



NOOR AL DIYAR PRIVATE SCHOOL



SCHOOL OPENING GUIDELINES

ACADEMIC YEAR:2021-2022

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Introduction

Greetings NAD's Parents & Students,

We at Noor Al Diyar Private School (NAD) would like to welcome you for the new academic year 2021-2022. We are excited to start a new year of learning and achievements; therefore, we are providing this guideline which aims at updating you on necessary information for the start of school.

The school will be following Ministry of Education guidelines, to ensure the safety of our students and staff members. However, this manual will be adjusted as needed to meet the evolving circumstances of COVID-19. We will keep you updated regarding this.

Communication Plan

This handbook will be shared publicly via the following methods:

1. The school's Website.
2. The school's Social Media Platforms.
3. Direct email/SMS link to all staff members and families of NAD.

Academic Plan Elements

- 1- Due to COVID-19 situation, and based on the Ministry of Education operational strategy for educational institutions under the COVID-19 Alert Level Traffic Light System the school will be adopting two learning approaches, the first is where students receive learning online (optional at the green, orange and yellow levels and a compulsory at the red level), while the second approach is the blended learning approach which includes both online learning and in-person classroom learning (optional at the green, orange and yellow levels).
 - All students will experience the same quality of learning and will get the same level of knowledge whether attended online or on in person in school premises.
 - The textbooks used and the curriculum followed remains the same in both approaches.
 - Educators are trained and capable for applying both online and offline teaching methodologies.
 - The school day will start with the lesson commencing at 8:15 am, and end at 12:30 pm for kindergarten to Grade 2, and end at 01:20 pm for Grade 3 to Grade 9 students.
 - Students attending school should arrive at school between 7:45 to 8:00 am, however the school gates will be open at 7:00 for those parents who have work commitments. The start timing is temporarily and well change later on.
 - The time table includes the four main subjects (English, Arabic, Math, and Science), Social Studies in English, Social Studies in Arabic (for Arabs), Islamic (for Muslim students), Physical Education, ICT, Reading lesson, in addition to the supportive subjects (ART, French, etc.).

Operational plan Elements

1- Attendance and Daily Safety Screening Procedures

1.1- Daily Safety Screenings Procedures

- Individual temperatures of staff and students will be taken daily, upon arrival.
- Students or staff members with a temperature reading above 37.5 will not be allowed to enter the school premises.
- Students are required to complete a daily screening checklist before boarding school transportation.

1.2- Attendance Policy

- Staff members and students are advised to stay at home if they feel sick. A medical certificate is compulsory at times when non-attendance occurs.
- All the staff members and students are required to provide the school with a medical condition form.
- All staff members will have had a COVID-19 test twice a week to ensure the safety of our students and staff.
- In case where a parent is concerned about their child's health, the parent should not send them to school.
- If the school discovers a sick child within the school day, the parent will be informed directly. Parents should then come and pick up the child as soon as possible. (The emergency plan will be implemented in all suspicious cases).

2- Social Distancing

2.1- Social Distancing Inside the Classroom

- In accordance with the Ministry of Education operational strategy for educational institutions under the COVID-19 Alert Level Traffic Light System, the following four learning zones will be applied:
 - Green Zone: 100% of the school max capacity for in-person learning/at least 0.5-meter distancing.
 - Yellow Zone: 50% of the school max capacity for in-person learning /at least 1.0-meter distancing.
 - Orange Zone: 30% of the school max capacity for in-person learning /at least 1.0-meter distancing.
 - Red Zone: All students in online learning.
- The same teacher will remain with the same students to the greatest extent possible in Kindergarten section.
- Moving nonessential furniture and equipment out of classrooms to increase distancing.
- Displaying clear visual signs in the classroom and floors, indicating safe physical/social distancing intervals.
- Assess and reorganize space as appropriate, to ensure a minimum of 0.5 meter between individuals at the green level, and a minimum of 1.0 meter at the yellow and orange levels.

2.2- Social Distancing Outside the Classroom

The school will consider how to keep students and staff at a safe distance from one another outside of class, particularly during the arrival and dismissal times. The following procedures will be followed by the school:

- A team will be assigned to manage the entry and exits of students to avoid overcrowding.
- There will be appropriate staggered entry and exit timings to avoid overcrowding and maintain social distancing between individuals.
- Specific places will be designated for families to pick up and drop off students in order to avoid any interaction or overcrowding and maintain physical distancing (stickers posted on floor to ensure physical distance during drop off and pick up timing).
- During the arrival and dismissal of students, specific grades should use the doors assigned for each grade level.
- Entrance to school will be through gate (1) where students' temperatures will be checked, parents will drive to the exit through gate (3) near the multipurpose hall (block 3).
- Everyone entering the school must wear a face mask.
- Posters containing Covid-19 precautionary advice will be visible at locations throughout the school facilities.
- The school will temporary shut unused facilities such as: prayer room, and changing rooms.

3-Hygiene and Cleaning

3.1- Hygiene

3.1.1- Face Coverings (face mask & clear face shield)

- Face mask are required for all staff members
- Face coverings (mask or clear shield) are required for students. Masks are required for students from grade 7 and above, while a clear shield is advised for students in kindergarten and the primary levels (KG1-G6).
- Face coverings are required during arrival and dismissal, in hallways and common indoor and outdoor areas.
- Parents are responsible to send the face-mask or another face covering to school daily with each child.
- Face coverings will be provided for individuals who do not bring one.

