

RETURN TO SCHOOL HANDBOOK 2021/22

IMPORTANT INFORMATION FOR ALL

Contacts



If you have any questions whatsoever about the beginning of the academic year, please contact the respective Head of School directly on **06 577 1999** or on the following emails:

- Mr. Dan - Head of Primary/ELC: oreilly.daniel@viss.ae
- Mr. Jim - Head of Secondary School/Deputy Principal: stearns.jim@viss.ae

Technical Assistance: 06 599 3200 or helpdesk@viss.ae

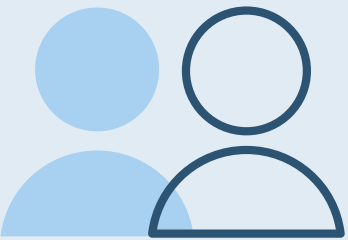
VISS COVID Hotline: 06 599 3150

COVID-19 Prevention and Reporting

We continue working to ensure that we put in place a range of protective measures to reduce the risk of transmission, using the latest SPEA Guidelines.

We are also engaged with the Ministry of Health (MOH) contact tracing process and will work closely with the relevant authorities to ensure that any confirmed cases are reported without delay

Please report any positive cases or close contact cases to the school as soon as possible to the VISS COVID Hotline 06 599 3150



SAFETY PROTOCOLS AT A GLANCE

General safety Points

- Face masks mandatory for all students Grade 1 and above
- Additional masks to be brought to school each day
- Face shield recommended for eating
- Regular 20 second hand washing
- You may wish to bring your own disinfectant wipes
- Dedicated entry and exit points for the community
- Regular sanitising and cleaning of school spaces
- Bring your own food and water bottles – no sharing
- Designated grade level toilets
- Restricted numbers in shared bathrooms at any one time
- Lockers distanced 1m apart, individually allocated – no sharing
- One way traffic flows throughout the school
- Clear signage provided for safety and movement
- 1m distancing at all times
- Observe distancing when queuing for toilets
- All Staff are required to be fully vaccinated OR have a PCR test each week if granted an official medical exemption

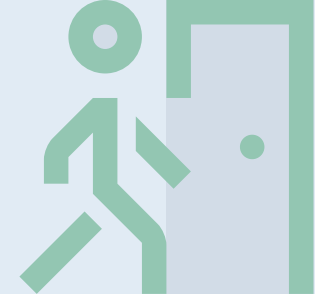
Entry and Exit of Students

Students should only come to school if they:

- Are fully registered at Gate 1 for 2021-22
- Have proof of an up to date negative Covid-19 test for **12 years and over on the first day of term**
- Are healthy and showing no symptoms of any illness
- Observe all signage and social distancing on entry
- Enter/exit via the appropriate gate and pass through temperature screening on arrival. Gate 1 is not available to students.
- Parents and other visitors should not come onsite during school hours, except to designated drop off/pick up zone and then only one parent per family.
- If parents or students are coming after school, they should make an appointment in advance.

The COVID-19 Taskforce will continue to oversee the guidelines and protocols

Entry and Exit Points



We will be using the following entry and exit points across the school:

- Gate 1- Administration, Registration and Finance Offices – Parents only (No student entry or exit)
- Gate 2- Secondary school rear entrance – Secondary School only
- Gate 3- Primary School – Primary School only
- Gate 4- Early Learning Centre – ELC students and their siblings entry only
- Gate 5- Community Centre – Primary School and Secondary School (preferably siblings only)

All the gates will be manned by security and students will be directed to pass through temperature testing stations at each entrance as per below:

- Gate 1 - Reception area (Not available to students)
- Gate 2 - Innovation Centre
- Gate 3 - Primary School Office
- Gate 4 - Early Learning Centre Office
- Gate 5 - Community Centre:
 - Primary students go through the Primary School Gym
 - Secondary students go in by the pool and through the Main Gym



As per each academic year, the local authorities and VISS security will be supporting our community to ensure our students are enter and exit school safely.

Please remember to adhere to all road rules as you drop off your children, make sure that your children are safe as they enter and exit your vehicles, and ensure you park in designated car parks.

FROM THE HEAD OF ELC AND PRIMARY SCHOOL



A warm welcome back to the amazing VISS community!

On behalf of all the staff, we hope this finds you and your family happy, healthy and relaxed. We look forward to welcoming everyone back this Sunday 29 August.

As you are now aware, we are very excited to be reopening with 100% face to face learning. We truly believe for each student to reach their potential academically, socially, emotionally and developmentally, that the best environment is onsite with their teacher and peers. We will still have a relentless focus on ensuring a safe school environment by adhering to the COVID guidelines.

Across the school we are also very excited to be launching our new and improved school information system SEQTA, which will be replacing Engage and Edmodo. For the next two weeks, please keep an eye on the school social media platforms and parent emails for all the important communication.

I thank our community for the patience, support and resilience you have demonstrated throughout the past 18 months.

