



VICTORY HEIGHTS PRIMARY SCHOOL

NURTURE ♦ CHALLENGE ♦ EXCEL

School Readiness Plan

Academic Year 2020/21

KHDA APPROVED

#NEWDAYSNEWWAYS

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Welcome Back

Dear Parents,

Victory Heights Primary School has just completed one of the most challenging academic years in our 7 year history. Your support, commitment and resilience throughout this time has been paramount in ensuring that all children in our VHPS community have continued to be nurtured, challenged and continue to excel through our quality educational provision.

Over the summer, the KHDA has worked extensively with schools, parent representatives, teachers and federal policymakers to develop a set of guidelines to ensure a safe return to school for our children. These guidelines reflect scientific evidence and international best practices, but more importantly, they are informed by hours of discussions with school leaders, teachers and thousands of responses by parents to surveys conducted by KHDA. With these guidelines in place, we are confident that schools will be able to welcome students back for the Academic Year 2020/21.

The following guide provides you with essential information to prepare you and your child for their return to school. If you have any further questions, please email newdaysnewways@vhprimary.com.

Please note that from **Thursday 27th of August to Thursday 3rd September** you will be invited to a 'reversed style' parent teacher meeting via Zoom. This will be an opportunity for you to share any information or concerns and allow your child's new class teacher to gain an all round understanding of their needs. More details of this will be given to you shortly.

I am sure there will be additional questions that you will have that are not answered in this booklet. In that instance, please email Trish (our parent liaison) on parentliason@vhprimary.com We will endeavour to add to FAQ as and when they occur.

On behalf of the entire staff at VHPS, we look forward to welcoming you back on 31st August.

Sasha Crabb
Principal

School Day Timings

In order to facilitate the safe entry and exit of our pupils and staff to the school, VHPS will be operating staggered entry times. Please see the table below which outlines when specific year groups can enter the school premises.

Year group	Arrival from	School begins	Collection time
FS1	7.30am	8.00am	12.30-12.50pm (Weeks 1&2 Only) 1.00-1.20pm (From Week 3)
FS2	7.30am	8.00am	1.00-1.20pm
Year 1	7.30am	8.00am	2.00-2.20pm*
Year 2 & 3	8.00am	8.20am	2.20-2.40pm
Year 4, 5 & 6	8.20am**	8.40am	2.40-3.00pm

* Updated 16th August 2020

** Children with siblings in a lower year group are eligible to arrive from 8.00am

Until further notice, sports squads and internal ECAs will not operate.

Staggered Reopening

We will operate a staggered reopening to school, beginning August 30th. This is to allow us to evaluate the effectiveness of our operating procedures (such as thermal entry points) whilst at less than 100% capacity.

This is for the health and safety of the whole school community, and we trust that you are supportive of us in taking these steps.

FS1, FS2 and Year 1 children will be allocated a 'bubble' - A and B. This will be communicated to you before the start of the school year. **FS1** will continue with the staggered days for the second week.

The table below shows, for the first week of term, which day's your children will be **IN** school. On the other days they should remain at home.

From Week 2, we expect to run a full timetable, with 100% of children in school **apart from FS1** who will continue this staggered attendance for an extra week.

Year Group	Sun 30th	Mon 31st	Tues 1st	Weds 2nd	Thurs 4th
FS1 A	IN	No school	IN	No school	IN
FS1 B	No school	IN	No school	IN	IN
FS2 A	IN	No school	IN	No school	IN
FS2 B	No school	IN	No school	IN	IN
Year 1 A	IN	No school	IN	No school	IN
Year 1 B	No school	IN	No school	IN	IN
Year 2	IN	No school	IN	IN	IN
Year 3	No school	IN	IN	IN	IN
Year 4	IN	No school	IN	IN	IN
Year 5	No school	IN	IN	IN	IN
Year 6	No school	IN	IN	IN	IN

What Class Is My Child In?

Due to the exceptional set of circumstances, along with the requirement to obtain KHDA approval of our operational procedures, we are yet to confirm class lists for the upcoming term.

