

## **Southlands international School: *SAFE RETURN TO SCHOOL***

### ***Campus, Curriculum, Community***

The aims of the reopening plan focus on three elements: campus, curriculum, community and are intended to enable, whenever the health authorities allow it, a face-to-face education in the best possible conditions.

**Campus:** we will make sure our campus provides the safest possible learning environment for students and staff.

**Community:** we will reduce the risk of infection by following best practice guidance around creating defined groups or “clusters”, limiting on site visitors and requiring health declaration sheets for everyone coming into school.

**Curriculum:** we will implement plans to ensure that children follow programmes of learning which will be adapted to their needs post lockdown, that learning activities will be devised with safety in mind, and that training will be delivered focused on education technology to ensure a first class learning experience.

### **Overview of actions and campus preparation**

Alcohol-based hand sanitisers will be available at the school entrance, at the entrance of every school floor and in the outside gardens. Separate entrance and exit walkways will be clearly marked, where necessary.

External spaces will be divided into areas to be used by different groups of children, with separate sets of toys to be carefully cleaned and disinfected after each use.

Teaching Staff, old and new, will return to school at the end of August to set up their classrooms, be trained on the protocols to be implemented and carry out the usual start of the school year preparation activities. Each teacher will be responsible for their specific class and students. Access to school for those teachers coming from countries subject to mandatory quarantine at their arrival in Italy shall be conditional upon fulfilment of such obligation.

Our cleaning staff have been suitably trained on the new protocols of cleansing and subsequent disinfection of spaces and objects and will pay special attention to high contact surfaces and heavy traffic areas.

SIS will provide all students at school with basic information about COVID-19, especially on how to prevent transmission. This will be a reminder at the beginning of every day by members of staff, as long as necessary.

#### **PRIMARY AND SECONDARY SCHOOL**

Social distancing (defined as 1 metre between children’s mouths) continues to be one of the main preventative measures and all spaces at SIS will be organised so as to ensure such distance is maintained.

Classrooms will have desks/tables suitably separated with markings clearly outlined on the floor so that they can always be positioned appropriately to pre measured distances.

## EARLY YEARS

Pupils will not be subject to social distancing measures, however classroom set up will need to be planned carefully. While reorganising the school spaces and environment, particular care will be taken to:

- Maintain stable groups of children
- Guarantee that each class has a classroom equipped with a set of furniture and a set of toys/materials to be used exclusively by that group
- Remove fabric/soft furnishings as well as all the materials that cannot be easily washed
- Make full use of outdoor spaces for learning and play

### 1. PERSONAL PROTECTIVE EQUIPMENT

The current regulations on the use of personal protective equipment are:

- Adults and children from 6 years of age (from Year 2) will need to wear face masks at school when they are moving or in all those situations, static or dynamic, during which it is not possible to maintain 1 metre distance, with the exception of sports or physical activities.
- Children up to 6 years of age (up to Year 1 included) do not have to wear face masks. The use of personal protective equipment for adults shall not prevent the possibility of being recognised by children and of maintaining a close contact with young children (recommendations include the use of transparent protection visors and, if necessary, nitrile gloves).

Before the school re opens in September, we will consult the latest government and health authority advice relating to the use of personal protective equipment for students, teachers and staff both in the classrooms, within the school premises and during the journey to and from school.

### 2. HOW WE ALL NEED TO WORK TOGETHER TO ENSURE EVERYONE'S SAFETY

Current guidelines do not require mandatory temperature check before entering the school building. However, until further notice, we will continue to monitor the body temperature of all the people who need to access the school in order to keep the attention level towards COVID-19 symptomatology high and guarantee our community's safety. In the case of temperature above 37,5°C access to the school premises will be denied.

