



RETURN TO SCHOOL HANDBOOK 2020

Everything you need to know

MESSAGE FROM EXECUTIVE PRINCIPAL -MR DEAN



Dear Parents,

Welcome back to another school year at VISS. I trust you

have all had a restful break and although there have been significant disruptions to our daily lives caused by the current pandemic, that some degree of normalcy has returned to your family life. I want to ensure all of our loyal and supportive families that VISS is totally committed to providing a safe environment for the return of your children to school this year. We appreciate the anxieties many of you have and we want to be as transparent and open with you all and provide you with as much information as we can to help put you at ease.

A great deal of work and planning has gone into preparing all aspects of the school to ensure the highest possible safety measures. There are significant protocols and guidelines that all staff, students and families will need to follow closely as we return to school life. .

This information booklet outlines many of the new safety details and gives information on the various aspects of school life that have changed. You will also find very specific information in this booklet from the sub schools regarding the plans for our first five weeks where a comprehensive “transition back to school” phase will be in place. We will begin the year with a staggered start and a shorter day for all classes across the school. Timetables and details of the school timings for this period can be found in this booklet.

If you have any questions whatsoever about the beginning of the academic year, please contact your respective Head of School directly on the following emails

- **Mr Dan- oreilly.daniel@viss.ae**
- **Mr Jim-stearns.jim@viss.ae**

Or email on the dedicated parent feedback email : parentfeedback@viss.ae

Although these are unusual and somewhat difficult circumstances, I am ever so pleased to be welcoming back our wonderful students to school in person and I am confident we will have a marvelous first term .

Regards,

Dean Pyrah

Executive Principal

SAFETY PROTOCOLS AT A GLANCE

General safety Points

- 2 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
- Detailed entry and exit plans for each grade level have been developed
- No sharing of any stationery items. Spare items available
- Bring your own food and water in – no sharing
- All students to remain in the Grade Level bubble at all times
- Designated grade level toilets.
- Maximum of 3 students in the bathroom at any one time
- Lockers distanced 1.5m apart, individually allocated – no sharing
- One way traffic flows throughout the school
- Clear signage provided for room capacity and movement
- 1.5m distancing at all times
- Observe distancing when queuing for toilets
- All Staff will be required to wear face masks on campus all times

Entry and Exit of Students

Students should only come to school if they:

- Are fully registered for 2020-21
- Have proof of an up to date negative Covid-19 test for **12 years and over**
- Are healthy and showing no symptoms of illness
- Have a designated on site day
- Observe all signage and social distancing on entry
- All students temperature checked on entry
- Parents and other visitors should not come on onsite during school hours, except to designated drop off/pick up zone and then only one parent per family.
- If Parents or students coming after school, they should make an appointment in advance.
- A declaration will be sent to families and is required to be completed

A dedicated COVID-19 Taskforce has been formed 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 Office - Grade 10-12 only
- Gate 2- Secondary school rear entrance - Secondary School only
- Gate 3-Primary school - Primary School Only
- Gate 4-Early Learning centre - ELC and Prep entry only
- Gate 5-Community centre- Primary School only

All the gates will be manned by security and students will be directed to Temperature testing zones at each entrance as per below. (Thermal testing)

- Gate 1- Reception area
- Gate 2- Innovation centre
- Gate 3-Primary school office reception
- Gate 4-Early Learning centre reception
- Gate 5-Community centre-Primary centre gymnasium

IMPORTANT!

Only one parent/guardian is allowed to enter the school grounds for a maximum period of 10 minutes during the designated drop off and pick-up times

Each parent/guardian must wear a mask, pass through the safety checkpoint, maintain safe social distancing and remain outside at all time

FROM THE HEAD OF ELC AND PRIMARY SCHOOL



To our amazing VISS Community,

I hope this finds you and your family happy and healthy. We are excited to be in a position where our school will be open and welcoming students back in a very safe, strategic and staggered manner from Sunday 30 August. We have a five week return to school plan and I have included the critical return to school information below. Please take the time to read this carefully to ensure you are fully informed.

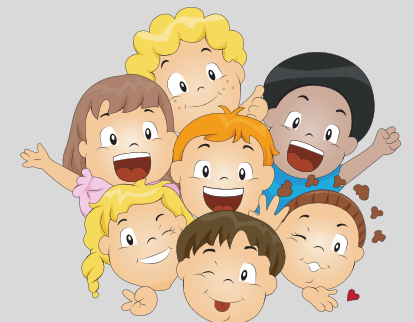
We will continue to provide consistent and clear communication as we build into the academic year.

As per Ministry guidelines, ELC and Primary students **are not** required to complete a Covid-19 PCR test prior to returning to school.

I thank you all in advance for your patience, support and resilience. If there is anything you require, please don't hesitate to phone the ELC or Primary School administration or alternatively email me on **oreilly.daniel@viss.ae**.