As a reminder, we cannot confirm your child in a class until such a point as the Term 1 payment has been agreed and any outstanding amounts from 2019/20 are also settled.

Wherever possible, we will endeavour to ensure that your child is placed in a classroom alongside at least 1 of their named 'friends'.

Whilst we lost some much loved members of staff at the end of 2019/20 academic year, we have recruited a very strong cohort of new teachers, and we are confident that whatever class your child is in, they will continue to receive the outstanding education that Victory Heights Primary School prides itself on.

We look forward to introducing you to our new team members shortly.

Uniform and Equipment

Uniform

It is expected that all children wear full VHPS uniform to school every day. On the timetabled day for PE, children should wear PE kit to school, and will remain in PE kit for the whole day.

It is imperative that parents recognise the importance of ensuring children's uniform is washed thoroughly and each day they wear clean uniform to school. You should use an alcohol based spray to sanitise school shoes once at home.

School Bags

Due to communal cubby holes being unavailable, we will be asking children to place their school bag on the back of their chair. With this in mind, we ask parents to be mindful when selecting a school bag. Suitcase style 'wheelie' bags are not permitted under any circumstances.

Lunch boxes - (Y2 - Y6)

When organising a packed lunch for your child, please be sure that they can open containers and packaging independently. Unfortunately, class teachers and classroom assistants will not be able to handle any containers or packaging throughout the school day. Practising this skill at home will ensure that your child has a smooth and happy snack and lunch time.

At present our school canteen is closed, but this is subject to change.

Water Bottles

Communal water coolers are not permitted under DHA guidelines. We therefore ask you to ensure that your child has an appropriately sized water bottle to carry enough water to last them the whole day.

Labelling Clothing/Equipment

It is imperative that you adequately label all of your child's clothing and equipment, so as to ensure that it is not accidentally shared.

Masks

For children in Years 2 - 6, it is mandatory that they wear a face mask. This should be a DHA approved mask.

Your child should carry spare masks in case they lose/misplace it, or the mask becomes damaged.

Please ensure that your child is confident with how to wear a mask correctly before the start of the school year, and knows the importance of wearing a mask correctly.

Hand Sanitiser

Regular hand washing will be a consistent part of our school routines, and in addition, there will be hand sanitiser stations around the school. However, we recommend that children carry a small bottle of hand sanitiser (key ring style bottles can clip to a school bag) so they can access it when needed.

Chromebook 1:1 Scheme

Given the increasing reliance on technology as a tool to access the school curriculum, exacerbated by the blended learning approach, we are extending our Chromebook 1:1 scheme to additional year groups.

As per the table below, a Chromebook is strongly recommended in Year 2 and essential for children in Year 3 upwards.

Year Group	Chromebook Policy
FS1/FS2	Children are not permitted to bring their own device
Year 1	It is allowed but not essential to purchase
Year 2	It is strongly advised to purchase a Chromebook

Year 3	It is essential for a child to have a Chromebook
Year 4	It is essential for a child to have a Chromebook
Year 5	It is essential for a child to have a Chromebook
Year 6	It is essential for a child to have a Chromebook

As a reminder, all devices that are brought in to school **must be Chromebooks**. Macbooks, Windows Laptops, iPads, phones and other tablets are not permitted.

Furthermore, it is compulsory that all devices are enrolled on to the schools management console - which attracts at **one time** fee of 220dh.

If you wish to purchase a Chromebook, you can purchase directly from our technology partner - LearnIT - who can be contacted at +971 563 711802 or through email at info@learnitacademy.com

Alternatively, you are free to purchase through other vendors (such as Amazon) - please make sure that the device meets the following, minimum specifications.

Operating system: Chrome OS (not Windows/Mac etc)

Screen size: At least 11.6inches

RAM: At least 4gb

Storage/HDD: At least 16gb (32+ is preferable)

Touch screen: Preferred, but not essential

You may also find vendors on second-hand sites such as Dubizzle selling devices - this is often a very cost effective way of purchasing a device.

