

APPLEBY COLLEGE



Dear Parents & Guardians,

At Appleby College, like educational institutions everywhere in the world, the last three months have changed everything about how we operate, how we think, and how we interact. While our region has been spared from the degree of tragedy that other parts of the world have or are experiencing, there are people in our community who have faced such pain. It is also clear that the world is far from being done with COVID-19 and there is the very real probability that communities, including our own, may face flare-ups and outbreaks for an extended pre-vaccine period, which is likely to include the Fall and Winter.

Since the end of March, Appleby has been operating under a provincial lockdown with our students, faculty and staff working in an 'emergency remote learning mode'. While there has been immense goodwill shown by students, faculty, staff, and families in delivering a robust and effective educational experience, we appreciate that many in our community are looking forward to moving back to an in-person model come the Fall.

While we long for a return to in-person classes, there remains significant worry about the uncertainty of the future as it relates to health, the economy, and social strife. For parents, the education of their children remains one of their highest priorities and many parents have inquired about what the Appleby model will be for next year. At present, there has not yet been a framework announced by the Government of Ontario for how the education sector will reopen and operate in 2020-2021. While we expect some guidance by the end of June, we also anticipate that any parameters are likely to evolve throughout the remainder of the Summer. Despite this uncertainty, we recognize that we need to make decisions on how we will be operating in September and we want to share these plans with our community today.

It must be emphasized, however, that this is a preliminary model and while the structure of this model will be subject to change based on government regulations, changing health parameters, and our evolving understanding of practices, pedagogy, and the health of our community, the core principle will remain steadfast, **that Appleby is committed to providing a safe and healthy environment for our students and employees and delivering an excellent educational experience that is consistent with our School's philosophy and pillars.**

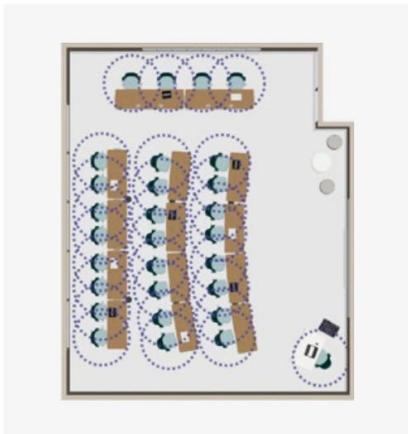
We recognize that this is a very important year both academically and socially for our Senior Two students and their families. In developing the return to school scenario that we are presenting today; we have done our best to ensure your children's experience next year will allow them to be successful and thrive. While it will be a different experience than they may have wished, we have the utmost confidence in our incoming Senior Two class that they will discover their own unique way to overcome. Throughout their time at Appleby they have demonstrated their resilience, a supportive and compassionate nature and an overall positive outlook.



General Assumptions

- We anticipate that Appleby will be able to re-open in September onsite and face-to-face with health and safety parameters such as screening and health checks in place;
- Our minimum standard for health-related decisions is to adhere to government/public health requirements but, where appropriate, exceed them;
- We anticipate that over the Summer the provincial government will set out prescriptive rules and regulations for operating schools in Ontario. The most impactful driver of school operations will be social distancing requirements, which will limit the number of students on campus at any one time and the number of students per classroom. The images below will provide you with a before and after visual representation of how a typical classroom will be transformed to support the social distancing requirements;

Before



After



Classroom Size: 35' x 28.5' / 971 sq ft

Student Capacity: Before - 28; After - 12

- We appreciate that our Senior One students were looking forward to being in boarding in the Fall. For many, boarding in Senior Two is the culmination of their Appleby experience as it is a core part of who we are as a school and a community. Unfortunately, the expected social distancing rules will likely result in the boarding program opening with one student per room, and we plan to prioritize the move-in of our distant boarders. Most Senior Two boarders who are local will start the school year as day students. For remaining capacity, we will place priority on student leaders, but hope that all Senior Two students will have the opportunity to have a boarding experience of some kind. Please note that for Senior Two students who have to remain for parts of the year as day students, the previously announced provisional fee structure will apply. **To view the provisional fee structure please [click here](#);**

- We anticipate that throughout 2020-2021, we will need to change our operating model due to improvements/declines in the number of COVID-19 cases in our region which will result in changes in government regulations including the easing or tightening of restrictions allowing for changing density of students, shifting to remote learning for periods, or times when there are significant numbers requiring quarantining. **We require a highly flexible model that works under all of these circumstances and allows for shifting between modes while maintaining the dual priorities of safety and superb education.**



Health Parameters, Protocols and Policies

Appleby will establish and follow a rigorous range of health and safety protocols and policies consistent with public health regulations and guidelines. In addition to incorporating social distancing requirements, we plan to do the following:

