



# Schools' Reopening - Guidance for Ta'allum Academies

*For Ta'allum Group*



*Revised – Version 2 – 26<sup>th</sup> August 2020*

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## Ta'allum Vision, Mission and Motto

### Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

### Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

### Ta'allum Group's Motto

***"Creative learners today, our future leaders tomorrow"***

## Ta'allum Schools - Learner Outcomes

Academic Achievement and Leadership with Islamic Values are the characteristic hallmarks of our students.

At Ta'allum schools we believe that in order to ensure all of our students achieve at the highest level we need to actively support them through curriculum and enrichment in developing the right characteristics. This is what distinguishes our students from others.

### **Learner Outcome 1      Our students are Academic**

Strand 1:1	They are lifelong learners
Strand 1:2	They are creative thinkers
Strand 1:3	They are bilingual
Strand 1:4	They are confident
Strand 1:5	They are innovative
Strand 1:6	They are independent

### **Learner Outcome 2      Our students are Leaders**

Strand 2:1	They have strength of character
Strand 2:2	They are organised
Strand 2:3	They are confident
Strand 2:4	They are responsible
Strand 2:5	They are future leaders

### **Learner Outcome 3      Our students practise and exemplify Islamic values**

Strand 3:1	They adhere to the Five Pillars of Islam
Strand 3:2	They have good morals
Strand 3:3	They are polite
Strand 3:4	They are considerate

## Guidance for Reopening Ta'allum Schools from September 1st, 2020

### 1. Introduction

In accordance with MoE guidelines, Ta'allum students in all year groups, will begin to return to school for the start of the 2020/2021 academic year. for. The MoE have stated that all schools in Qatar will reopen with a 'Blended Learning' programme September 1. With a maximum 30% of students on site at any time and class sizes of no more than 15, for Semester 1 2020 Ta'allum students will attend school for 2 days per week and access online learning for the other 3.

This guidance is intended to support you to prepare for this time. It applies to EYFS, Primary, and Secondary schools. At all times, the resumption of classes in all phases will mean continuing to **observe national precautionary measures** in accordance with the requirements of the MoE, and the Ministry of Public Health.

Ta'allum leaders must adopt **proportionate, vigilant, and sensible procedures**. There will be a significant responsibility for us all to reassure students and their families about the arrangements, allaying any fears and anxieties that may naturally arise after so much time away from school.

In welcoming our students back, you are asked, where possible, to reduce the contacts that a pupil has during the school day as part of **implementing the system of controls** outlined below to reduce the risk of transmission. It is recognised that this is less possible with younger children. In their teaching with the smaller groups, staff should adopt individualised lesson approaches rather than those involving group work and cooperative interaction. If we follow the guidance, we can be confident we will be managing risk effectively.

The guidance sets out the following actions for Ta'allum school leaders:

- The MoE 'Reopening' guidance and 'Logistics for Day to Day Operations.'
- **Academic and Pastoral Issues** - Curriculum, Behaviour, Pastoral Support, Assessment and Accountability.
- **Health and Safety measures** and **Contingency Planning** to provide continuity of education in the case of a further outbreak.

We will keep this guidance under review and update it as necessary, in consultation with Ta'allum school leaders, the Governing Body, MoPH. MoE and with other organisations. (You should follow the Ministry of Communications Twitter hashtag '# Back to School' due to open shortly and to be used in our 'Raising Awareness' Campaign for the new Academic Year.)

### 2. Reopening – Semester 1 (September to December 2020)

- *Student attendance will not exceed one-third of the student total in the school.* This means a maximum of 600 students in the Academy across all phases on each day.
- **School Timings for students. Primary and Secondary -7am-12.30pm and EYFS - 7:00am - 12pm.**
- **Student movement around the school will be restricted** with students remaining in the same teaching room as far as possible. (This will not be fully possible in Secondary.)



## Student Attendance Patterns

**A preparatory stage of Reopening will take place over 3 days from September 1st to 3rd.**

- The purpose of these initial days will be to ensure understanding of safety routines and our expectations for their conduct in school. There will be some introductory lessons. Textbooks and student timetables will be distributed. Arrangements for online learning will be clarified.

Phase	Tuesday 1 <sup>st</sup> September	Wednesday 2 <sup>nd</sup> September	Thursday 3 <sup>rd</sup> September
<b>EYFS</b>	Nursery (KG1) <b>A</b> and <b>C</b>	Nursery (KG1) <b>D</b> and <b>F</b>	Nursery (KG1) <b>B</b> and <b>E</b>
	Reception (KG2) <b>A</b> and <b>C</b>	Reception (KG2) <b>D</b> and <b>F</b>	Reception (KG2) <b>B, E</b> and <b>G</b>
<b>Primary</b>	Year 1 A / B	Year 1 C / D	Year 1 E / F / G
	Year 2 A / B	Year 2 C / D	Year 2 E, F / G
	Year 3 A / B	Year 3 C / D	Year 3 E / F
	Year 4 A / B	Year 4 C / D	Year 4 E / F
	Year 5 A / B	Year 5 C / D	Year 5 E / F
	Year 6 A / B	Year 6 C / D	Year 6 E / F
<b>Secondary</b>	Years 7 and 10	Years 8 and 11	Years 9 and 12

\*Some Year 12 students will be contacted by the school to attend individual interview discussions at specified times to finalise course choices for the academic year ahead.