Stay positive - stay patient,

Mr Dan O'Reilly
Head of Primary and ELC



TEACHING AND LEARNING IN THE PRIMARY SCHOOL AND ELC

For the first five (5) weeks, students will have a staggered timetable and a shortened school day.

On-site students will receive blended learning. A mix of face to face and distance learning building on our approach from Term 3.

Those students with appropriate reasons who choose distance learning, will be provided with a balance of live learning (synchronous) and offline learning (asynchronous).

Primary School	Timing
Students Arrive	8.30am
Homegroup	9.00am
Period 1	9.15am
Period 2	10.00am
Break	10.45am
Period 3	11.00am
Period 4	11.45am
Period 5	1.00pm
Home Group	1.45pm
End of Day-Dismissal	2.00pm

ELC	Timing
Students Arrive	8.30am
End of Day	12.30pm

IMPORTANT REMINDERS FOR PRIMARY SCHOOL AND ELC



- Healthy Lunchbox and 2 Water Bottles
- 2 x Face Masks per day
- Face Shield (optional but encouraged)
- VISS Book Bag (Prep to Grade 5)
- Fully charged iPad (Grade 4 and 5).



The school canteen will be closed for at least the first five (5) weeks of school. This will be reviewed on an ongoing basis



Links to timetables and schedules

- [ELC Weeks 1 -5](#)
- [Primary Weeks 1 -5](#)



Links to Drop off and Pick up Areas

- [Map Guide](#)
- [Guide to Drop off and Pick up](#)

IMPORTANT GUIDELINES FOR PRIMARY SCHOOL AND ELC

- All staff must present a negative Covid-19 PCR test before commencing onsite
- Every student will have their own dedicated and personalised table/space, chair, workbooks and stationery
- Student chairs, learning spaces and social distancing will be at a minimum of 1.5 metres
- Hand sanitizer, soap and disposable paper towel will be in every classroom
- The closure and removal of all water filters and drink taps
- ELC and Prep (KG2) students will be placed in controlled groups of a maximum of 10
- Staff and Grade 1 to Grade 5 students are required to wear a mask at school and on the bus
- All students are encouraged to wear a face shield during eating times
- Explicit lessons will be delivered on safe practices including handwashing, sanitizer and social distancing on a consistent basis
- Opportunities for students to wash and sanitize their hands throughout the day and before any eating time
- Hourly spot sanitizing of key surfaces and high touch points, an end of day sterilization process and a weekly deep clean
- A strict policy of **'if unwell, stay at home'**



FROM THE HEAD OF SECONDARY



Dear Students and Parents

We are delighted to be welcoming you to the secondary school for the start of the 2020/21 academic year. All of you, whether you are new to VISS or have been part of our community for many years, will have faced the challenges of distance learning during the period when schools were closed last term. I am very proud of the way that our team prepared and delivered and for the way our students embraced the new way of learning.

While we have really missed having 'normal' school and, like everyone else, can't wait for things to return to pre-COVID times, there is a long way to go. Knowing this, the Leadership team began initial preparations for reopening back in May. This meant that, while the official SPEA guidance only came out two weeks ago, we have been planning and preparing our spaces, documentation and protocols and training up our staff so that we can open for as many of the students as want to return to school the week after next. We are required by SPEA to stagger year groups in the five-week transition period, which is a very sensible strategy. We also understand that some families have concerns, notwithstanding the strict social distancing and sanitisation protocols required.

Although I firmly believe that the best place to learn is at school, we will continue to support our students that have to learn from home (and also understand that at any time the school may need to revert to distance learning due to wider issues with COVID). Our utmost priority is the safety of our students, parents and staff and we are lucky to have such an excellent facility to support us with our plan.

Our summer has been busy and, of course, few people have travelled, but it has been worth it to ensure that we can welcome our students to VISS in the coming weeks. We will continue to send information about the restart and as things unfold, but if you have any questions, do please let us know through the normal channels. I very much look forward to seeing our students back on site and hope this message finds you and your families well.

Yours sincerely,

Jim Stearns

Head of Secondary School/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 2020-21**
- **Have proof of an up to date negative COVID test**
- **Are healthy and showing no symptoms of illness**
- **Have a designated on-site day**



VISS Secondary school is eager to welcome students back into the classroom after this long break. 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 for both students, those who choose to return to the physical classroom and those who choose to return to the virtual classroom from home.

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.

Students should have received an invitation to join their OneNote class notebook via their school email address for each of their classes by **Thursday 27 August 2020**

Learning from Home

Students working from home will have access to exactly the same content and teacher instruction that students working in school will have access to. Students will access the same OneNote class notebook that students working in school will access. 15 minutes prior to the lesson starting, teachers will post a link to zoom for the lesson on Edmodo.

Teachers will screen share the OneNote class notebook content library, so that students working from home can view this content through zoom. As the additional digital content is added to the content library over the course of the lesson, students will be able to view this via zoom. Students working from home will be able to hear what the teacher is saying through zoom, just as they would last term when working remotely. Should students require assistance, they will be able to unmute themselves and ask for assistance via the zoom platform. At the conclusion of the lesson, students will photograph the work that they have completed and upload this to their own digital workbook within their OneNote class notebook so that the teacher can give relevant feedback.

