



Circular to Parents: R1 to S5 and KG1 to Gr. XII - Regarding School Re-opening

Dear Parents,

Greetings!

“Education is not only about going to School and being in the building-infra, it’s also about widening our knowledge and understanding by learning in all forms; absorbing the truth of life; maintaining patience in all situations; staying safe, healthier and happy.” - Dr.S.Reshma

As we look forward to welcoming our Students and Staff to the new academic year 2021-22 for IGCSE and a new term for CBSE, we also care for their safety and healthier learning environment. To ensure the safer, healthier and happier teaching-learning process please find below the guidelines and procedures for the re-opening of School after the Summer Vacation.

Amidst these unprecedented times, our school is prepared to welcome back our dear students through a blended mode of learning – on campus teaching and distance learning. Both modes of teaching will be conducted simultaneously to ensure the progression of the curriculum.

Alongside the curricular progression, the health and safety of our students and staff is our prime concern. We have formed a Covid-Task Force and have adopted stringent measures of health and safety including thermal screening, temperature checks, sanitization tunnels, social distancing etc. to ensure that both our students and staff are safe at all times as per the safety and health guidelines provided by the MOE.

Based on the survey taken from parents regarding ‘reopening of the school’, the School will function as below:

Curriculum	Grades / Classes	Mode of Learning	Students Reporting to Lessons (online and on-campus both)
CBSE	KG1 to Gr. XII	Digital Learning / Distance Learning (Online)	Sunday, 29 th Aug 2021
IGCSE	R1 (New Entrants)	<ul style="list-style-type: none"> Blended Learning / Hybrid Learning Both digital-distance learning and on-campus learning as opted by parents. (Please refer your option mentioned in the survey form. Those who have not submitted any response should consider their ward into the digital - distance learning model (online). 	Sunday, 5 th September 2021
	R2 to J6		Sunday, 29 th Aug 2021 (Roll-On Students) Monday, 30 th August 2021 (New Entrants)
	S1 to S5	Digital Learning / Distance Learning (Online)	Sunday, 29 th Aug 2021

Teaching Learning Delivery Model:

1. Each Grade & Section will be divided into 2 cohorts (Batch A & Batch B).
2. Batch A comprises of students opting for on-campus learning, while Batch B comprises of students opting for digital-distance learning (online).
3. Both the batches will attend classes simultaneously. While Batch A will be attending classes in school, Batch B will be engaged in distance learning (online) simultaneously.

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- There will be a common timetable that will be followed for both distance learning and the lessons in the school (on-campus).
- There will be 6 lessons of a duration of 40 minutes per lesson each day with a 5-minute break in between the lessons. There will be a 20-minute break, staggered across phases spread out during the total number of school daily hours to minimize contact between students and staff.
- For Early Years (KG1-KG2 / R1-R2), there will be 4 lessons of a duration of 40 minutes per lesson each day. There will be a 20-minute break for snack time, staggered across sections spread out during the total number of school daily hours to minimize contact between students and staff.
- Students attending on-campus lessons must report to school by 7.40 am.

On campus day at Our Own English High School, Fujairah:

The school will start at 7:40 am and end at 12:40 p.m. for all Grades from J1 to S5 / Grade 1 to 12. Early Years students will start school at 7:40 AM and end at 11:20 AM.

Please find below the Lesson / Period Timings:

Lesson / Period	IG - R1 & R2 CB - KG1 & KG2	Lesson / Period	IG - J1 to J6 CB - Gr 1 to Gr 8	Lesson / Period	IG - S1 to S5 CB - Gr 9 to 12
CT Time	7:45 – 7:55	CT Time	7:45 – 7:55	CT Time	7:45 – 7:55
Lesson 1	8:00 – 8:40	Lesson 1	8:00 – 8:40	Lesson 1	8:00 – 8:40
Lesson 2	8:45 – 9:25	Lesson 2	8:45 – 9:25	Lesson 2	8:45 – 9:25
Break	9:25 - 9:50	Lesson 3	9:30 – 10:10	Lesson 3	9:30 – 10:10
Lesson 4	9:55 – 10:35	Break	10:10 – 10:30	Lesson 4	10:15 – 10:55
Lesson 5	10:40 – 11:20	Lesson 4	10:30 – 11:10	Break	10:55 – 11:15
		Lesson 5	11:15 – 11:55	Lesson 5	11:15 – 11:55
		Lesson 6	12:00 – 12:40	Lesson 6	12:00 – 12:40