**From Sunday September 6<sup>th</sup>, 2020 to the End of Semester 1 (December 17<sup>th</sup>, 2020)**

- All students will attend school classes on the days indicated below. They will access online learning on the other days.
- Both online learning and face to face learning are equally important for your child's progress.

### Weekly Attendance Pattern for Ta'allum Academies

#### EYFS Students' Weekly Attendance Pattern

	Sunday		Monday		Tuesday		Wednesday		Thursday	
	In school	Online	In school	Online	In school	Online	In school	Online	In school	Online
<b>Nursery (KG1) Classes</b>	A/E	B/C/D/F	B/D/F	A/C/E	C/E	A/B/D	B/D/F	A/C/E	A/C	B/D/E/F
<b>Reception (KG2) Classes</b>	A/C/G	B/D/E/F	B/D/F	A/C/E/G	A/E/G	B/C/D/F	B/D	A/C/E/F/G	C/E/F	A/B/D/G

#### Notes

- Teachers will be available to communicate with Parents daily at the end of day (12-12:30pm)
- E-Learning activities can be accessed by parents flexibly throughout the day
- Daily 'Meet and Greet' sessions will be available for each class who are remote learning on that day.

### Primary Students' Weekly Class Attendance Pattern

Year Group	Sunday		Monday		Tuesday		Wednesday		Thursday	
	In school	Online	In school	Online	In school	Online	In school	Online	In school	Online
1	A/B	C/D/E/F/G	C/D/E	A/B/F/G	A/F/G	B/C/D/E	B/C/D	A/E/F/G	E/F/G	A/B/C/D
2	A/B/C	D/E/F/G	D/E/F	A/B/C/G	A/B/G	C/D/E/F	C/D	A/B/E/F/G	E/F/G	A/B/C/D
3	A/B	C/D/E/F	C/D/E	A/B/F	A/F	B/C/D/E	B/C/D	A/E/F	E/F	A/B/C/D
4	A/B	C/D/E/F	C/D	A/B/E/F	A/E/F	B/C/D	B/C/D	A/E/F	E/F	A/B/C/D
5	A/B	C/D/E/F	C/D/E	A/B/F	A/F	B/C/D/E	B/C/D	A/E/F	E/F	A/B/C/D
6	A/B	C/D/E/F	C/D	A/B/E/F	A/E/F	B/C/D	B/C/D	A/E/F	E/F	A/B/C/D

### Secondary Students' Weekly Attendance Pattern

Year	Sunday	Monday	Tuesday	Wednesday	Thursday
7	In school	Online	Online	In school	Online
8	Online	In school	In school	Online	Online
9	Online	Online	In school	Online	In school
10	In school	Online	Online	In school	Online
11	Online	In school	Online	Online	In school
12	In school (Girls)	In school (Boys)	In school (Girls)	In school (Boys)	Online

## Section A - School Organisation and Academic Matters

### 3. Further Logistics for the Operation of the School

#### Attendance Expectations

- With schools closed since last March it is now vital for all students to return to school on the days allocated to minimise the longer-term impact of the pandemic on their education. Missing out on more time in the classroom risks pupils falling further behind. School attendance will therefore be essential again from the beginning of September. This means from that point, the regular rules on school attendance will apply, as will Ta'allum schools' responsibilities to record attendance and follow up absence in accordance with policy.

Most pupils will be able to return to school. You should note however that:

- a small number of pupils may still be unable to attend in line with public health advice because they are self-isolating, have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, you should immediately offer them access to online education.

- Where children are not able to attend school because parents are following clinical and/or public health advice, absence will not be penalised.

### **Pupils and families who are anxious about return to school**

- We should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put in place the right support to address this. This may include pupils who are living in households where someone is clinically vulnerable, or who have conditions such as obesity and diabetes.
- You should discuss their concerns and provide reassurance of the measures in place to reduce the risk in school. **You should be clear with parents that attendance at school is required unless an acceptable reason applies.**
- You should communicate clear and consistent expectations around school attendance to all families ahead of the new school year and identify pupils who are reluctant or anxious about returning, developing plans for re-engaging them.

### **School Staff**

- **It is expected that all staff will attend school.**
- Individual staff considered to be clinically vulnerable are now advised that they can return to work if they maintain social distancing. The HR team will keep up to date with any emerging advice regarding Labour laws and stipulations.