If you need purchasing advice, please feel free to contact our Assistant Headteacher - Ben Rothwell at brothwell@vhprimary.com who will be happy to advise you.

Headphones

Due to our blended learning approach, children will spend some time accessing online resources/videos. So as to not disturb other children, and to provide a quiet working environment, headphones are essential.

For sanitary reasons, it is not possible for us to provide shared headphones.

All children, from Year 2 upwards, should have a pair of headphones as part of their standard school uniform. These can be in-ear or over-the-ear type headphones - we recommend choosing an appropriate pair with your child.

Please note: they do not need to be an expensive pair - low cost headphones are more than adequate for watching instructional videos/listening to instructions through blended learning.

Entry and Collection Procedures

Please note: all parents will need to submit **one** photo to their child's class teacher. This must clearly show your child along with the family members/adults who will be involved in collecting them from school. Please include the names of all individuals. Members of staff will only allow your child to leave with these designated adults.

Foundation Stage 1

Entry

Access to the site will be from the **FS1 Building Gate**. Children will enter the classrooms directly from the external door. They will be temperature checked upon entry by the class teacher with a handheld device. Children who do not meet the temperature requirement will be asked to wait and will be re-tested after 5 minutes have passed. If they still are $\geq 37.5^{\circ}\text{C}$ you will be asked to take your child home.

Collection

Parents will collect their child directly from their classroom, via the external door. Parents will be reminded to remain socially distanced whilst waiting for their child. Parents are asked to limit their time on site and once collection has been completed, to exit through **FS1 Building Gate**.

Foundation Stage 2

Entry

Access to the site will be from **Gate 2**. Children will enter the classrooms directly from the external door. They will be temperature checked upon entry by the class teacher with a handheld device. Children who do not meet the temperature requirement will be asked to wait and will be re-tested after 5 minutes have passed. If they still are $\geq 37.5^{\circ}\text{C}$ you will be asked to take your child home.

Collection

Parents will collect their child directly from their classroom, via the external door. Parents will be reminded to remain socially distanced whilst waiting for their child. Parents are asked to limit their time on site and once collection has been completed, to exit through **Gate 1**.

Year 1

Entry

Children will enter from **Gate 2** and will pass through a thermal scanner. In the early stages of the reopening, they will enter with their parents if required. Adults will also pass through the scanner. If a child and/or parent do not meet the temperature requirement, they will be asked to wait and will be re-tested after 5 minutes has passed. If they still are $\geq 37.5^{\circ}\text{C}$ you will be asked to take the child home.

Collection

Each Year 1 class will be designated a corresponding FS2 classroom, from which they will be collected. Parents will collect directly from the FS2 classroom, via the external door. Parents will be reminded to remain socially distanced whilst waiting for their child. Parents are asked to limit their time on site and once collection has been completed, to exit through **Gate 1**.

Years 2 - 6

Entry

Children ONLY will enter the school site from **Gate 3**. Children will be encouraged to use the car drop off zone wherever possible, or parents will use the school car park and drop the child at **Gate 3**.

Children will make their way into the multi purpose hall to pass through a thermal scanner. Several members of staff will supervise this to ensure social distancing. If a child is $\geq 37.5^{\circ}\text{C}$ they will be asked to wait in a designated area within the MPH (adequately socially distanced) and will be retested after 5 minutes. If the temperature at this point is $\geq 37.5^{\circ}\text{C}$ the child will be placed in the designated isolation area, and you will be called to collect your child.

Children will wash their hands at our newly installed sinks as they enter school, after their temperature check. These are located outside the canteen and multi purpose hall area.

Hand held electronic thermometers will be available in each learning area so as to reduce the flow to the school clinic in the event a child reports an adverse temperature.

Collection

Parents will enter the site through **Gate 4**. Children will be staged (whilst ensuring social distancing) for collection in the Multi Purpose Hall (MPH). Site staff will ensure a steady flow and children will meet their parents at the door of the MPH and exit through **Gate 3**.