Our Safety Measures:

- Thermal Gates for screening.
- Temperature checks
- Sanitizers at strategic locations
- Staggered break time.
- Limited number in class (on campus learning), as per MOE guidelines.
- Social distancing with 1.5 meters between seating arrangements in the classrooms.
- Sanitization of the campus every day.
- Social distancing stickers in place.

Safety Measures in Early Years:

- Every student will be at least 1.5 meters from any other student or from the teacher during lessons in class.
- Hand Sanitizing stations will be set up in the Early Years area.
- TAs team will be monitoring the handwashing and general cleanliness procedure.
- Seating arrangement will be labelled and students will not change the seat.
- While teaching, all teachers will wear the face shield.
- Entire classroom and teaching resources are sanitized as per the MOE guidelines.
- Students to bring their own exclusive stationary and not to be used by other students.

Wearing of Masks:

- Students of Grade 1 and above must come to school wearing mask and parents must provide 2 spare masks with the students (in a transparent pouch).
- Early Years students need not wear masks.

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Break Time & Canteen:

- The School canteen will not be operational until further notice.
- Staggered break time.
- Students should carry / bring their own snacks from home.
- For Early Years, parents are requested to send a snack as normal in a small container. Water bottle also to be brought from home. (Bottle and Snack box to be labelled properly with child's name and class-sec).

School Bus Arrangements:

- Buses will operate as per the Covid safety guidelines capacity.
- Temperature check prior to boarding.
- There are clear guidelines for any case where a child feels unwell on the bus.

Students with Chronic Medical Condition:

- Students with chronic medical condition should opt for Distance Learning only.
- All parents opting for on-campus learning must sign an undertaking agreeing to keep students at home if they are generally unwell.

Physical Activities:

- Asynchronous PE lessons will be conducted for all grades.

Extra-Curricular Activities:

- Extra-curricular and well-being activities will be conducted online.

Trips and Excursions:

- All trips and excursions are cancelled but we will have other virtual tours and digital activities.

Support for Students with Special Needs:

- Counsellor and Special educator will support students with the special needs.

Guidelines for Parents:**On Campus Learning:**

- Parents are not permitted to enter the school premises, but they can drop off/pick up their children in/from the designated points respectively.
- Only one family member or a guardian is allowed to enter the designated point for drop off/pick up his/her child.
- Parents of students using bus transport will have to wait with students at the respective pick-up points until the bus departs.
- In case a student is found to have temperature above the normal body temperature, he/she will not be allowed to board the bus.
- People with compromised medical conditions, including the elderly, should not come for drop off and pick up.
- All students must vacate the campus by 11:30 am for Early Years and 1 pm for the rest of the school. No student is permitted to stay back.
- Parents drop off and pick up at one designated area and designated timings with no interaction inside the school. There should be no access to the rest of the school facility by family members and visitors. Family members should be given maximum time limit of 10 minutes in the designated area to pick up / drop off with no crowding, maintenance of a 1.5 meters distancing, and wearing of masks at all times.
- Parents/ guardians visits for registration will be based on an appointment system.

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- Appointments must be made in advance via the main reception for face-to-face meetings.
- All payments are encouraged to be made online.
- Parents must sign the travel declaration form and submit to the school prior to travel occurring.
- Parents must download the Al Hosn App to ensure traceability in the event of infection.
- Parents must sign an undertaking stating the following (*provided at the end of this circular*):
 - 1) They will ensure that their child/children has/ve had the mandatory COVID-19 test joining the school. This certificate must be submitted to the school via email through the class teachers, prior to reopening.
 - 2) They will keep their child/children at home if they are generally unwell.
 - 3) They will ensure their child/children follow school requirements for return to school after day/s of absence.
 - 4) They will ensure that they immediately pick up their child/children from school in case they become sick or has/ve contacted COVID-19 suspected case at the school. They will immediately follow protocols in these cases as communicated by the school.
 - 5) In case their child/children tested positive, they are committed not to bring their child/children to school until tested negative. In this case, they are committed to continue their child/children's education through distance learning.