### **Safeguarding**

- Designated Safeguarding leads should, especially in the first few weeks of term, provide support to staff and students regarding any new safeguarding and welfare concerns arising.

### **Catering**

- School Cafeteria will not be open from the start of the September semester until further notice. Students will be advised to bring packed lunches which will be eaten in classrooms or agreed separate areas.

### **Indoor Breaks**

- Extreme temperatures may require students to remain indoors during break time. If so, students must remain in their classrooms, supervised by teachers, to ensure social distancing is always maintained.

### **Educational Visits**

- Educational trips and visits should not be planned at this stage.

### **School Uniform**

- The usual Ta'allum uniform policies apply.
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.



## 4. Curriculum, Assessment, Behaviour, and Pastoral Support

### Curriculum Planning

Curriculum planning in school must take account of the catch-up support needed for students to make expected progress by the end of the academic year. Despite a good Ta'allum Online programme delivered from March to the end of last school year, time for curriculum delivery was considerably shorter and for some students, engagement was sporadic, so this needs careful consideration in ensuring what has been missed or covered in less depth is addressed.

### Some Key Principles that Underpin our Guidance on Standardised Curriculum Planning 2020-2021:

- In all phases, teach the planned learning objectives and curriculum in all subjects from the start of the Semester. However, **Ta'allum Leaders and Consultants will review the need for modifications** to create time to cover the most important missed content. This will be communicated as appropriate. Up to and including Key Stage 3, prioritisation within subjects of the most important components for progression will be reviewed. **Our curriculum is standardised.** Individual teachers should **not** be making individual decisions for modifications.
- Any modification to the curriculum, if required, **only by Ta'allum leaders and Consultants**, will be defined at the start of the year, so that teaching time can be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content as soon as possible.
- Curriculum planning will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) **(CEM, and GL Assessments for baseline will be planned and take place from the week commencing September 20th 2020.)**
- We must further develop our online learning provision and capability so that it is integrated readily into school curriculum planning and so that, as a contingency, we can be ready to deliver remote lessons again in case of a further school closure.

### Specific Points for Students Year 1 to Key Stage 3

- For pupils in Key Stages 1 and 2, **Ta'allum Leaders and Consultants** are expected to prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading both English and Arabic, increasing vocabulary, writing and Mathematics), identifying opportunities across the curriculum so they read widely, developing their knowledge and vocabulary.
- For pupils in year 7, it may be necessary to address gaps in English, Arabic and Maths, subject to baseline tests, by reteaching essential knowledge and skills from the Key Stage 2 curriculum. Again, this may only be organised **across all 3 schools by Ta'allum Leaders and Consultants.**

### Specific Points for Students in Years 10, 11 and 12

- As with earlier key stages, it is likely that pupils in Years 10, 11 and 12 will need extra support to catch up on any content they have missed, but the school curriculum will be less flexible given the requirements of qualification specifications.

- You will be expected to immediately review any plans for entry in the additional October/ November 2020 series exams. It may be in the best interests of many pupils to take their exams and assessments the following summer after sustained teaching in each subject, but this should be reviewed on a case by case basis.

### Physical Education and Activity

- Ta'allum Schools will continue Physical Education, sport and activity whilst following the measures in the system of controls. Sports equipment should be thoroughly cleaned between each use by different individual groups, and contact sports avoided.
- Outdoor sports should be prioritised where possible, allowing for the extreme heat in early September, and large indoor spaces used where it is not. Distancing between pupils must be maximised and scrupulous attention paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.
- Contact sport should be avoided, including football at breaktime.
- **At the present time there will be no swimming lessons**, but this will be subject to further review as government guidance progresses.
- You can continue to work with external clubs and organisations for extra-curricular activities where you are satisfied that this is safe to do so.

### Pupil Wellbeing and Support

- Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress, or low mood. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression.
- You should provide focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary or possible.

### Behaviour Expectations

- You should set clear, reasonable, and proportionate expectations of pupil behaviour and consider how best to communicate new rules/policies clearly and consistently to staff, students, and parents. **This is particularly the case when considering restrictions on movement within school and hygiene rules.** You should set out the consequences for poor behaviour and deliberately breaking the rules and how you will enforce those rules. There will be zero tolerance of any actions which may risk spreading the infection.

## Section B- Health Precautions and Contingency

### 5. System of Controls - Public Health Advice to Minimise Coronavirus Risks

- The **School Nurse is a critical point of contact**. She should liaise with the Principal **daily**.

It is a requirement for each Ta'allum Academy to thoroughly review its health and safety risk assessments and draw up sensible and proportionate plans to address these risks using the **system of controls** set out below. (Refer to the Ta'allum Health and Safety Policy from Page 32) Essential measures include:

- a requirement that people who are ill stay at home.
- robust hand and respiratory hygiene.
- enhanced cleaning arrangements.
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and to minimise potential for contamination so far as is reasonably practicable.
- Use of Ehteraz for staff. (At the present time, the mobile phone ban for all students remains, though advice for this will be reviewed for students age 12 and over.)
- Thermometer checks for temperature on entry.

