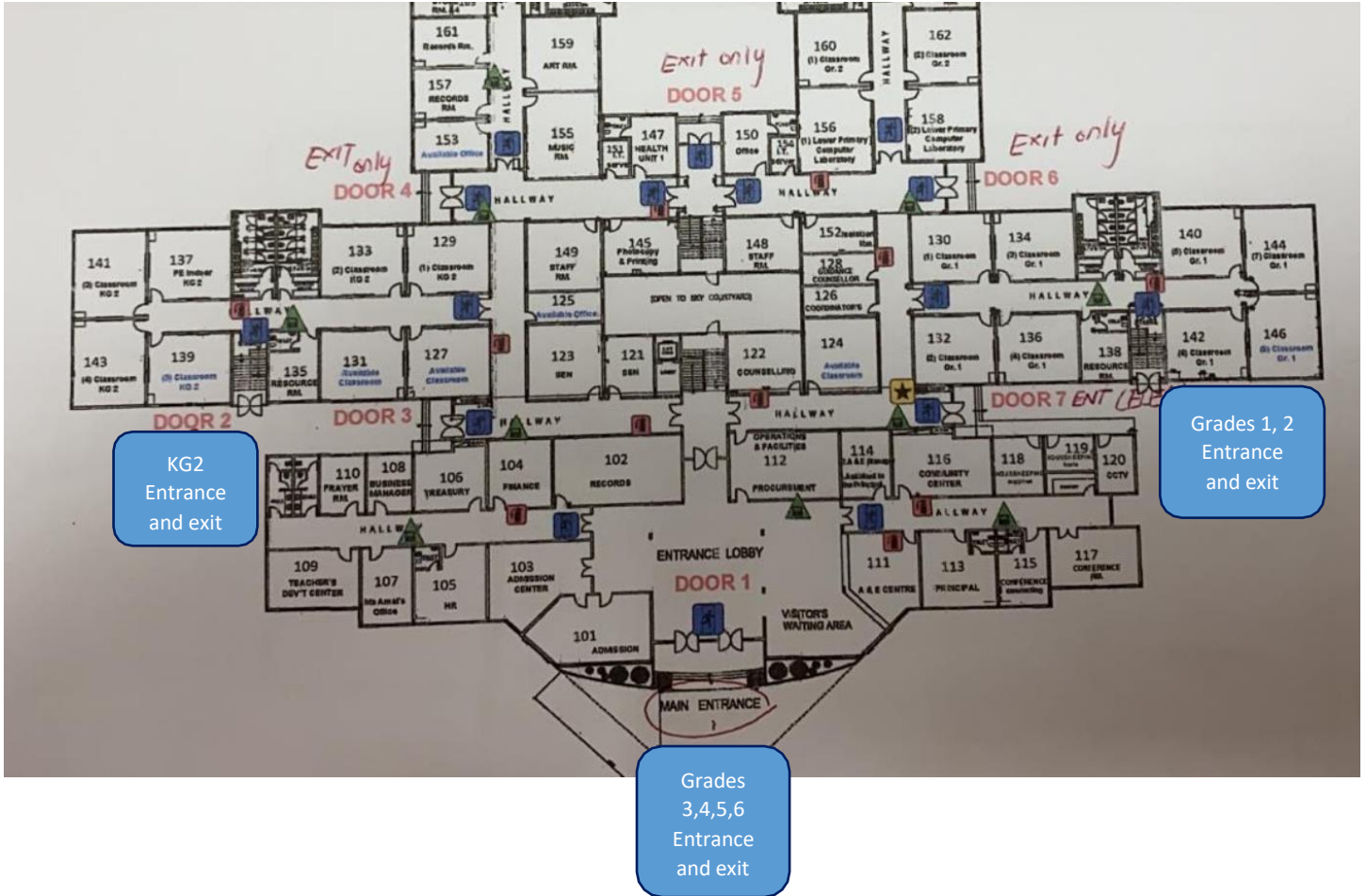
Entrance and exit of Nursery and KG1 students: KG Building (staff will be helping to direct parents and students):





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Entrance and exit of KG2 to Grade 6 students: Main Building (staff will be helping to direct parents and students):





# AMA International School

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