Guidelines for Students (On-Campus Learning Mode):

- Students should be seated in the designated chair and table only and no swapping among students will be allowed.
- Students must not share stationaries or learning resources with other students.
- Students will follow physical distancing in classroom, corridors and follow markings.
- Student who wishes to use the prayer room, must bring own mats and wear masks in the prayer room.
- All Students except the Early Years need to wear masks throughout the duration of the school day.
- Students of J1 and above, are required to bring a minimum of two (2) masks each to school per day, for their personal use.
- Students are encouraged to wash their hands and sanitize at regular intervals. In particular, pre and post - break time.
- Students will be required to replace their masks following the break.
- Students with medical conditions are exempted from wearing a mask with a medical certificate only, and they should wear face shields instead.
- Students will arrive and leave the school at the determined start and finish time
- Upon arrival at school, students will pass through several designated entrance points. The temperature of each student will be measured in these entrance points
- Students are encouraged to bring healthy and nutritious Snacks / Lunch and to be eaten in the designated area only.
- No sharing of snacks or lunch is permitted.
- Students are obligated to wash hands with soap and water for at least 20 seconds before and after mealtimes.
- Students who travel must adhere to UAE authority requirements, including any self-isolation and testing requirements.
- Travel declaration forms will be required for all those who travel - these must be submitted to the school prior to re- joining school.
- Any student feeling unwell, regardless of having Covid-19 symptoms, must not attend school.

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Provisions for On-Campus and Distance Learning for Curriculum Delivery:

- Classes for distance learning and on-campus learning will be conducted simultaneously through MS Teams and Class Dojo.
- Students opting for on-campus mode of curriculum need to bring their gadgets.
- The progression in learning and the continuum of the Curriculum will be reviewed from time to time.
- The core subjects, concepts will be completed with due focus on critical thinking skills, problem solving and other 21st-century skills.
- Well-being activities and opportunities will be provided for all students.
- Asynchronous lessons will be held each day for all students, as per their class timetable.
- Appropriate feedback for the parents on students' work and weekly performance reports will be communicated for all parents.
- No worksheets or exchange of any hard copies will be done in school or in class.
- Students will do online assignments and assessments at home to maintain record and standardization.
- Assessments and Evaluations for the current Term will be held online.

We once again look forward to welcoming our students to the new term.

Kindly fill in the attached Annexure as applicable and send it via mail to the Class Teachers prior to the reopening of the school.

Thanks and Regards,

Principal

Dr. H. K.
22/08/21





Parent Undertaking

(To be filled in by parents of students opting for On-Campus Learning)

This is to certify the following:

- 1) I have opted for on-campus learning for my ward(s).
- 2) I confirm that my child/children has/have had the mandatory COVID-19 test which I have submitted to my ward's/wards' class teacher(s).
- 3) I will keep my ward(s) at home if they are generally unwell. I shall also inform my ward's/wards' class teacher about the same.
- 4) I will follow school requirements for return to school after day/s of absence.
- 5) I will ensure that my child/children is/are immediately collected from school in case they become sick or has/ve contacted COVID-19 suspected case at the school. I will immediately follow protocols in these cases as communicated by the school.
- 6) I understand that no student is allowed to stay back after school and I will ensure to collect my child immediately after the school is over for him/her.
- 7) I agree not to bring my child/children to school in case they test positive for Covid-19 and continue their education through distance learning until tested negative.
- 8) This is to confirm that my ward(s) are free of diseases or health risks that might hinder them from returning to school under the current circumstances.
- 9) I also confirm that I will follow the school safety policy and parental guidelines.

Name of the Student		Grade / Section	
Name of the Parent		Phone Number	
Email ID		Signature with Date	