**Very clear guidance should be given to students about where they are allowed and not allowed to go during school. Classrooms should be designated for them to go to on arrival at school without loitering. Washing areas should be designated. Breaktime arrangements should be specified. Arrangements for transfer between lessons indicated where needed and Dismissal arrangements clear. (See guidance below.)**

**All staff have a clear responsibility for ensuring that students are guided to follow these measures.**

Contacts can be reduced by considering the following aspects:

- How students are 'grouped' (classes or year groups) and avoiding contact between groups
- Arranging classrooms with forward facing desks.
- A **Coronavirus (COVID-19) specific - Health and safety risk assessment** is essential to inform your decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather identifying sensible measures to control the risks in the workplace, and the role of others in supporting that. The risk assessment will help you decide whether you have done everything you need to. You should review all aspects of students' daily experience in school, from their arrival to departure from the premises.
- It makes good sense to engage students (where applicable) and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place.
- Active arrangements must be in place to monitor that the controls are effective and updated appropriately considering any issues identified and changes in public health advice

### **System of Controls - This is the set of actions which you must take:**

**1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

- Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during school is sent home. These are essential actions to reduce the risk in schools.

You must follow this process and ensure all staff are aware of it.

- If anyone in the school becomes **unwell with symptoms, they must be sent home** and advised to follow MoPH guidance which sets out that they must self-isolate for at least 7 days and arrange to have a test. Other members of their household (including any siblings) should self-isolate for 7 days from when the symptomatic person first had symptoms.

- If a **child who is ill** is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the **bathroom** while waiting to be collected, use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do **not** need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive.
- Everyone must wash their hands thoroughly with soap and running water or use hand sanitiser after any contact with someone who is unwell.

## 2. Clean hands thoroughly more often than usual

You must ensure that students clean their hands regularly, including when they arrive at school, when they return from breaks and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. You must also ensure:

- Supervised hand washing or well stocked hand sanitiser areas are available so that all students and staff can clean their hands regularly.
- Designated washroom areas for use by specific groups of students.
- Small children continue to be helped to clean their hands properly.
- Building these routines into school culture, supported by behaviour expectations.

## 3. Ensure good respiratory hygiene

- You must ensure tissues and covered bins are available in the school to support pupils and staff to follow a routine. As with hand cleaning, you must ensure all students understand that this is now part of how school operates.
- The **use of face coverings for students in schools has not been instructed at this stage**. We are aware there may be negative effects on communication if students are compelled to wear them.

## 4. Ensure enhanced cleaning, including cleaning frequently touched surfaces often

You should set up a schedule of enhanced cleaning which includes:

- More frequent cleaning of rooms / shared areas that are used by different groups
- Frequently touched surfaces being cleaned more often than normal.
- Toilets being cleaned regularly.

## 5. Minimise contact between individuals and maintain social distancing wherever possible

The overarching principle to apply is to reduce the number of contacts between children and staff. This can be achieved through keeping classes or groups separate and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- Children's ability to distance and the feasibility of keeping distinct groups separate while offering a broad curriculum (especially in Secondary)

- **It is likely that for younger children the emphasis will be on separating groups, and for older children on distancing.** For children old enough, they should also be supported to maintain distance and not touch staff where possible.
- Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. In addition, maintaining distinct groups or groups that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.
- **In our secondary schools, and certainly in the older age groups at Key Stage 4 and Key Stage 5, the groups are likely to need to be the size of a year group** to enable you to deliver the full range of curriculum subjects and students to receive specialist teaching.
- **At Primary School, we may be able to implement smaller groups the size of a full class.**
- Teachers and other staff can operate across different classes and year groups where needed to facilitate the delivery of the timetable. This will be particularly important for secondary schools. This movement should be kept to a minimum. Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.

### Measures Inside the Classroom

Maintaining a distance between people whilst inside the classroom and reducing the amount of time they are in face to face to contact lowers the risk of transmission.

- Staff in secondary school should, as far as possible, maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 1.5 metres distances from each other, and from children. They should avoid close 'face to face' contact. Masks must be worn.
- For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.
- You should make small adaptations to the classroom to support distancing. That should include the way you space desks - seating pupils, side by side and facing forwards, rather than face to face or side on.
- Secondary students must wear masks.

### Measures Elsewhere

- Groups should be kept apart, meaning that you should **avoid large gatherings such as assemblies or prayers** with more than one group. Prayer time could be in individual classes rather than in congregation.
- Movement around the school site should be kept to a minimum. While passing briefly in the corridor or playground is low risk, you should avoid busy corridors, entrances and exits.
- You should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised.
- Use of toilets by students should be well supervised and regulated. Students should not gather outside toilet areas and there should be a supervisory member of staff at times when use might be increased.