Any assessments that are undertaken will be in a digital format.

Learning in School

Students learning in school will access the curriculum via their OneNote class notebook. Teachers will post explicit teaching content in the content library. As the lesson progresses teachers will add content to the content library. All content that is added will be in a digital form.

Students will be able to view new content as it is added either through their device or on the digital whiteboard in the classroom. Students that require assistance with the content will be able to ask questions of the teacher directly and they will provide this assistance whilst observing appropriate social distancing measures.

At the conclusion of the lesson, students will photograph the work that they have completed and upload this to their own digital workbook within their OneNote class notebook so that the teacher can give relevant feedback. Any assessments that are undertaken will be in a digital format.

For further information

Middle School students please contact
Mr Dave at
harding.david@viss.ae



Senior School students please contact
Ms Sarah at
santram.sarah@viss.ae

SECONDARY SCHOOL DAILY PLANS

Working within Grade Bubbles the following daily plans will apply to each grade level. Please click on the link that applies to your child's grade level/s

Grade
6

Grade
7

Grade
8

Grade
9

Grade
10

Grade
11

Grade
12

SECONDARY TRANSITION SCHEDULE FOR FIRST 3 WEEKS

In line with SPEA guidelines, our gradual transition of students working on site is below.

Sunday 30 August will be the first day for students in Grades 6, 8, 10 and 12. These students will be expected to be in homegroup at 8.30 and will be guided thereafter. Classes for these students will commence in period 3. Students in Grades 7, 9 and 11 will be at home preparing to begin school the following day. This is to ensure students who are on site are fully supported to gradually transition back to school.

Monday 31 August will be the first day for students in Grades 7, 9 and 11. These students will be expected to be in homegroup at 8.30 and will be guided thereafter. Students in Grades 6, 8, 10 and 12 will have some preparation time in the morning. Formal classes for all Secondary students will commence in period 3 on Monday.

The schedules below are for the first 3 weeks of school, Weeks 4 and 5 schedules will be communicated at the end of Week 2 when we have undertaken a full review of our safety procedures.

Please click here for links to timetables



[Week 1](#)



[Week 2](#)



[Week 3](#)

SECONDARY TRANSITION SCHEDULE FOR FIRST 3 WEEKS

Lesson	Timing
Homegroup	8.30am-850am
Lesson 1	8.50am-9.50am
Break 1	9.50am-10.10am
Lesson 2	10.10am-11.10am
Break 2	11.10am-11.30am
Lesson 3	11.30am-12.20pm
Break 3	12.30pm-12.50pm
Lesson 4	12.50pm-1.50pm
Final Home Groups	1.50pm-2.00pm

- Grade 6 and 12 dismissed at 1.50pm,
- Grade 7 and 11 dismissed at 1.55pm,
- Grade 8, 9, 10 dismissed at 2pm.

IMPORTANT NOTE:

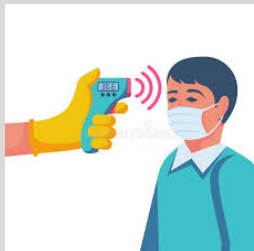
It is absolutely vital that parents are on time to pick up students from school to ensure appropriate social distancing is adhered to during exit times.

TRANSPORT DEPARTMENT



A Parent or guardian must be with the 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.



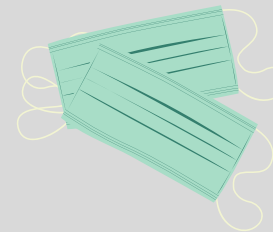
Each student boarding the bus will have their temperature taken at the door by the conductor. If the temperature is higher than 37.5C they will **NOT** be permitted to board the bus.



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 are required to wear masks.

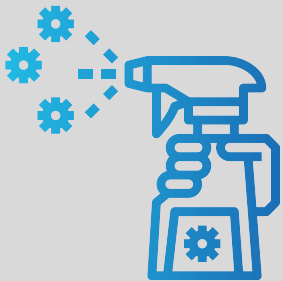
TRANSPORT DEPARTMENT



- All our buses will undergo daily cleaning process.
- All our buses will undergo daily disinfection process.
- All Staff have been tested for COVID-19 .
- All Staff will be trained for best process and practice .
- Bus routes will work on 50% capacity

Watch our transport team to demonstrate our safety and Hygiene processes

- Student boarding Process
- Cleaning Process
- Sanitising Process
- Disinfecting Process



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

ENROLLMENT, 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 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-19 emergency plan and that the VISS Dr and nurses have all been trained
- 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:

Main administration
Secondary school
Primary school
ELC
Main gym
Outside Areas

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

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.

From 30 August the shop will only open from 3.30pm daily and Saturdays from 10.00am

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.

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

Stay Safe, Shop Safe



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.

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