3.1.2- Handwashing Procedure

Students should follow these five steps every time they wash their hands:

- Wet the hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather the hands by rubbing them together with the soap. Lather the backs of the hands, between fingers, and under nails.
- Scrub the hands for at least 20 seconds.
- Rinse hands well, under clean, running water.
- Dry hands using a clean one use paper tissue.

3.2- Cleaning

3.2.1- School Sanitization Protocols

- The school follows the official guidelines for cleaning and disinfecting frequently touched surfaces (e.g. equipment, door handles, sink handles, etc.) within the school and outside functional areas daily or between use.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, educational games) is not permitted. Educational objects will be sanitized & cleaned between use.
- The school will disinfect surfaces, classrooms and shared spaces at the end of every day.
- Cleaners will continue to remove waste from the building at regular intervals and spot check areas of greater concern.
- Cleaners will continue to clean and sanitize all school structures with a heavier emphasis on sterilization and waste removal at the end of the school day.
- Frequently, clean and sanitize bathrooms after each use, and ensure it is not overcrowded by limiting the number of students using them at the same time.
- Non-touchable hand sanitizer will be provided in each classroom. Students are required to bring their own hand sanitizer on daily basis.
- Students will be consistently trained and reminded about best hygiene practices, such as washing hands for at least 20 seconds, and using hand sanitizers properly.

4- Other Safety Precaution:

4.1- Student Transportation

- Buses will be sanitized on daily basis.
- Temperature screenings will occur before riding each day. Any student with a temperature of 37.5 °C or greater will not enter the bus that day.
- Masks are required for drivers.
- Masks are required for students while on transportation.
- Seating in the bus will be assigned based on stickers and markers stacked on the seats.
- Maintain mandatory social distancing of at least 1 meter between students when boarding and disembarking.
- For bus transportation service please contact the school administration.
- If parents chose private transportations services (mini buses) for their children, then it should be subject to Health and Safety guidelines and related authority approvals.

4.2- Food Services

- Students will take snack and lunch break inside their classrooms.
- The canteen will remain closed temporarily to ensure students safety.
- Students are required to bring food and drinks with them to school.
- Students are not allowed to share their food or drinks with their friends.

4.3- Shared Materials

- Students should bring their own stationery materials and devices; they are not allowed to share these materials with others.
- Parents are advised not to provide their children with fancy stationery to limit sharing behaviors.

4.4- Parents

- Should only allow one member of the family to accompany the student at the time of pick-up or drop off. Elderly or vulnerable individuals with chronic medical conditions should not accompany students at any time, in compliance with the mandatory precautionary measures.
- A separate building other than the academic building with a separate entrance is allocated to communicate with parents when necessary.
- Should communicate with the educational institution via telephones or electronic means and platforms.
- Choose contactless payment options.
- Should upload the **(BE AWARE)** application to be updated with all corona virus information.


4.5- Staff Awareness

All the school staff have uploaded the **(BE AWARE)** application to stay updated with all corona virus information.

4.6- School Bag Instructions

At Noor Al Diyar Private School one of our main priority is to ensure the health and wellbeing of our students, therefore it is recommended that a child's school bag does not exceed 20% of his/her body weight to avoid potential long term effect on his/her health.

Accordingly, the school will take the measures required to ensure students' school bag does not exceed the maximum weight listed in the below table:

Grade / Age	Max. Back Pack Weight	
KG1 / 4 years old	2.6	
KG2 / 5 years old	3	
Grade 1 / 6 years old	3.2	
Grade 2 / 7 years old	3.6	
Grade 3 / 8 years old	4	
Grade 4 / 9 years old	4.6	
Grade 5 / 10 years old	5	
Grade 6 / 11 years old	5.6	
Grade 7 / 12 years old	6.2	
Grade 8 / 13 years old	7	
Grade 9 / 14 years old	7.4	
Grade 10 / 15 years old	8	
Grade 11 / 16 years old	8.6	
Grade 12 / 17 years old	9	

We trust your child's health is of paramount importance to you, and therefore we appreciate your effort in following the below recommendation regarding school bag weight:

- Use of light weight school bag with compartments, two padded and adjustable straps that fit the student's body.
- Avoid buying rough heavy notebooks or extra stationaries.
- The school does not permit the use of wheeled school bags.
- Encourage your child to arrange the books on daily basis.
- Make it a habit for your child to check and remove extra clutter papers and broken stationaries, ..etc.

5- Procedures in case of Emergency

5.1- Emergency Plan

- In case of an emergency, such as a suspected infected student or a member of the administrative or teaching staff, the nurse or health and safety employee must implement the approved guidelines for dealing with such cases.
- Anyone infected with (COVID-19) should not be allowed to return to school before obtaining a clearance certificate from competent health authorities, stating that they are free of the disease. In case the patient tests negative after the first examination, then they must observe quarantine according to the period prescribed by the competent health authorities.
- In case the lab test is positive, all the school personnel who have had contact with the infected patient have to be traced to undergo medical screening.
- Sterilization procedures must be followed, in compliance with the approved guidelines, including all facilities used by the infected patient and the isolation room where he had waited to be transferred.
- In case a student, visitor, or member of the administrative or teaching staff is confirmed to be infected with (COVID-19) according to the result issued by accredited health authority, then the infected patient must not be allowed to return to the educational institution, unless he has completed the mandatory isolation or quarantine period.

5.2- Isolation Protocol

- Allocate an isolation place for suspected infections amongst administrative and teaching staff or students.
- Equip the isolation room with the required equipment and medical supplies.
- Place stickers on the corridor walls to show the direction toward the isolation room.



Finally, we would like to thank you for your trust.