## Measures for arriving at and leaving school

- There should be no large gathering of people at the school reception or other area. On arrival, students should go directly to designated classrooms. Arrangements should be made to avoid crowds by specifying Entry and exit points for students on arrival and leaving at the end of the day. The times should be 'staggered.'
- Nannies and drivers must drop off students at the main entrance and not enter the school building. Designated staff will be on duty to escort students to class.
- Visitors coming onto the site are not allowed without an appointment and, when they arrive, must have a green Ehteraz indication, temperature check and wear protective mask.
- **Dismissal procedure-** Visitors will only be allowed into the building after showing their dismissal card, having Ehteraz checked and temperatures taken. It is mandatory for all visitors at this time, to have face coverings before entering the academy premises. Upon entering the building, parents, nannies, and drivers are to go directly to classrooms, sign students out and leave the building as quickly and as efficiently as possible. Additional staff are to be on duty at dismissal time.

## Other considerations

- **Equipment and resources** are important. For individual and frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items and not shared. Classroom based resources, such as books, can be used and shared within the class; these should be cleaned twice each day along with all frequently touched surfaces.
- **Resources shared between classes**, such as sports, art and science equipment should be cleaned twice a day, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.
- **Outdoor play equipment** must be cleaned a minimum of 3 times a day after each use.
- It is recommended that students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, books, and stationery. Bags are allowed. Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.

## 6. Managing confirmed cases of coronavirus (COVID-19) amongst the school community

- You should ask parents and staff to inform the school leadership and HR immediately of the results of a positive test.
- You must take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the MoPH.
- The MoPH will work with schools in this situation to guide them through the actions needed to be taken and will provide definitive advice on who must be sent home. To support them in doing so, we recommend you keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups
- **Parents must be asked to update their contact details at the start of the year.**
- You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
- In some cases, the MoPH may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If you are implementing the



controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary.

## 6. Contingency Planning in the Event of Further Outbreaks

- If there is a spike in infection rates that is resulting in localised community spread, the MoPH will decide which measures to implement to help contain the spread.
- For individuals or groups of self-isolating pupils, high quality remote education plans should be in place. When teaching pupils remotely, we expect schools to follow the Ta'allum guidance and documentation issued in April 2020.

## Appendix 1

### Addendum to the Ta'allum Behaviour Policy – COVID -19

It is essential for students to behave appropriately and to follow specific rules on their return to school during the Covid-19 epidemic. This addition to the Behaviour Policy outlines specific changes to guidance that students must follow. Our sole guiding principle when making these adjustments to policy is to keep all our students, families, and staff safe and to place their wellbeing at the forefront of all we do.

These amendments will be communicated to all students, parents, and staff.

**All students must continue to adhere to the principles outlined in the Ta'allum Behaviour Policy.** At all times we have positive expectations that Ta'allum students will be:

- Careful, considerate, and respectful, whether attending school in person or online.
- Polite and friendly to peers and adults alike, by following the school rules.
- Safe, responsible, and courteous, at all times, to all members of the school community.

From September 1<sup>st</sup>, 2020, initially until the end of this Semester, a zero-tolerance approach will be taken to instances of poor behaviour. If a student **intentionally or provocatively displays a behaviour that could put others in the school at risk from Covid-19 they will be immediately sent home for a given time. This includes:**

- Deliberately not following social distancing guidance in school. (In or out of class.)
- Accessing out of bounds areas, including those areas of school that will be temporarily prohibited, in the light of current circumstances.
- Not following any rules outlined regarding hygiene practice, sharing of equipment and social interactions in school.
- Not following designated routes around school.
- Physical assault of any kind, including deliberate coughing or spitting.

In addition, students must:

- Use their designated entrance and exits to the school building.
- Stay at their own desks unless directed otherwise.
- Inform an adult if they feel they have any Covid-19 symptoms.
- Use tissues when sneezing or coughing and dispose of in bins.
- Use own learning resources and stationery, not interfering or touching any others' resources or equipment.
- Only use their own water bottles and eat/drink their own food. No sharing is allowed.

#### Sanctions

- In the unfortunate event of misbehaviour, pupils will be given clear, explicit warnings and reminders of appropriate choices.
- At the judgement of the Head of School or Principal, for serious infringements, which pose a risk to students and staff, parents will be contacted, and students collected from school to ensure the safety of themselves and others.

- In any such case a student will not be permitted to return until a full risk assessment has been conducted and a specific Behaviour contact agreed and signed.

### Parent Agreement

- We/I have read the school's Behaviour policy and the amendment which will come into effect from the 1st September 2020.
- We/I understand that if our son/daughter deliberately infringes the expectations described in this policy amendment, they will be sent home for a given time.
- We/I will be fully supportive of these reasonable adjustments which have been made to protect the students and staff at school.

