

ACADEMIC YEAR 2020 - 2021
WELCOMING CHILDREN BACK TO SCHOOL



We are incredibly excited to be welcoming your children back to school this week. The way school can operate has changed, and this document gives you a detailed breakdown of some of the changes your children will find when they return to school. It is in keeping with the Standard Operating Procedures (SOP) issued by the Ministry of Education (MOE). It describes ways that we will be supporting children to Implement physical distancing; the term that has now replaced social distancing. Physical distancing means the distance or space between one individual and another and should be greater than 1m at all times.

In the document, you will find links to videos that you can show your child to support them with some of the new procedures that will happen at school.

BEFORE WE RETURN

- Parents can see details of our [SOP](#). Communication has already taken place sharing any changes that have been required due to reduced class sizes in line with the SOP. Please read this information carefully and talk to your children about some of the changes that have been made.

ARRIVAL TIMES

All children will be able to arrive at school from 7.15 am and will be supervised in the Nursery play area, until they can enter the school at 7.30 am.

Children should follow the movement flow straight to their classroom, where they will wash their hands on arrival. There will be no waiting in areas such as the canteen or on the field.

Please Note: We now have the whole car park adjacent to the school. This space has visitor parking (for parents to use), staff parking and a drive-through system. We encourage all parents to use the drive-through method for drop off and pick up as this will prevent overcrowding and support physical distancing. For drop off, parents can use the gate on Nunn road and the gate on Jn Tunku Abdul Rahman.

TEMPERATURE CHECK

Everyone entering the school will have their temperature checked upon entry. Face Recognition and Thermal Temperature Scanner are at the front of the school.

There is only one designated entry point for all visitors. Stickers are placed at 1m intervals to help children follow physical distancing requirements while they wait to have their temperature checked.

Anyone recording a temperature of 37.5 °C or above will be taken to the Isolation room. Their temperature will be re-taken. If still 37.5 °C or above, they will be unable to enter the school. Parents will be called to collect their child immediately if they have a high temperature.



Click here for a [Video of entering the school](#).

BUSES

The bus monitor will take children's temperatures before they go on the bus. They will also ensure that physical distancing takes place. Masks are encouraged to be worn at all times on the bus. Before boarding the bus, children will sanitise their hands.

PARENTS

Parents are unable to enter the school campus without an appointment. For Early Years children, parents may accompany them to the front of the school. If your child is independent enough to enter the school on their own, we recommend they do, to reduce any congestion and minimise risk. Parents driving children through must stay in their car. Parents are advised to maintain physical distancing when waiting outside the school campus.



HYGIENE

All staff need to educate children on the importance of washing their hands and sanitising. They can use the video provided by the school nurse [here](#). Staff will encourage regular hand washing and sanitising throughout the day. Children will be sent to wash their hands two at a time with one person waiting at the marked station behind the sink. Click here for a [video of handwashing in the classroom](#).



MASKS

The school campus is **not** gazetted as a public area. Hence, the use of face masks is not enforced under the MOE SOP as of 1 August 2020.

However, we encourage everyone to wear a mask when moving around the school. The school will provide all children with a reusable Batik cloth mask that we suggest you take home and wash before their first use.

Masks are to be supplied from home - (disposable masks will be available at school from the Office or the Nurse if they break). It is recommended that students have a spare supply in their bags.

- All staff will wear masks when near the children. Teachers will not be required to wear masks if delivering information in the classroom, from a safe distance.
- Children are encouraged to wear masks in school. These can be removed when seated at their table.



PHYSICAL DISTANCING & RESOURCES

- All seating in classrooms are arranged 1 metre apart (shoulder-to-shoulder) per the latest updated SOP by the MOE and MOH
- Signs are placed at strategic locations to continuously remind everyone to practise physical distancing, regular hand washing when to wear face masks and avoidance of any gatherings in confined spaces
- Staff working in office spaces will be seated between 1 - 2 metres apart
- All classrooms and offices will be equipped with hand sanitisers and have access to a sink for handwashing
- Children will be instructed that they are not to share pens and other items with friends
- Children are encouraged to bring their pencil cases with them although the school will provide sufficiently for each child to have their own set of stationery
- School devices that may be shared for learning purposes will be timetabled for use, so classes use for a full day so individuals can use them before being disinfected before another child uses the device
- Children will be encouraged to use elbows/shoulders to open doors. Where possible classroom and other doors will be left ajar to reduce the need to touch door handles



Click here for a [Resources video](#).

MOVEMENT AROUND SCHOOL

There is a marked movement system around the school. This includes a one-way system around the circular block. Everyone needs to follow this at all times, and staff will be there to support during morning arrival.

All other movements of the children around the school will be under the supervision of the class teacher. Physical distancing should be maintained at all times.



The stairs in the primary classroom block are one way. Movement up the stairs should be made at the end closest to the circular block and movement down is at the end closest to the tennis court. This is clearly marked.

Click here for a [video on moving around the school](#).

TOILETS

We are limiting three children in a toilet room, at any one time. There will be scheduled groups to go for toilet breaks at certain times. Children may, of course, use the toilet at other times, and this will be one child at a time.