Bus Children

Children will have their temperature checked and recorded before entering the bus. If the temperature exceeds $\geq 37.5^{\circ}\text{C}$ they will not be allowed to board. Due to the time constraints of the bus, the bus will not wait. All children will need to wear their masks whilst in transit.

The school buses will depart the school site at 1.00pm for **ALL CHILDREN**.

Siblings

Where a parent has children across multiple year groups, we ask wherever possible that you synchronise pick up and drop off so as to reduce traffic around the school site.

Effectively, this means that you should drop off all children at the **latest arrival time** and collect at the **earliest collection time**.

However, for those children in Years 4,5,6 who have children in younger year groups, we will permit access to classrooms from 8.00am. Children should be taken to the MPH for thermal screening before making their way to their own classroom.

All learning activities will be available through our online platforms, so as to not disadvantage children who may arrive late/leave early. Additionally, our timetable has been constructed in such a way as to minimise disruption to 'core' lessons (namely English, Maths, Science and Arabic) through early/late arrival/collection.

Breakfast Club/Homework Club

These will not run, until further notice.

Late Collection

The safety and wellbeing of children relies on parents being prompt in collecting their children at the end of the school day.

Please ensure that when you are setting off to collect your child from school, you leave with plenty of time, taking into account the increased traffic around the school site.

Where a parent is consistently late to collect their child from school, the school reserves the right to request a meeting with the parent concerned, and to take whatever sanctions it deems necessary.

Suspected Covid-19 Cases

If a child demonstrates any of the following symptoms, the class teacher or specialist teacher will be responsible for their removal from class, and to the on-site isolation room.

In most cases, parents will be called and asked to collect the child from school, however in serious cases, it may be necessary for the school to seek immediate medical care.

Common Symptoms:

fever (temperature $\geq 37.5^{\circ}\text{C}$)

dry cough

tiredness

Less Common Symptoms:

aches and pains

sore throat

diarrhoea

conjunctivitis

headache

loss of taste or smell

a rash on skin, or discolouration of fingers or toes

Serious symptoms:

difficulty breathing or shortness of breath

chest pain or pressure

loss of speech or movement

All cases will be followed up by the schools Health & Safety officer and the Covid-19 Quarantine Procedures will be enacted, please see the following page.

Covid-19 Quarantine Procedure

The school pastoral counsellor - Ms Hayley Martin - will be responsible for the wellbeing of children who are absent from school due to a suspected/confirmed Covid-19 quarantine.

Procedure

- Upon a child's withdrawal from school and entering into quarantine, the Health & Safety Officer will inform the Pastoral Counsellor of the quarantine.
- The Pastoral Counsellor will make contact with the parents of the child and arrange, as soon as possible, a telephone or video call to outline the support the school offers during this time.
- A Covid Education Plan (C19-EP) will be put in place, detailing the support for both the child's wellbeing and educational development - this will include measures such as Zoom calls with classmates/teachers to support the wellbeing of the child during quarantine, as well as ensuring the child has access to educational materials.
- The above measures will vary depending on the severity of the case. The Pastoral Counsellor will treat all cases on a case by case basis as such.
- The Pastoral Counsellor will continue to make contact with the child/parents throughout the quarantine period to ensure the continued wellbeing and support of the child.
- Upon the return to school, the Pastoral Counsellor will liaise with the class teacher to ensure the child is able to transition effectively back to the classroom.
- Children must obtain a negative PCR test before being allowed back on to site.

Monitoring and Contact Tracing

Return to school

All families will be required to complete a "Return to school" electronic form which will include the following information:

- Travel declaration
- Updated telephone numbers/email contact details

Until this form is completed, children will **not be allowed to attend school.**

Travelling within Term time (August onwards)

Where a parent and/or child has travelled outside of the UAE, they will be asked to submit an electronic form detailing the destination country.

In the event of a Covid-19 case being identified in the school community, the H&S Officer, alongside the Covid-19 Response team, will be responsible for contact tracing. SMS/Whatsapp will be used to inform the parents where a potential contact within DHA guidelines has been made.