Name of Student .....

Parent Signature.....

Date:.....

## Appendix 2 – Letter to Parents

### Revised Ta'allum Schools' Reopening (Updated MoE Guidance)

#### Semester 1 2020

#### Commencing 1<sup>st</sup> September until December 2020

August 26th, 2020

Dear Parents and Families

We hope you are well and looking forward to your children's imminent return to school. The Ministry last week issued updated guidance for the reopening of **schools in Qatar from the start of September**. For all students this will mean a **'Blended Learning'** mix of 'face to face' attendance with their teachers and online learning. This letter informs you of the updated arrangements and **the days your children are required to be in school**.

- Ta'allum Academies will fully and rigorously comply with all required health, safety, and hygiene measures for protecting children in a safe and enjoyable environment.
- **Every Ta'allum student will be in school for the same 2 full days each week**. On the other 3 days online learning will apply.
- **School Timings for students**. Primary and Secondary -7am-12.30pm and EYFS - 7:00am - 12pm.
- Overall, **student attendance will not exceed one-third** of the student total in the school.
- When students attend school, **each class will be split into 2 separate, smaller groups** to comply with MoE safety regulations.
- **Secondary students will be required to wear a protective mask**, in school.

#### Attendance Patterns

**A preparatory stage of Reopening will take place over 3 days from September 1st to 3rd.**

- The purpose of these initial days will be to ensure understanding of safety routines and our expectations for their conduct in school. There will be some introductory lessons. Textbooks and student timetables will be distributed. Arrangements for online learning will be clarified.

Phase	Tuesday 1 <sup>st</sup> September	Wednesday 2 <sup>nd</sup> September	Thursday 3 <sup>rd</sup> September
EYFS	Nursery (KG1) <b>A and C</b>	Nursery (KG1) <b>D and F</b>	Nursery (KG1) <b>B and E</b>
	Reception (KG2) <b>A and C</b>	Reception (KG2) <b>D and F</b>	Reception (KG2) <b>B, E and G</b>
Primary	Year 1 A / B	Year 1 C / D	Year 1 E / F / G
	Year 2 A / B	Year 2 C / D	Year 2 E, F / G
	Year 3 A / B	Year 3 C / D	Year 3 E / F
	Year 4 A / B	Year 4 C / D	Year 4 E / F
	Year 5 A / B	Year 5 C / D	Year 5 E / F
	Year 6 A / B	Year 6 C / D	Year 6 E / F
Secondary	Years 7 and 10	Years 8 and 11	Years 9 and 12
*Some Year 12 students will be contacted by the school to attend individual interview discussions at specified times to finalise course choices for the academic year ahead.			

**From Sunday September 6<sup>th</sup>, 2020 to the End of Semester 1 (December 17<sup>th</sup>, 2020)**

- All students will attend school classes on the days indicated below. They will access online learning on the other days.
- Both online learning and face to face learning are equally important for your child's progress.

**Weekly Attendance Pattern for Ta'allum Academies**

**EYFS Students' Weekly Attendance Pattern**

	Sunday		Monday		Tuesday		Wednesday		Thursday	
	In school	Online	In school	Online	In school	Online	In school	Online	In school	Online
<b>Nursery (KG1) Classes</b>	A/E	B/C/D/F	B/D/F	A/C/E	C/E	A/B/D	B/D/F	A/C/E	A/C	B/D/E/F
<b>Reception (KG2) Classes</b>	A/C/G	B/D/E/F	B/D/F	A/C/E/G	A/E/G	B/C/D/F	B/D	A/C/E/F/G	C/E/F	A/B/D/G

**Notes**

- Teachers will be available to communicate with Parents daily at the end of day (12-12:30pm)
- E-Learning activities can be accessed by parents flexibly throughout the day
- Daily 'Meet and Greet' sessions will be available for each class who are remote learning on that day.

**Primary Students' Weekly Class Attendance Pattern**

Year Group	Sunday		Monday		Tuesday		Wednesday		Thursday	
	In school	Online	In school	Online	In school	Online	In school	Online	In school	Online
<b>1</b>	A/B	C/D/E/F/G	C/D/E	A/B/F/G	A/F/G	B/C/D/E	B/C/D	A/E/F/G	E/F/G	A/B/C/D
<b>2</b>	A/B/C	D/E/F/G	D/E/F	A/B/C/G	A/B/G	C/D/E/F	C/D	A/B/E/F/G	E/F/G	A/B/C/D
<b>3</b>	A/B	C/D/E/F	C/D/E	A/B/F	A/F	B/C/D/E	B/C/D	A/E/F	E/F	A/B/C/D
<b>4</b>	A/B	C/D/E/F	C/D	A/B/E/F	A/E/F	B/C/D	B/C/D	A/E/F	E/F	A/B/C/D
<b>5</b>	A/B	C/D/E/F	C/D/E	A/B/F	A/F	B/C/D/E	B/C/D	A/E/F	E/F	A/B/C/D
<b>6</b>	A/B	C/D/E/F	C/D	A/B/E/F	A/E/F	B/C/D	B/C/D	A/E/F	E/F	A/B/C/D