Click here for a [video of using the bathroom](#).

STUDENT BAGS

Children are permitted to bring their bags into school. These must remain outside the classroom at all times. Children will be encouraged to wash their hands after they have been to their bags.

Click here for a [Video of entry to the classroom](#).



HAND SANITISER

There are sanitisers readily available all around the school, and there is sanitiser in each classroom. Children are encouraged to bring their own small size hand sanitiser with them to school.



CLASSROOMS

Children will remain in the same classroom throughout their time in school. Any specialist lessons that take place will be delivered by the specialist teachers coming to the classroom. The only time a child will leave the classroom will be for a toilet break or at the end of the day.

As per the MOE SOP, children will not be able to move freely around the classroom and are expected to remain in their seat or the area surrounding it at all times. Teachers are building into the timetable a number of physically distanced activities that children can do while remaining at their table.



Each child will have a designated tray that they use to store their belongings. Only they will be able to use this tray. The seating arrangement is such that all children will be at least 1m apart (shoulder to shoulder) as in the SOP. At the end of the day, the classroom and the trays will be deep cleaned.

Click here for a [Resources video](#).

CLEANING

- The classrooms along with the resources/trays will be disinfected daily using normal cleaning methods and a disinfectant mist spray
- Doorknobs, handrails, light switches, taps, toilet levers, and seats will be cleaned in a 2-hour cycle
- The cleaning staff will be equipped with face masks and will observe physical distancing at all times



WATER BOTTLES AND REFILLING

Children should arrive at school with a full water bottle. If this needs refilling during the day, they will be able to use the water dispensers under supervision. There will be signs showing children how they should use water dispensers. Water bottles will remain with the children in the classroom during the day.

SNACK & LUNCH ARRANGEMENTS

Children should bring their morning snack into school at the start of the day. This will then be taken into the classroom at the start of the days and placed in their tray, ready for snack time.

Children can bring lunches in at the start of the day or use the regular catering providers through the usual [website](#) or other channels. Parents may also deliver lunch to the school by the correct time (Y1&2 12.15 pm and Y3-6 12.45 pm). These lunches must be packed and sealed in a container and clearly labelled.

Parents choosing to drop off lunch during the day should drop them off outside the parent coffee shop on the car park side. These lunches will then be delivered to the classroom by the Teaching Assistants and the Ancillary Staff. Catering providers understand the precautions required to ensure the safe delivery of food to school.

PARENT COFFEE SHOP

The parent coffee shop **will be open** for business. Parents are unable to enter the coffeeshop but will be able to order and take away using the side window.

DISMISSAL AT THE END OF SCHOOL DAY

Students will be released using a staggered timetable as follows:

- 1230 - Nursery
- 1345 - Reception
- 1400 - Y1 & 2 (option for siblings in Reception)
- 1415 - Y3 & 4 (option for siblings in Reception to Year 2)
- 1430 - Y5 & 6 (option for siblings in Reception to Year 4)

Please Note: We now have the whole car park adjacent to the school. This space has visitor parking (for parents to use), staff parking and a drive-through system. We encourage all parents to use the drive-through method for drop off and pick up as this will prevent overcrowding and support physical distancing. **For pick-ups, parents are only able to use the gate on Jalan Tunku Abdul Rahman.** When driving through, you will be directed by the security guard to join the line for your child's year group.

Children in Y1, 3 & 5 will line up in front of the school at their respective times for dismissal.

Children in Y2, 4 & 6 will be lined up in the Nursery play area and as they see their parents drive through, they will move to be in front of the Parent Cafe for pick up.

Whilst the children wait in their respective areas, they will be physically distanced, using markings on the seats, floor or benches.



DISMISSAL AT THE END OF SCHOOL DAY - SCHOOL BUS

The school bus will depart at 1430 once the final children have left. It will be available for children in Y1-6 and Reception children with older siblings. Children will be registered in a physically distanced way in front of the Y2 classrooms before being escorted to the bus by a bus monitor. Seating arrangements on the bus will be made in a physically distanced manner.

SCHOOL NURSE

The School Nurse will operate as usual, but parents are reminded NOT to send their child to school if there are any symptoms of illness. There has been a separate room set up as an Isolation room if at any time a child has a high temperature or exhibits any symptoms of COVID-19. Parents will be called to collect their child immediately if this is the case. The Nurse will contact the MoH and follow their guidelines if there is a suspected case.



ASSEMBLIES AND GROUP MEETINGS

Members of the Senior Leadership Team (SLT) will be running assemblies in the classes. This will run in the same way as specialist subject lessons for one class at a time and will be timetabled into the normal day.



LIBRARY

There will be no physical opportunity to use the library under the current SOP's. We will make available details of an online library that children can access books during this period.

PE & ASA's

During the current SOP's limited PE or activities are allowed to take place. PE will continue in classrooms led by Mr. Leighton. ASA will continue on the online platform through the Google Classroom so children will have the option to participate.

VISITORS

Only visitors by appointment will be allowed to school at this time. Please contact the school office in advance if you need to make an appointment to meet with any teachers or administration staff.