I would also like to take this opportunity to thank all of our staff for their tireless efforts as have have navigated through this global pandemic.

Kind Regards

Mr. Dan O'Reilly
Head of Primary and ELC



PRIMARY & ELC TIMINGS

Primary School

7.45am	Gates Open
8.10am	School Commences
8.15am	Lesson 1
9.15am	Lesson 2
10.15am	Eating Time
10.25am	Morning Break
10.55am	Period 3
11.55am	Period 4
12.55pm	Eating Time
1pm	Break Time
1.30pm	Period 5
2.30pm	Home Group
2.45pm	End of Day

ELC

7.45am	Gates Open
8am	ELC Commences
1pm	End of Day



TEACHING AND LEARNING IN THE PRIMARY SCHOOL AND ELC

In readiness for our return:

- Parents please support our school safety by ensuring that 'if your child is unwell with any illness, please stay at home'.
- ELC and Primary students **are not** required to complete a COVID-19 PCR test or be vaccinated
- Ensure your registration is finalised at Gate 1. Those with completed registration will receive communication from their 2021/22 Class Teacher on Thursday to parent email addresses
- If you have a medical exemption, please contact Ms. Lee to discuss your situation and eligibility for Distance Learning



We are currently taking the relative steps to be able to re-open our canteen. Details will be shared in the coming weeks.



- Healthy Lunchbox and 2 Water Bottles
- Additional face masks
- Face Shield (optional but encouraged)
- VISS Book Bag (Prep to Grade 5)

For Student Wellbeing and Medical Exemptions questions, please contact:

- Ms. Lee on reich.lee@viss.ae

For Teaching and Learning questions, please contact:

- **ELC:** Ms. Reshma on kudrolli.reshma@viss.ae
- **Prep - Grade 2:** Ms. Linda on rippingille.linda@viss.ae
- **Grade 3 - Grade 5:** Mr. James on ritchie.james@viss.ae



FROM THE HEAD OF SECONDARY

Dear Parents

As you will know from our previous letter, we are very much looking forward to welcoming Secondary students back to school onsite on Sunday. Please remember that students need to be registered for 2021/22 and those 12+ on the first day of term have provided proof of a negative COVID test from 72 hours before their first day onsite (information on how to do this will come separately on Thursday).

Students will need to bring their books, a fully charged iPad(G6-0) or laptop (G10-12) - stationary will be provided. They will also need to bring two masks and their food and drink for the day (we are hoping to transition back the canteen this term, but this will not happen for a while)

I am proud of the job we did with hybrid/zoom lessons, but it is no substitute for that face-to-face teaching and learning we have all missed. While safety continues to be at the front of everything, it will be great to have the school building come back to life again!

Yours sincerely,

Jim Stearns

Head of Secondary/Deputy Principal



TEACHING AND LEARNING IN THE SECONDARY SCHOOL

Please remember that students will only be able to come to school if:

- **Are fully registered for 2021-22**
- **Have proof of an up to date negative COVID test (12+, within 72 hours of start)**
- **Are healthy and showing no symptoms of illness**



VISS Secondary school is eager to welcome students back into the classroom. Students have a rich learning experience in a physical classroom through inspiring interactions with their peers and teachers.

However, in this challenging context we are acutely aware that some students may take longer than others to feel comfortable to return to the classroom. To that end, staff at VISS are committed to provide high quality teaching and learning experiences and to work hard from Day 1 onwards to ensure everyone settles in well

To facilitate ease of access through a central place for teaching and learning resources and collaboration, all curriculum delivery will be via OneNote for grades 6 to 12. For parents, we will be launching our new and improved school information system SEQTA to replace Engage and Edmodo - watch this space!

For academic questions, please contact
Ms Sarah: santram.sarah@viss.ae

For student wellbeing questions please contact
Mr Dave: harding.david@viss.ae

SECONDARY SCHOOL TIMETABLE

Lesson	Timing
Gates/School Open	7:45am
Home Group	8:10am - 8:20am
Period 1	8:20am - 9:00am
Period 2	9:00am - 9:40am
Period 3	9:40am - 10:20am
Period 4	10:45am - 11:25am
Period 5	11:25am - 12:05pm
Period 6	12:05pm - 12:45pm
Period 7	1:35pm - 2:15pm
Period 8	2:15pm - 2:55pm
Morning recess: 10:20am - 10:40am	
Lunch break: 12:45pm - 1:30pm	



TRANSPORT DEPARTMENT



A parent or guardian must be with their children in ELC and Primary school at bus departure for temperature check prior to boarding bus by Bus Conductor.

We suggest checking your child's temperature prior to leaving home.



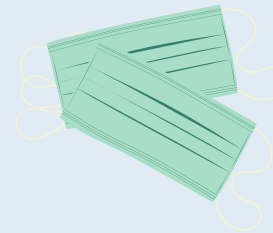
Each student boarding the bus will have their temperature taken at the door by the conductor. If the temperature is higher than 37.5C they will **NOT** be permitted to board the bus.