**Secondary Students' Weekly Attendance Pattern**

Year	Sunday	Monday	Tuesday	Wednesday	Thursday
<b>7</b>	In school	Online	Online	In school	Online
<b>8</b>	Online	In school	In school	Online	Online
<b>9</b>	Online	Online	In school	Online	In school
<b>10</b>	In school	Online	Online	In school	Online
<b>11</b>	Online	In school	Online	Online	In school
<b>12</b>	In school (Girls)	In school (Boys)	In school (Girls)	In school (Boys)	Online

## Further Details

- **School Attendance is compulsory for all students from 1<sup>st</sup> September.** We expect all students to attend school on the days indicated. The usual rules for monitoring attendance will apply. This means we will be recording attendance and following up on any absences. However, if you have received clinical or public health advice that your children should remain at home, please let us know and continue to follow that guidance. We will be offering online education to these pupils.
- **On arrival at school**, students must maintain distance and will be directed to agreed classroom locations.
- We will implement a **strict system of controls in accordance with the requirements of the MoE, and the Ministry of Public Health.** A **full guide to the safety measures is published on the Academy website.** (\*[Add the website link to the Revised Schools' Reopening Guidance here.](#))  
Protective measures will include:
  - Students and staff cleaning hands more often and good respiratory hygiene.
  - Enhanced cleaning of the Academy, especially frequently touched surfaces.
  - Reduced contact between individuals by maintaining social distancing.
  - Strict protocols for isolation of students and staff in case there is a confirmed case of COVID 19
- Please ensure that parent **contact details** are up to date at the start of the year. This is **urgent.**
- **Parents must notify the school leadership immediately in the case of a positive test in the family home. Students who display symptoms of Covid 19 at home should not attend school until medical checks are confirmed. Students who display symptoms in school will be isolated and parents asked to collect them.**
- Students should **bring only 'essential' items** to school (e.g. bags, stationery) These should not be shared.
- The usual **Ta'allum uniform** rules apply. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- The **School Cafeteria will not be open** from the start of September until further notice. Students will be advised to bring packed lunches which will be eaten in agreed separate areas.
- Every effort will be made to **catch up with teaching and learning time** lost during lockdown.

We are aware that the lockdown has been a difficult time for some of our students. Please let us know if you think your child might need extra support when returning to school, such as if they feel anxious about coming back or they have experienced bereavement. You can get in touch with the Head of School to arrange this.

If you have any questions or concerns about the points above, please get in touch with the Head of School. We are extremely grateful for your support and patience and will continue to keep in touch if there are any updates to our plans or if we need to make changes due to new or updated MoE/MoPH advice.

Yours faithfully

Principal



## الدليل المحدث لإعادة فتح مدارس "تعلم" للفصل الدراسي الأول 2020 - 2021 ابتداءً من 1 سبتمبر 2020 وفق تعليمات وزارة التعليم والتعليم العالي

2020/08/25

السادة اولياء الأمور الكرام

تحية طيبة، وبعد:

نرجو أن تكونوا جميعاً بخير، متطلعين إلى عودة أبنائنا الطلبة قريباً لاستئناف الدراسة. كما تعلمون، فقد أصدرت وزارة التعليم والتعليم العالي الأسبوع الماضي توجيهات جديدة بخصوص إعادة فتح المدارس في دولة قطر ابتداءً من الأول من سبتمبر، وذلك من خلال "التعلم المدمج" الذي يعني الجمع بين التعلم الحضوري (وجهاً لوجه) داخل المدرسة، والتعلم عبر الإنترنت (في البيت). ونود في هذه الرسالة أن نحيطكم علماً بالترتيبات المحدثة والأيام التي ينبغي للطلبة الحضور فيها إلى المدرسة.

- تلتزم جميع أكاديميات (تعلم) التزاماً تاماً وصارماً بجميع تدابير الصحة والسلامة والنظافة المطلوبة لحماية الطلبة في بيئة مدرسية آمنة ممتعة.
- سوف يداوم كل طالب من طلبة (تعلم) يومين كاملين داخل المدرسة، وثلاثة أيام عبر الإنترنت، وذلك كل أسبوع.
- مواعيد الدوام: الصقوف: (1 - 12) من 7:00 صباحاً إلى 12:30 ظهراً، ولأطفال الروضة والتهميدي من 07:00 إلى 12:00.
- وإجمالاً، لن تتجاوز نسبة الطلبة الذي سيحضرون إلى المدرسة في اليوم الواحد ثلث العدد الإجمالي لطلبة المدرسة.
- عند حضور الطلبة إلى المدرسة في الأيام المحددة، سوف يتم توزيع طلبة كل صف في مجموعتين صغيرتين امتثالاً لقواعد السلامة الصادرة عن وزارة التعليم والتعليم العالي.
- يجب على طلبة المرحلة الثانوية ارتداء الكمامة طوال مدة وجودهم داخل حرم الأكاديمية.