Please find below some new rules and routines that all student will need to adopt:

#### Students

- I will not go to school if anybody in my family has flu, a cold or a persistent cough
- If I am in Year 2 or above, I will wear a face mask at school while I am moving or in any static or dynamic situation in which I cannot maintain 1 metre distance, except when I am undertaking physical and sports activities
- I will undergo a compulsory temperature check before entering the school building (temperature check point at the main entrance). If I have a temperature over 37,5°C, I will need to go home with my parents/accompanying adult that will contact our family doctor to check my health conditions
- I will follow the seating arrangement on the buses, in the classrooms and lunch areas
- I will disinfect my hands before entering the school building and before going home. I will wash my hands frequently, always after using the bathroom, before and after eating, after any outdoor activity. I will use running water and soap and, if not available, the sanitising gel made available at school

- I will cover my mouth and nose with a flexed elbow or tissue when coughing or sneezing. I will dispose of the used tissue immediately and wash/disinfect my hands
- I will drink from my water bottle, filled at home (I will not fill it from the water dispensers at school), or I will use the disposable cups made available next to the water dispensers
- I will not share any glasses, cutlery or food with my classmates
- I will follow the signs when moving around the school
- I will not walk in a group
- I will avoid close contact activities and greetings like handshakes, hi-fives and hugs
- I will keep to the 1 metre distancing rule and 2 metres for physical/sports activities (from Year 2)
- I will not be exchanging school material with my classmates and will limit to the bare minimum the transfer of objects or equipment between home and school
- I will not bring any toys to school. If I am under 6, I can bring one single toy from home, not bigger than my hand, and keep it in my locker. If I need my doudou to sleep, I'll take it to school at the beginning of the week, leave it at school and bring it home every Friday to be washed together with my sleeping bag/blanket.

#### **Parents and Responsible adults**

- I will check the temperature of my child daily before taking him/her to school. I will keep him/her at home in case of temperature over 37,5° C, a cold or a persistent cough and contact my family doctor
- I will follow the entry / exit procedure and schedule for the various age groups very strictly. In case of delay, I will stand in line and wait for my child's turn to enter the school premises;
- I will not enter the school premises except in exceptional circumstances or upon appointment for one-to-one meetings with school staff, when required or allowed in order to support my child during the transition period (up to 5 years of age = Reception)
- I will maintain non-physical contact communication with the school, through email or phone calls and make fee payment online, whenever possible
- I will join online class meetings and online events
- If I am authorised to enter the school premises, I will undergo a temperature check before entering, wear a face mask to move inside the building and in case of a one-to-one meeting with a member of the staff, I will keep social distancing
- I will cooperate with the school staff to help students learn and apply the new rules and routines.

#### **Staff**

- I will check my temperature daily before going to school. I will stay at home and contact my family doctor in case of temperature over 37,5° C, a cold or persistent cough or in case anybody in my family has any of those symptoms
- I will wear a face mask at school while I am moving or in any static or dynamic situation in which I cannot maintain social distancing
- I will undergo a mandatory temperature check before entering the school building
- I will not congregate in groups with my colleagues and contain myself to my work area and office
- I will keep social distancing from students (from Year 2) and from colleagues in the staff room or in the common areas
- I will support students and monitor that they keep social distancing (from Year 2)
- I will practise good hygiene and all precautionary measures such as washing and sanitizing my hands regularly
- I will disinfect high contact areas such my desktop, desk and stationery regularly
- I will frequently ventilate classrooms and offices
- I will follow the entry / exit procedure protocol very strictly

### **3. SCHOOL ENTRY & EXIT PROCEDURE**

In order to guarantee students' safety and wellbeing, we will stagger the beginning of the school year slightly. We will have a special transition programme for new students and parents which will include meetings with core members of staff on Wednesday 2<sup>nd</sup> September from 1.30 pm to 2.30 for Primary, and 2.30 to 3.30 for Secondary.

Meet the Teacher meetings will, this year, take place online on Thursday September 3<sup>rd</sup> along with online parent meetings with form teachers. Normal lessons for all students will start on campus on Friday 4<sup>th</sup> September..

Staggered entry and exit times will be in force until otherwise specified. From Friday 4<sup>th</sup> September siblings may enter and exit school at the same time, in compliance with the start time of lessons for their specific age group: Early Years: 9:00, Primary 9.00, and Secondary: 8:45.

If there is a delay, students will have to stand the line and wait for their turn to enter.

Obviously, we will accommodate any children using SIS bus service who may arrive outside scheduled times.

Parents will not be allowed to enter the school building during students' entry and exit times.

