



Welcome Back!



Reopening Plan

2020 | Version 1

www.ics.edu.sg



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Introduction

We have created this booklet to provide you with information as to what you and your child can expect when we reopen campus this August.

In order to bring our learning community back together at Jubilee Road, ICS must comply with all requirements issued by Singapore's Ministry of Health (MOH), Ministry of Manpower (MOM), Ministry of Education (MOE), and the Council of Private Education (CPE). These directives and our reopening plan are outlined in the following pages.

Should you have any questions regarding the information in this booklet, please do not hesitate to contact any member of the ICS leadership team.

With blessings,
ICS Leadership Team



Our Commitment To You

Mission

Educating minds
and transforming
lives to impact the
world for the glory
of God

Core Values

Biblical Worldview
Caring Community
Academic Excellence
Personal Excellence

Vision

Every Student,
Every Family,
Every Day
for Christ

We are excited to reopen our campus to our students, faculty, and staff in August. Our priority during our reopening continues to be the health and safety of each member of our community.

As we consult with experts and other international school leadership—both in Singapore and across the globe—to help guide our decisions, we commit to maintaining our caring community in the midst of change and exceptional circumstances.



Reopening of ICS Campus

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August, 2020

Virtual Orientation

All **parents** and **students** will receive access to our virtual orientation portal which will include videos from our school leadership team and various departments as well as additional information on how to prepare for the first day on campus. You will also get a chance to watch a short introduction from your teacher(s).

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August, 2020

Orientation

Parents only for students in grades K4 through 5 will be invited to campus in the morning to pick up their orientation packets.

New students only for middle school and high school will be invited to campus in the afternoon for an in-person new student orientation.

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August, 2020

First Day of School

For **students in grades 1 through 5, middle school, and high school**, campus will open at 7:30am and school starts at 8:05am.

For **students in grades K4 and K5**, campus will open at 10:00am and school starts at 10:15am.