- We will apply a two-metre social distancing requirement wherever possible on campus.
- Floor labelling will be utilized throughout all facilities directing the flow of students and staff so as to best achieve social distancing. Protocols around movement will include some staggering in schedules as students and staff transition between areas.
- We will continue to communicate, educate and encourage our community to practice strong social hygiene practices including regular handwashing and minimal touching of hands to face. To support this, more than 100 hand sanitizing stations will be installed throughout the campus. Faucets and toilets will also be upgraded to non-touch in a number of the washrooms.
- We will increase the frequency and intensity of cleaning protocols throughout the entire school with high touch zones being cleaned at least three times per day and the availability of cleaning products distributed throughout the school to wipe down surfaces before and after use. Ongoing cleanings by custodial teams will include daily deep sanitizing of every room.
- Prior to coming to campus, all students and staff will undergo daily screening via an app to help determine COVID-19 symptoms. Visitor (including parent) access will be limited to the school and all visitors will also be required to undergo screening before entry.
- Students, employees and visitors to campus will be expected to wear masks when social distancing parameters of two-metres cannot be achieved and it will be encouraged but optional when two-metre distancing can be achieved. Students will be responsible for providing their own masks. At this time, we are hoping to have two or three-ply version cotton masks available for purchase through the College Shop. Additional information regarding masks will be provided over the Summer.
- Day students who are ill or are exhibiting symptoms of COVID-19 will be asked to remain at home under the care and supervision of their parents. Local boarders who are ill or are exhibiting symptoms of COVID-19 will be asked to return to their home and to remain there under the care and supervision of their parents. Distant boarders who are ill or exhibiting symptoms of COVID-19 will be asked to return to their guardian's home and remain there under their care and supervision. In cases where this is not possible/appropriate, distant boarders will be isolated in a building away from other students and faculty and cared for by Health Centre staff.
- During the school day students who display COVID-19 symptoms will be isolated with nursing staff. Day students will be sent home. Testing for boarding students will be arranged through Appleby's Health Centre.



Educational Model

Middle School (Grades 7 & 8)

For Middle School (grades 7 & 8) students, the model assumes a traditional year-long programme, with faculty primarily dedicated to Middle School, with students physically segmented for most of the day from other students.

We intend for Middle School students who are able, to attend school daily. Remote learning at the elementary and intermediate levels tends to fall heavily on parents, which will not be an option with workplaces reopening in the months ahead. We also believe it is better for them to be with their peers and teachers on a more consistent basis. This is important not only for learning but also for students to gain an understanding of what is required as an Appleby student, in addition to learning how to learn. We also appreciate that students in Middle School need more support as well as consistent check-ins and follow-up on work. Being on campus will also provide students with opportunities for increased physical activity and experiential learning.

The school day for Middle School students will start at 8:30 a.m. and will conclude at approximately 3:50 p.m., five days a week. The Middle School timetable will include eight periods per day and classes will be 40 minutes long. While other grade bands will follow a semester format, Middle School classes will run all year long. Middle School students will also have every class, every day including Physical Education. There will be an Arts rotation of: Art, Music, Dance, Design. At the Middle Two level the World Languages rotation will also continue.

To support a safe and healthy learning environment for Middle School students, the school will be installing a network of portable classrooms on the East Field just north of the J.S. Gardiner Arena. Middle School class sizes will also be reduced to 10 students per room. Students will remain in the same classroom throughout the day with subject-matter teachers rotating as per the teaching schedule. For physical education and co-curriculars, students will move to the assigned area of campus while following social distancing protocols.

Upper and Senior School (Grades 9 to 12)

For Upper School (grades 9 & 10) and Senior School (grades 11 & 12) students, we are moving to a semester HyFlex model for the 2020-2021 school year. In the semester model, the school year will be divided into a Fall semester that will run from September to January and a Spring semester that will run from February to June. First term semester exams will take place in January and second semester exams in June.

Students will participate in four daily teaching blocks with all courses having classes every day. We know that many students struggle trying to manage 6-8 courses in a remote model, so a semester system will work better for most high school students if there is the prospect of shifting back and forth between on

APPLEBY COLLEGE



campus and remote/online. The school day for Upper and Senior school students will begin daily at 8:30 a.m. Classes will end at 3:50 p.m. and will be followed by co-curriculars and clubs.

The HyFlex model will allow members of each class to alternate between being on campus/in-class and participating remotely by video teleconference. We plan to install technology in each classroom that will allow for high quality, synchronous participation of those physically in the classroom with those online. Assuming two-metre distancing and the resultant decline in classroom capacities by well over 50%, we expect to start the year with students alternating day-to-day (i.e. 50% on campus and 50% online, so over a 10-day cycle, students will be in person for five days). Exceptions will be made for circumstances such as those who are immuno-compromised, ill and quarantining. The classes will be recorded and also made available on an asynchronous basis. The HyFlex model allows us to shift based on changing parameters. So, if the school is closed for a few weeks, it will easily pivot to a fully remote/online model. If the social distancing requirement is reduced to 1.5 metres, we can move from a 50/50 split to a 75/25 split. It also works for students who cannot attend in person due to health issues, while also easily adjusting to a return to 100% students attending daily.