Morning notes:

- Early Years (up to Reception) – Children can be accompanied to their classroom by one adult (1 adult per child) who may stay for a few minutes in order to help the child settle in
- Year 1 – Children will be encouraged to access the school premises independently. Parents will enter the school building only if strictly necessary
- From Year 2 – students access the school building independently

Afternoon notes:

- Early Years (up to Reception) – one parent/designated adult per child can go to the classroom courtyard area and pick up his/her child.
- Primary children will be accompanied by their teacher to the designated parent collection zone (opposite the pink basketball court) keeping the required social distance. Please assist us by ensuring that children are collected punctually.
- Secondary children will be released as per previous and make their own way to the carpark where parents will collect them.

#### **4. LUNCH AND SNACK TIME**

We are revising the food management protocol for our catering. Our aim is to maintain the safety and social needs of the children while ensuring that we still provide tasty and healthy meals.

We are reorganising our spaces and logistics so as to be able to offer food to be distributed in the lunch room (wherever possible) and/or in the classrooms (properly aired and cleaned before and after lunch). Students from Year 2 will have their lunch break organised in a way to make sure that the necessary social distancing is guaranteed: there will be sittings and pupils will be provided with disposable trays with spaces for the various dishes so as to make sure that students move as little as possible during lunch time.

For the time being we will not be able to accept any birthday cakes or any other external food onto the school site until the authorities allow us to do so.

#### **5. CLEANING AND SANITISATION OF THE SCHOOL PREMISES**

Cleaning and disinfection of all the school premises are the main actions that, together with social distancing, can help to prevent the spread of the virus.

SIS cleaning and disinfection protocol has been reinforced in consideration of the enhanced need for prevention and our cleaning staff has been assigned a specific job description that takes into account situations and places at higher risk, more specifically:

- High-touch points like door handles, knobs, switches, telephones, keyboards, handrails, desks and chairs
- Classrooms
- Meeting rooms
- Single work desks
- Break and lunch areas
- Bathrooms
- Air conditioners, fan-heaters and air replacement systems
- Buses

### **Indoor ventilation**

The premises are ventilated frequently. Classrooms and other rooms occupied during the day are aired in the morning before students arrive, during each break, during lunch, at the end of the day and during room cleaning.

Classrooms should have windows open whenever possible and doors wedged open.

### **Disinfection**

SIS will take care of disinfection:

- In compliance with the Circular nr. 5443 issued on 22nd February 2020 by the Ministry of Health and clearly mentioned in the Protocol shared on 14th March 2020, when a person who has been diagnosed COVID19 has been in the school building
- Periodically and frequently in classrooms, lunch rooms, labs, offices, gyms and meeting rooms.

## **6. PERSONAL HYGIENE PRECAUTIONS**

Thorough personal hygiene is a key contributor to reducing the spread of the virus. Posters illustrating the handwashing and hand-cleaning procedure will be put in all the bathrooms and common areas, on the understanding that washing hands with running water and soap, whenever possible, automatically excludes the need for hand sanitising gel. Hand sanitising gel dispensers will be placed in the school areas far from the bathrooms and where hand washing with water and soap is not possible. Frequent cleaning and maintenance of the dispensers will be assured

## **7. PASTORAL / EMOTIONAL ASPECTS OF REJOINING THE SCHOOL COMMUNITY**

We believe that each student's wellbeing is vital to their success at school, and this remains central to our approach in the current situation.

### **EARLY YEARS**

As well as ensuring that the children can return to school safely, and in an environment that supports staying healthy, one of our top priorities is also the emotional wellbeing of the children. We recognise that this has been a very unsettling time for them all and we understand that there will be a range of emotions and reactions from children and families upon returning to school.

Our aim is to work with families to ensure that we are able to support the emotional needs of all of our students and to provide them with an environment where they feel comfortable, safe and happy so that they can readjust and begin to move forward with their learning journey.

At SIS one of our underlying principles is positive relationships. Young children must feel safe, celebrated and supported within the learning environment in order to be able to thrive. We will be adding additional measures to our school induction, including live video calls, and the chance for new children to come and meet the teacher and visit the classroom before school re-opens. Children in Reception and Nursery will have a gradual return to school, with two half days (mornings only) on Friday 4th and Monday 7th September. Their first full day therefore will be on Tuesday 8th September.

Parents will also have the chance to attend a virtual class meeting during the first few weeks of school in order to learn about routines and ask any questions or voice any concerns that they may have.