Contact Tracing

- Parents of FS1 children will be allowed into the FS1 building **until 8am**. These parents will carry a **yellow parent lanyard** to identify that we have their contact details on record. Security will ensure entry is prohibited to people not carrying a lanyard.
- Parents of FS2 children will be permitted into the FS2 block of the school through determined entry and exit points. Access will be **prohibited after 8am**. These parents will carry a yellow parent lanyard to identify that we have their contact details on record. Security will ensure entry is prohibited to people not carrying a lanyard.

- Parents of Year 1 children will be permitted (until October half term) entry to the school site (FS2 block and Y1 rooms) until 7.55am where they must then clear the site. These parents will carry a yellow parent lanyard to identify that we have their contact details on record. Security will ensure entry is prohibited to people not carrying a lanyard.

External visitors

Other external visitors will not be allowed on site, aside from permitted entry to the biosecure area of the reception where children will be strictly prohibited. These visitors will leave full contact details including EmiratesID to an electronic form **BEFORE** entry is permitted.

Classroom Arrangements

Boot Camp

As part of our regular 'boot camp' which we undertake every September, the children will be learning new routines that contribute to their safety during the pandemic. This will include regular timetabled handwashing, the importance of wearing a mask (for children in Year 2 upwards) and lessons surrounding social distancing.

Foundation Stage and Year 1

Children in FS and in Year 1 will be placed into stable groups (bubbles) which will remain constant until such a point as restrictions are lifted. These groups of 10 children will both be under the supervision of the class teacher and classroom assistant.

Classrooms will be divided into two, each 'bubble' will have access to the toilet and handwashing facilities. Additionally, a cleaner will be on hand to regularly clean the facilities. The class teacher will maintain full visibility of the classroom as a whole including both 'bubbles'.

Year 2 - Year 6

In order to ensure safe social distancing norms of 1.5m inside the classrooms and 2m in common areas are maintained at all times - Victory Heights Primary School consulted with a Health and Safety consultant to develop a comprehensive plan

Within classrooms, we have reduced the amount of furniture so as to increase the floor space, so as to allow for social distancing. We have additionally limited capacity in the classrooms so as to ensure children remain socially distanced within the guidelines.

Children will be asked to place their bag on the back of their chair - as access to communal 'cubby' holes will no longer be permitted. With this in mind, we ask parents to be mindful both of the size and type of bag that

children are bringing in, as well as being careful not to overfill bags.

Communal Spaces

Outside of the classroom (common areas, hallways etc) floor markings and signage will help promote the message of 2m social distancing. This will be supported by teaching and support staff supervision as well as ongoing training and reinforcement.

Specialist classrooms such as STEAM, Art, Music and Computing may be used to provide additional space for lessons.

A one-way system will be in place around the school, which will be marked on the floor. Different year groups will enter/exit through different entry/exit points and use different stairwells, so as to avoid overcrowding.

Break/Play Time

When the outside temperature is <38°C, we will resume outside playtimes. These will resume under the following guidelines:

- There will be staggered break times so as to ensure social distancing
- Shared equipment will remain out of bounds (such as balls and climbing frames)
- Children will be restricted to marked areas of the site so as to prevent the likelihood of children from different year groups mixing
- It will be expected that children maintain 2m social distancing
- Team games will not be permitted
- Snack/lunch must be eaten inside the school building so as to ensure a hygienic environment

A 'Blended' Approach to Learning

What is 'Blended' Learning

Blended learning is an approach in which children learn both through face-to-face teaching (the traditional method) and through digital resources (videos, Seesaw activities etc).

Blended Learning at VHPS

So as to ensure the safety and wellbeing of our school community, VHPS will be utilising blended learning. What this means is that:

All specialist lessons (with the exception of PE) will take place in the child's 'home' classroom, with resources delivered through electronic means. This will include (but is not limited to) Seesaw activities, pre-recorded video lessons and live teaching through video conferencing such as Zoom.