Supporting Your Children

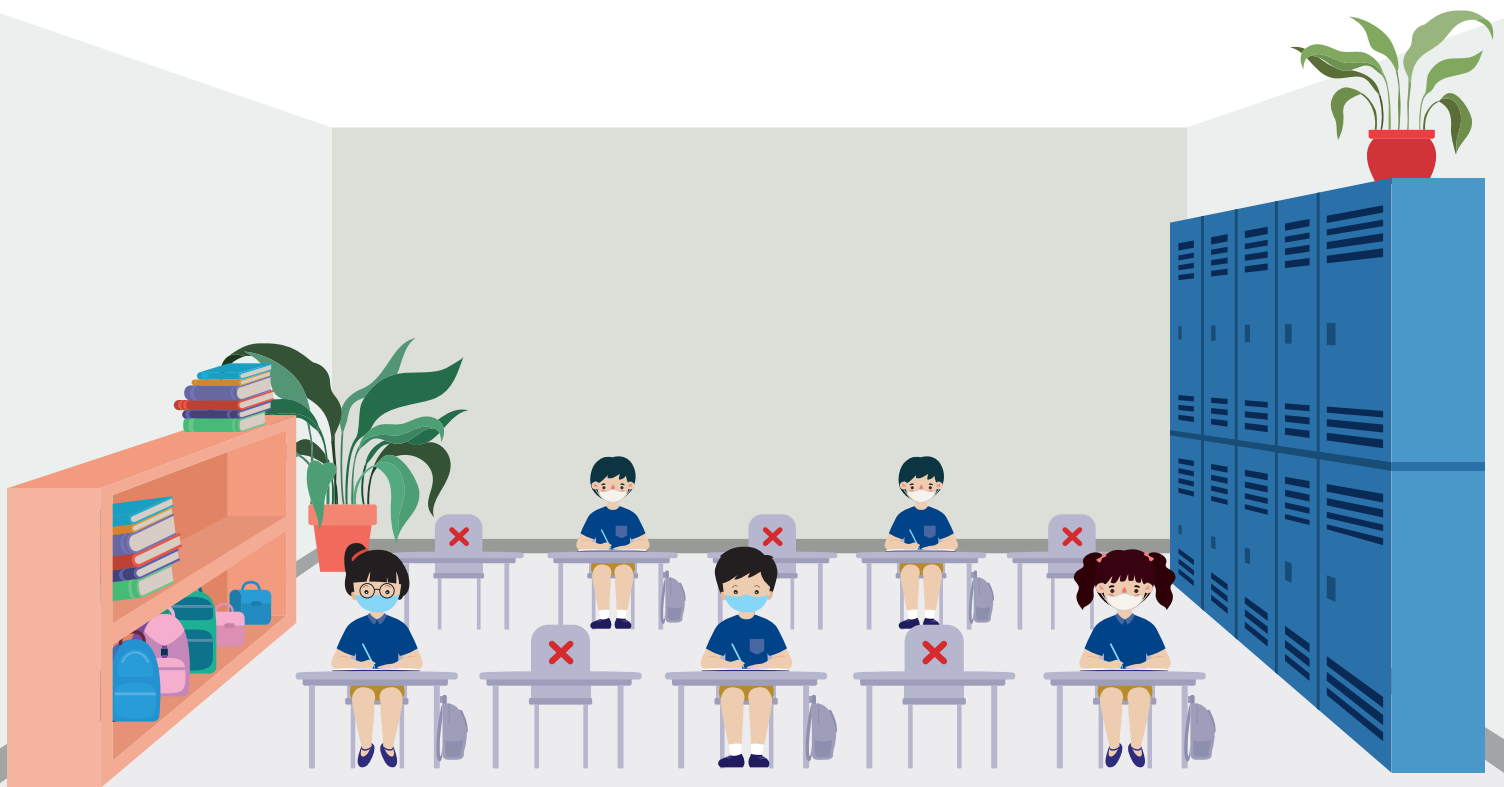
Schedules and Academics

Government restrictions regarding social distancing measures will impact student schedules, classes, and extracurricular activities. All students will go directly to their homeroom or first block classroom once they arrive on campus. Transitions between classes will be staggered, and all campus staircases will be designated as either ascending or descending to minimize cross-student contact. In all music classes, there will be no singing or playing of wind or brass instruments.

Elementary art, music, and Inquiry and Digital Design classes will be conducted in the homeroom classrooms, and elementary students will have recess only with their class. In middle and high school, breaks between classes will be shorter and there can be no social interaction in the hallways.

Classroom Set-up

Students will notice right away their classroom looks different. They will have assigned seats and assigned groups. They may see areas which are taped off and not able to be used due to social distancing rules.



Wearing a Mask

Students will be required to wear a face mask or face shield the entire time they are at school. While wearing face masks has become a normal part of everyday life when out and about in Singapore, many of our students—especially the younger ones—will not be accustomed to wearing masks for extended periods of time.

We recognize that this will be hard for every child and encourage you to allow your child to practice wearing their mask at home. This includes showing them how to properly wear their mask, how to safely take it off and put it back on, and how to get used to the feel of wearing a mask for long periods of time. You are encouraged to emphasize to your children the importance of washing their hands before and after taking off their masks, as well as the importance of keeping their hands away from their masks while wearing them.

Our counselors and teachers will also be talking to the students about the importance of wearing a mask and the proper usage.



Social Interactions

We encourage you to start talking with your children about the need to maintain a safe distance from other students and adults. We understand this will be difficult for everyone regardless of the age. We will be guiding the students through new ways to social interact and what proper social distancing looks like in a classroom.

Dr. Helen Rader [counselor@ics.edu.sg], the elementary and middle school counselor, and Mr. Eric Laug, the high school counselor [academiccounselor@ics.edu.sg], are available to meet virtually with any parent who would like guidance on how to talk with their children about COVID-19 and the anxiety they are feeling about returning to school. Please contact our counselors at their email addresses to set up an appointment.

You can read more about some of our new protocols on the Operations page of this booklet.



Illness in the Household

Any student who exhibits symptoms of acute respiratory illness (such as fever, cough, runny nose, or sore throat) must stay home from school and is required to see a doctor immediately. **Students who show symptoms of acute respiratory illness will be isolated and the parents required to immediately pick up the child from school to take the child to the doctor.**

Per the Singapore government's requirements for reopening schools, if any member of a student's family exhibits any symptoms of acute respiratory illness (such as fever, cough, runny nose, or sore throat), the student is also required to stay home from school. These absences will be considered excused absences and will not be counted against the student's maximum number of absences per semester.

Should you have any questions regarding student or family illness, please contact Mrs. Jyl Neri at firstaid@ics.edu.sg.

Travel Declaration Form

All parents or guardians are required to complete a travel declaration form for every student and parent prior to the student starting school. This travel declaration form is required by the Singapore government for reporting purposes regarding prior and upcoming travel.

Leave of Absences, Stay-Home Notices, and Quarantine Orders

Any student living in a home with an individual who is placed on a leave of absence (LOA), stay-home notice (SHN), or quarantine order (QO) and remains in the home will be placed on a mandatory leave of absence from ICS for the entire duration of the LOA, SHN, or QO. Parents and guardians are required to immediately contact ICS should anyone in the household be placed on a LOA, SHN, or QO.