We understand that all children will have had their own unique experience in these months and that they will also have their unique needs when returning to school. We understand that some children may need a little more time and we will work closely with families to ensure that these needs are met.

Teachers will ensure that they communicate closely with parents using mediums such as Seesaw and class newsletters. Partnership with parents is vital to ensuring that we provide the best care for children and we will do our best to make sure that there is always open and honest communication.

## PRIMARY AND SECONDARY SCHOOL

Our focus will be on allowing the students time to reacclimatise themselves to being back at school and in the physical classroom.

At home we encourage discussions about the imminent return to school and some of the differences that the pupils, both old and new, might expect to see in September.

Time will be dedicated to sharing experiences of lockdown and distance learning, acknowledging the challenges that the children all faced.

PSHE (Personal Social Health Emotional) is already an intrinsic element of our programme but will have particular significance in September. Our main aim will be on ensuring the wellbeing of each individual student during the first few weeks of school.

Primary teachers will communicate with families through Seesaw to provide weekly updates from the classrooms.

If the school has particular concerns about individual children those parents will be contacted immediately.

During the first few days of school, time will be devoted to explaining the safety protocols and answering any questions the students may have. Regular reminders of safety protocols and discussions about the need for these regulations will continue throughout the first few weeks and as long as necessary.

Week before the start of term:

- New students are invited to a Welcome afternoon at school on Wednesday 2<sup>nd</sup> September (from 1.30 to 14.30 for Primary students; from 14.30 to 15.30 for Secondary students) to meet their new teachers and get to know each other.
- “Returning” students who will be attending classes from Year 2 to Year 9 will have a scheduled call on Google meet with their teachers on Thursday 3<sup>rd</sup> September in preparation for their return to school (the scheduling will be shared at the end of August before the beginning of the academic year). There will also be a class / form information meeting online for all parents in the class on the Thursday.

## **8. MEASURES TO BE ADOPTED IN CASE AN ADULT OR A CHILD IS SUSPECTED OF HAVING COVID-19**

The most common symptoms of COVID-19 are fever, continuous dry cough, and tiredness. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhoea, loss of taste or smell or a rash on skin or discoloration of fingers or toes. These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms.

If an adult has any of the symptoms above, they should self-isolate at home in line with Italian Governmental guidelines.

If any child develops coronavirus (COVID-19) symptoms whilst at SIS they must be taken to the designated infirmary room with a closed door while waiting to be collected. The school nurse will call the parents to inform them and to request that their child is collected immediately. The room should be cleaned and disinfected (standard cleaning and disinfection by cleaners) before being used by anyone else.

Parents need to contact their family doctor, ask for guidance and notify the school.

The actions to be undertaken with confirmed positive cases of COVID-19 will be defined by the local Prevention Department that will outline any quarantine measures as well as the process for readmission to school based on the latest regulations. The confirmation of a COVID-19 positive case will require close monitoring by the school that will have to work closely with the local Prevention Department so as to identify as early as possible the occurrence of any further cases that might lead to an epidemic outbreak. Should that be the case, the relevant public health authority will evaluate all the necessary measures to be implemented.

## **9. FURTHER POINTS THAT STILL NEED TO BE ADDRESSED**

This is an initial plan to which additions will certainly be made on the basis of any further Governmental guidelines that might be issued in the next few months.

We are awaiting further Governmental guidelines on the following and will send out details of any updates as we receive them and no later than 31<sup>st</sup> August 2020:

1. Extra-curricular activities in the school building and if and how these may be carried out
2. After school service: if and how it will be offered
3. Actions to be undertaken in case of a confirmed COVID-19 positive case to be defined by the local Prevention Department
4. Rules for students' readmission to school after isolation from the community due to symptomatology attributable to COVID-19

## **10. REGULATORY SOURCES AND FURTHER INFORMATION**

This document has been written following the publication of the "Piano Scuola 20/21" on 26th June 2020 by the Italian Ministry of Education and of the minutes nr. 94 of 7th July published by the Presidency of the Council of Ministers.