Social distancing on the bus will be enforced. There will be a "DO NOT USE" sticker to indicate non seating areas.



Sanitiser will be available on all buses.

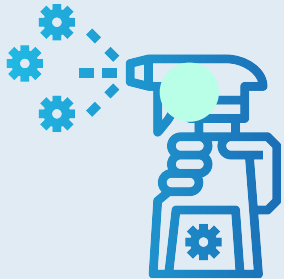


All students and transport staff required to wear masks.

TRANSPORT DEPARTMENT



- All our buses will undergo daily cleaning process.
- All our buses will undergo daily disinfection process.
 - All staff have been tested for COVID .
- All staff will be trained for best process and practice .
- Bus routes will work on 75% capacity



Buses will be cleaned
and sanitised after
each use



Bus Conductors will be
wearing Face shields
and masks

For further information on Transportation please contact

Mr Bashar 06 599 3283

Ms Catherine 06 599 3284

ENROLMENT, REGISTRATION & FEES

Administration Office



The Gate 1 Administration office will be open daily from 7.45am to 4.00pm.

It is preferred that you do any transaction related to Registration, Enrollment and Fee payment online. If you do need to enter the school, strict guidelines are in place

- A Maximum of **10** People allowed in office area at any time
- **3** waiting areas allowing for social distancing
- Temperature checks on arrival

Payment options

Please follow link to payment options

Registration options

Please follow link to online options



finance@viss.ae
admin@viss.ae
registrar@viss.ae



Main Line	06 577 1999
Finance office	06 599 3235
Finance office	06 599 3282
Registrar	06 599 3231



MEDICAL CLINIC

Clinic and Nurses



- We will have a dedicated nurses station based in the Medical centre and Gate 6
- Our medical clinic team have received specialized training
- We have a detailed COVID emergency plan and the VISS Doctor and nurses have all been trained accordingly
- We will continue to monitor and update best practice in our clinic in line with government guidelines
- Clinic set up as per SPEA guidelines



nurse@viss.ae



06 599 3190

06 599 3189



CLEANING AND DISENFECTING PROGRAMME

Whole school site



A comprehensive cleaning plan has been designed to ensure the highest levels of hygiene and cleanliness at all times. Before school, during the day, after school in the following areas:

Our cleaning team have undergone extensive training on COVID-19 hygiene requirements

Main administration
Secondary school
Primary school
ELC
Main gym
Outside Areas

In depth cleaning inclusive of the following but NOT limited to:

- Sanitizing- Classrooms, Desk, Chairs Handles. rails, desks, bins computers, desks, light switches. lights. lifts
- Vacuuming- classrooms, sofas, chairs
- Disinfecting- Classrooms, Desk, Chairs Handles. rails, desks, bins computers, desks, light switches. lights. lifts
- Mopping-Receptions
- Dusting- all zones
- Break out spaces- Vacuum. dusting. disinfection, sanitising
- **Toilets**- Regular on going cleaning





Shop at Gate 1

The VISS on-site uniform shop will be open to one (1) family at a time during restrictions.

The shop will only open from:
Sunday to Thursday: 8am to 4pm
Friday: Closed
Saturday: 8am - 4pm

Please enter via Gate 1 reception and follow safety guidelines



06 599 3281

UNIFORM SHOP



800 9257



uniform@zaksstore.com

ZAKS on-line

Because we care!

In support of recent health measure
& social distancing campaign
ZAKS introduce...



Personalized Private Shopping

Visit
www.zaks.me
to book an
appointment

Choose your
appointment slots
between 11 am to 6 pm
exclusively on Sunday,
Monday, Wednesday
& Friday.

Stay Safe, Shop Safe

On appointment
confirmation, enjoy an
exclusive private
shopping experience
at ZAKS store.



Terms & Conditions

- * Personalized Private Shopping will be exclusively available till end of July.
- * Appointment booking are on first come first serve basis & 1 hour will be the maximum time allocated per customer at the store.
- * On appointment confirmation, a sms would be sent out to the customer's mobile phone.

www.zaks.me

800 ZAKS (9257)

uniform@zaksstore.com

zaksuniforms

ADMINISTRATION CONTACT NUMBERS

Main Administration Office

admin@viss.ae
06 577 1999



Early Learning Centre

elcschool@viss.ae
06 599 3191

Primary School

primaryschool@viss.ae
06 599 3161



Secondary school

secondaryschool@viss.ae
06 599 3131

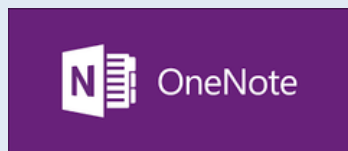




VISS

Victoria International
School of Sharjah

Follow our social media and communication platforms to keep up to date



SEQTA