Should you have any questions regarding the travel declaration form or LOAs, SHNs, and QOs, please contact our front office at info@ics.edu.sg.

Health Screening

Student temperatures will be taken at least twice per school day: once upon entry to campus, and once at lunch. Upon entering campus, students will be assessed for any signs of acute respiratory illness.

Face Masks

All individuals on campus are required to wear a face mask at all times. If necessary, ICS will provide children in K4 and K5 with a face shield if they have difficulty wearing a mask for the entire day. Additionally, children 12 years of age and younger, or those with special needs, may opt to wear a face shield if they have difficulty wearing a mask for the entire day. We encourage all students to bring an extra pair of masks to school.

Hygiene

All students will be required to wash their hands when entering campus, before lunch, and after lunch. As necessary, teachers will arrange for students to wash their hands at other times during the day.

Hand sanitizer will be provided in all classrooms and in select common areas on campus. Additionally, drinking fountains will only be available for filling water bottles. Students should bring their own refillable water bottle to school each day.

Campus Cleaning

Elementary school classrooms will be thoroughly cleaned at the end of each day and at other points throughout the day as necessary. Equipment and supplies will be assigned to an individual or pre-arranged small group. In middle and high school classrooms, all desks, chairs, equipment and supplies will be sanitized at the end of each class.

High-touch areas such as doorknobs and handrails will be sanitized at least twice daily.

Safe Distancing

Students in grades K4 and K5 will be seated in cluster-style with assigned seats. Students in all other grades will be given assigned seats arranged in exam-style seating. Each desk will be spaced at least one meter apart. All students will be placed into groups of five that will remain the same during lunch and recess, and in class for any group work.



Campus Entry

Campus will open for the school day at 7:30am. At this time, the ICS campus is only open to students, faculty, and staff. Due to government restrictions, parents and helpers will not be allowed on campus except in a vehicle for active student drop-off or pick-up.

All students will need to enter through the front gate and the back gate will be closed until further notice. All students are required to show their ICS ID upon entry; middle and high school students with handphones should also be prepared to use Safe Entry to enter campus.

All students will have their temperature taken upon arriving at school. Anyone with a temperature above **37.5 degrees Celsius** will not be allowed entry. After washing their hands, all students will be required to go directly to their homeroom or first block classroom.



Drop Off

Please refer to the reopening of ICS Campus on page 3 for more information about student drop-off times on August 12.

Bus drop off will begin at 7:30am. We ask that walkers or car riders are not dropped off until 7:45am. All car riders need to be dropped off in the designated drop-off zone. Per Singapore government guidelines, parents, helpers, and guardians are not allowed out of their vehicle or to enter campus on foot while school is in session.

Pick Up

Student dismissal at the end of the school day will be staggered to minimize cross-student contact. Students who ride the bus, walk, or use public transportation will be dismissed at 3:00pm. Students who are picked up by an adult, whether by walking or vehicle, will be dismissed after the buses leave campus. We anticipate this process to start at around 3:15pm. Students will be dismissed by their family code if they are picked up by car. As will drop off, parents, helpers, and guardians are not allowed out of their vehicle or to enter campus on foot while school is in session.

Canteen

The canteen will not be open before or after school and will only be open during lunch. Middle and high school students can pre-order snacks via the Campus Card system for delivery to the classroom during specified times.

While in the canteen, students will be assigned seats and spaced one meter apart. Canteen tables and chairs will be thoroughly wiped down between student use.

Providing Counselling Support

To support our students as ICS reopens, the ICS counselors commit to providing professional assistance and support to a student or small group of students through 1-on-1 counseling sessions, group counseling sessions, and age-appropriate classroom guidance as we reopen the school. We will guide our students as they adapt to the new normal, and will continue to offer on-campus counseling services and support in areas such as behavioral, emotional, academic, spiritual counseling, academic advising, and college counseling.

Partnering with Parents

Our counselors further commit to being proactive and responsive as we help students, parents, teachers, and school administrators make decisions and take appropriate actions on various issues. We anticipate collaborating with families and other professionals to make referrals to appropriate community resources if or when students require long-term counseling to address mental health issues or to provide long-term support.



Looking Ahead

As we look ahead to a post-COVID-19 future, ICS will remain diligent in monitoring the situation and keeping up-to-date on best practices. In line with Singapore government requirements and safety regulations, the school will loosen restrictions appropriately once the safety of our students, staff, and community is assured.

We hopefully anticipate resuming normal activities and will continue to keep you informed of any changes through email and updates to our COVID-19 landing page on the school website.

It is a privilege to educate and nurture each student we welcome to campus. Rest assured that the health and safety of the entire ICS community remains our priority during this time.