<https://www.miur.gov.it/documents/20182/2467413/Le+linee+guida.pdf/4e4bb411-1f90-9502-f01e-d8841a949429?version=1.0&t=1593201965918>



## **Appendix 1: Frequently Asked Questions**

### **What are the possible scenarios we might face in the months ahead?**

In order to be best prepared for whatever situation may evolve, we have established three scenarios that we will adapt to our school according to the situation in September:

- Scenario 1: full opening with hygiene and safety measures in place.
- Scenario 2: partial attendance. In our case, this scenario will be avoided as far as possible through the adoption of the measures mentioned above.
- Scenario 3: lockdown and suspension of face-to-face teaching: this will only occur under government mandate.

Of course, we all hope and very much expect school to be fully open and all children to be in class. However, as we have learnt from what happened in March, we need to be prepared for whatever may occur.

In our teacher training days before the start of term we will be working with all staff to ensure that we are ready for any of the above scenarios.

### **What can we do as parents to help?**

Our success in keeping everyone healthy and the school open will depend on a united approach, with responsibilities shared between the school, parents and students themselves. We know that the most significant way we can reduce the risk of infections of all sorts in school, is through good hygiene wherever we are, whether at home, school, or out in the wider community. Please encourage your children to be aware of this and model to them what good hand hygiene and infection control looks like.

Now, more than ever, we will need your support in ensuring that children do not come into school if they are at all unwell. If you are in any doubt, they should stay at home. We will send out further guidance on this before term starts.



Our nurses will be making videos for us all to support safe and effective handwashing, mask use, daily wellbeing and infection control measures. We will share these with you to watch with your children in advance of school reopening.

Please follow the guidelines in this document and encourage your children to do the same.

### **What if my child is scared about coming back to school?**

We are all conscious that coming back to school will be an exciting time but also tinged with anxiety for some. Our children have been out of their school “routine” for a long time and will take some time to readjust to the rhythm of school life. Inevitably, things will feel different from before and we will be doing all that we can to help children to manage their emotions around this.

Form tutors / class teachers will be making time for one to one conversations before the start of term with all their children to check in on how they are feeling, and explain the new rules. We will be encouraging plenty of discussion about how the past six months have affected students. As always, we would ask for your help in encouraging children to share their feelings and do talk to us if you, or they are worried about anything in the run up to the new term.

### **Where can I get further information?**

Before the start of the school year we will send you further updates and if necessary adaptations to our current plan. In late August we will send all parents an invitation to an online information and Q &A session which you may find helpful to attend.

## Appendix 2: Term Dates, Autumn 2020

### Autumn 2020

|                                                                                                                        |                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New Students only Meet the Teachers</b>                                                                             | <b>Wednesday 2<sup>nd</sup> September</b><br><b>Primary School students and parents at 1.30 p.m</b><br><b>Senior School students and parents at 2.30 p.m.</b> |
| <b>Returning students Meet the Teachers online</b>                                                                     | <b>Thursday 3<sup>rd</sup> September</b>                                                                                                                      |
| <b>Nursery (1/2 day) - No transport - No lunch</b><br><b>(Transport will start on Tuesday 8th</b><br><b>September)</b> | <b>Friday 4<sup>th</sup> and Monday 7<sup>th</sup> September</b>                                                                                              |
| <b>Reception - Year 13 Full day</b><br><b>(Transport service operative)</b>                                            | <b>Friday 4<sup>th</sup> September</b>                                                                                                                        |
| <b>Parent/teacher conferences (holiday for</b><br><b>children)</b>                                                     | <b>Friday 23<sup>rd</sup> October Primary &amp; Senior School</b>                                                                                             |
| <b>Half Term Holiday</b>                                                                                               | <b>Friday 23<sup>rd</sup> October – Friday 30<sup>th</sup> October</b>                                                                                        |
| <b>School Re-opens</b>                                                                                                 | <b>Monday 2<sup>nd</sup> November</b>                                                                                                                         |
| <b>Public Holiday (school closed)</b>                                                                                  | <b>Tuesday 8<sup>th</sup> December</b>                                                                                                                        |
| <b>Term ends</b>                                                                                                       | <b>Friday 18<sup>th</sup> December (Italian lessons will take place until 5.00</b><br><b>pm)</b>                                                              |
| <b>Christmas break</b>                                                                                                 | <b>Monday 21<sup>st</sup> December – Wednesday 6<sup>th</sup> January</b>                                                                                     |