

Dear Parents and Guardians,

Please be advised that the school will be following a strict plan in regard to controlling and minimising the risk of contracting the virus at all times. This includes specific measurements for dropping off and collecting students at all times to guarantee the safety of our students and staff members; safety measurements for students; and ways to tackle any symptomatic students.

The plan will be as follows:

- 1- At all times, parents to drop off and collect students at the main gate outside the building.
- 2- Only one member of the family is to drop off the student at the specified drop off point.
- 3- The school staff will greet children and bring them into the school and supervise return to parents.
- 4 - Parents are kindly asked not to enter the school premises unless told otherwise.
- 5 - There will be a distancing rule, to ensure no congregation, and each teacher will collect their group at a specified time and take them to their classroom and return them to the collection point after the lesson.
- 6- School will strictly enforce a set time for drop off and collection.
- 7- Students will enter the building one by one to avoid unnecessary contact.
- 8- Classes will leave the building one at a time for pick-up.

Please note that each contact point, table and chair in each room will be cleaned before and after class; however, we ask our students to kindly adhere to the following rules:

- 1- Parents will be advised to make sure each child brings their mask and hand sanitiser to school.
- 2- Students must wash and sanitise their hands upon arrival, before and after lunch; after using the toilet facilities, and before leaving school.
- 3- Sharing of equipment will be avoided at any cost. Students must not share their equipment with other students.

4- Each student will be provided with their own books and should bring their own equipment for the year

5 - Students will bring their own packed lunches and water.

6 - Students will eat in their own classrooms to avoid mixing,

7 - Teachers and students must sanitise their eating areas before and after lunch and before leaving.

In case of any student displaying symptoms:

1- student will be isolated immediately and will have to leave the building safely.

2- Parents will be contacted to collect the student

3- An assigned staff member will ensure that the symptomatic child is safely and quickly collected from the school.

4- Rooms that the student entered will then be cleaned and schools staff team will be notified immediately of where the student was in the building.

5- We will speak with the parent/guardian immediately to ensure test and trace are in place, school must be notified of the progress of testing.

6- All other parents/s students in the class/school who came into contact will be informed and measures that adhere to the government's advice will be in place.

We thank you in advance for your co-operation and we look forward to have a safe learning journey for all our students.

Kind regards,

School management