During these lessons, the class teacher will remain with the class, and the specialist teachers will be available through video conferencing to assist where children need assistance.

Resources (such as musical instruments) will be made available to classrooms, ensuring sanitisation, to facilitate these lessons.

Physical Education

Each child at VHPS will continue to receive a weekly physical education lesson. So as to ensure the safety of the children, lessons will be adapted so as to allow for adequate social distancing. This means that team games/activities will not be permitted until further notice.

Additionally, the PE department will continue to produce additional activities that can be carried out at home. We are committed to our vision of a healthy and active school community and ask that you support us in this.

When the weather permits us to use the outdoor spaces around the school,

children will be able to attend a second PE lesson per week*.

Swimming

At present, KHDA guidelines prohibit swimming as part of the school curriculum. We will update parents as/when this changes.

* If KHDA guidelines allow swimming to resume, the second weekly PE lesson will be changed to a swimming lesson. There will be a reintegration period in this event, so as to ensure children's safety. Further details will be published in that instance.

Inclusion Support

VHPS is an inclusive school committed to supporting all learners. Our inclusion department will continue to operate, however operational challenges will mean that the structures of support look different to previous years.

Inclusion teachers will continue to support our most vulnerable children, through face to face and video conferencing, as is deemed necessary, appropriate and safe.

Our excellent processes for tracking children's progress and attainment will continue, and our inclusion department, working alongside the class teachers and the primary leadership team, will continue to ensure that all children excel.

100% Distance Learning

We recognise that not all parents will want their children to return to school in August. Additionally, some children with compromised immune systems may not be able to return to school. A 100% distance learning option is open for all children, **regardless of circumstances**.

With this in mind, all of our lesson content will be made available through our online system. Additionally, should you opt for 100% distance learning, an online tutor will be assigned to your child who will make daily contact with them, and monitor their progress. A separate link will be sent for you to register if you require 100% distant learning . Please note: there are **no fee reductions for this mode of learning**. This will also be clearly stated in our Parent Contract that you will need to sign before your child starts

school.

Reintegration to School

We believe that for most of our children, being back in school will be a positive experience, in which they will thrive being back amongst their peers, furthering their education and achieving success.

Whilst there may be some discomfort or unease at some of the measures put in place to keep all members of the school community safe, such as the wearing of masks, our view is that being in school, regardless of the restrictions, will be a positive experience for children, from both a social and a learning perspective.

However, we recognise that there will be some children for whom reintegration to school will be far more challenging.

We need to work together as caregivers, and we ask that all parents, before they return to school, address the issues below with their children, and reassure their children that their health and safety is paramount in our minds.

Before returning

- Speak to your children about COVID-19 and let them know that it's natural to feel anxious or nervous about returning back to school.
- Have an open conversation about their anxieties and fears about returning to school and reassure them about safety measures and precautions the schools will have in place to keep everyone healthy.
- Be honest about the changes that they will see at school, such as the need to wear masks, inability to be close to their friends and teachers.
- Explain to your children that they will play an important role in keeping themselves and their community healthy by wearing a mask, maintaining social distancing, and sanitizing hands.
- Highlight the positive aspects of returning to school such as being able to meet their friends and learning new things.

- Continuously check in with your children to evaluate their well-being when school begins.

Regulations

- Please ensure that you are present in the UAE, at least 14 days prior to your children's school reopening date to comply with any health and travel requirements set by the government.
- It is **mandatory** for all children of school-going age to be enrolled in school for the Academic Year 2020/21.
- Schools should provide an option for 100% distance learning for all students, regardless of need or circumstances.
- Your school may request you to provide a medical clearance if your child is absent for a prolonged period.



VICTORY HEIGHTS
PRIMARY SCHOOL
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Covid-19 Information

**For accurate and trusted formation
about the Novel Coronavirus (Covid-19)**

Please follow:

Ministry of Health and Prevention
@mohapuae

Dubai Health Authority
@dha_dubai

If you have any further questions

Please ring:

Ministry of Health and Prevention
800 111 11

Dubai Health Authority
800 342