Boarding & Senior Two Boarding

We appreciate that our Senior One students were looking forward to being in boarding in the Fall. For many boarding in Senior Two is the culmination of their Appleby experience as it is a core part of who we are as a school and a community. Unfortunately, the expected social distancing rules will likely result in the boarding programme opening with one student per room. While we are hopeful that as the year progresses, there will be flexibility to increase to our full boarding capacity, we are planning to open in September with one boarder per room with priority placement for our distant domestic and international boarders.

Senior Two boarders who are local will start the school year as day students. As we are able to expand the school's boarding programme as allowed by Public Health authorities, we will look to move-in our local Senior Two students beginning with the school Prefects and House Council members.

Washroom facilities inside the boarding houses will undergo a deep cleaning and sanitizing three times per day with non-touch fixtures being installed where possible. To encourage social distancing while using the facilities, capacity of each washroom will be labelled, and floor queues will mark two-metre distancing.

In addition to strict health-related protocols for boarding life, as well as enhanced cleaning and hygiene regimens, there will likely be additional limitations on off-campus travel/social interactions by boarders over the year. This will put an emphasis on increased programming both on regular weekends as well as potentially on long weekends and over the Christmas Break.

APPLEBY COLLEGE



Uniform Policy

Students will be required to wear their Appleby uniform while attending in-person classes. Uniforms will not be required during remote learning.

Co-Curricular and Clubs Programming

We intend to run a full range of co-curricular and club programmes although we expect that many may be impossible or limited in the Fall or will have to be modified due to health parameters and the HyFlex model. Examples include many contact sports, service programmes involving senior citizens, and some activities that require close group interactions. We plan to replace these with other offerings and are working with faculty to identify creative alternatives such as intramural competitions, and other forms of arts and service programming.

Experiential Education

We will not be running any Temagami or global education trips in the Fall. We are exploring other outdoor education day programs that are offered closer to Oakville. Winter and Spring activities will depend on health parameters at those times.

Chapel, All-School Assemblies and Other Gatherings

We anticipate that there will continue to be restrictions in place regarding large gatherings in the Fall, so we will adjust these programs accordingly including exploring smaller and/or remote/online events.

Bussing

Social distancing requirements from what we have seen in other jurisdictions point to significantly reduced capacity for our current bussing infrastructure. We are also anticipating that some of our local Senior Two students will require bussing. To address these capacity issues, we will encourage more families to drop off their children in-person and follow all public health protocols for school buses. Appleby will also be introducing drop-off and pick-up requirements in support of social distancing measures. If social distancing parameters ease, more students will be able to come to campus daily, and bus capacities will increase. We are working closely with Attridge Transportation our bussing provider to determine the best way to provide the service in the Fall and will be providing additional information throughout the Summer.

Meals/Dining Hall

The entire operation of the dining hall will need to change. While boarders will continue to receive three meals daily, with breakfasts and dinners in the dining hall - modified to provide appropriate social distancing and safety precautions, the lunch model for the entire school population will change. There are a few models being considered including more numerous meal shifts, the possibility for food pre-

APPLEBY COLLEGE



selection and delivery, revised serving systems, and utilizing multiple locations. We are working closely with Sodexo (our food services provider) to determine which model or models will best meet our needs and will provide you with additional information throughout the Summer.

Ongoing Updates Throughout the Summer

As we indicated earlier in this letter, we must emphasize that this is a preliminary model and may be subject to change based on government regulations, changing health parameters, and our evolving understanding of practices, pedagogy, and the health of our community. To ensure we are providing you with timely and consistent updates throughout the Summer we are planning to issue special versions of *Appleby This Week* on Monday, July 13, Monday, July 27, Monday, August 10 and Monday, August 24.

Thank You!

Thank you again for your patience, flexibility, and compassion as we navigate through this unprecedented time together. We are immensely proud of the Appleby community. We appreciate that there is a lot of information in this letter to digest, so we look forward to our upcoming Zoom call during the week of June 22nd. Should you have any questions prior to the call please do not hesitate to contact either of us by e-mail at ivannostrand@appleby.on.ca or ksamson@appleby.on.ca or by phone at 905-845-4681 ext. 224 (Innes) or 905-845-4681 ext. 298 (Katrina).

Sincerely,

Innes van Nostrand
Principal

Dr. Katrina Samson
Head of School