### كيفية تنظيم دوام الطلبة خلال الفصل الأول

#### - المرحلة التحضيرية لإعادة فتح المدارس، وهي تستغرق ثلاثة (3) أيام من 9/1 إلى 9/3.

- إن الغرض من هذه الأيام يكمن فيما يأتي:
  1. توعية الطلبة بإجراءات السلامة، وتوقعات المدرسة منهم، وتقديم بعض الدروس التمهيدية، وتسليمهم الكتب.
  2. تسليم الطلبة جداول الدوام التناوبي خلال الفصل الدراسي الأول التي توضح الأيام التي يتحتم على الطلبة الدوام خلالها في المبنى المدرسي، والأيام التي سيتأقون فيها التعلم عن بُعد.
  3. توعية الطلبة بنظام "التعلم عن بُعد" الذي سيتم تطبيقه في الأيام التي لن يحضر فيها الطلبة إلى المبنى المدرسي.

المرحلة	الثلاثاء (1 سبتمبر)	الأربعاء (2 سبتمبر)	الخميس (3 سبتمبر)
الروضة (KG1)	Nursery (KG1) A - C	Nursery (KG1) D - F	Nursery (KG1) B - E
التمهيدية (KG2)	Reception (KG2) A - C	Reception (KG2) D - F	Reception (KG2) B - E - G
الابتدائية	Year 1	C/D	E/F/G
	Year 2	C / D	E/ F / G
	Year 3	C / D	E / F
	Year 4	C / D	E / F
	Year 5	C / D	E / F
	Year 6	C / D	E / F
الثانوية	الصف (7)، والصف (10)	صفوف (8) و(11)	صفوف (9) و(12)

\* سوف تتواصل المدرسة مع بعض طلبة الصف (12)؛ لحضور مقابلات فردية في أوقات محددة؛ لمناقشة اختيار المواد للعام الدراسي الحالي.

## اعتبارًا من يوم الأحد 9/6 إلى نهاية الفصل الأول (17 ديسمبر 2020)

- خلال هذه الفترة، ووفق تعليمات وزارة التعليم والتّعليم العالي، لن تتجاوز نسبة حضور الطّلبة **30%** من العدد الإجماليّ لطلبة الأكاديمية.
- يدوم جميع الطّلبة خلال هذه الفترة بالتناوب وفق المواعيد المحدّدة للدّوام داخل المدرسة، والمواعيد المحدّدة للدّوام عبر الإنترنت (في البيت)
  - التّعلّم داخل المدرسة، والتّعلّم عبر الإنترنت لهما الأهميّة نفسها بالنسبة لتقدّم الطّالب في دراسته.

### تنظيم دوام الطّلبة في مدارس "تعلّم" أسبوعيًا في الفصل الدّراسيّ الأوّل 2020 - 2021

#### تنظيم الدّوام الأسبوعيّ لطلبة التّعليم المبكر (الرّوضة والتّمهيدّي)

المستوى	الأحد		الاثنين		الثلاثاء		الأربعاء		الخميس	
	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)
Nursery (KG1) الرّوضة	A/E	B/C/D/F	B/D/F	A/C/E	C/E	A/B/D	B/D/F	A/C/E	A/C	B/D/E/F
Reception (KG2) التّمهيدّي	A/C/G	B/D/E/F	B/D/F	A/C/E/G	A/E/G	B/C/D/F	B/D	A/C/E/F/G	C/E/F	A/B/D/G

#### ملحوظات:

- ستكون المعلّمت متاحات لاستقبال استفسارات أولياء الأمور يوميًا من الساعة 12:00 إلى 12:30 ظهرًا.
- أنشطة التّعلّم عن بُعد ستكون متاحة بمرور الوقت؛ لتمكين أولياء الأمور من الحصول عليها كلّ يوم عبر موقع المدرسة في الأوقات المناسبة لهم.
- في الأيام المخصّصة للتّعلّم عن بُعد، سيتمّ تحديد وقت لاستقبال الأطفال والتّرحيب بهم.

#### تنظيم الدّوام الأسبوعيّ لطلبة المرحلة الابتدائية

الصفوف	الأحد		الاثنين		الثلاثاء		الأربعاء		الخميس	
	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)
1	A/B	C/D/E/F/G	C/D/E	A/B/F/G	A/F/G	B/C/D/E	B/C/D	A/E/F/G	E/F/G	A/B/C/D
2	A/B/C	D/E/F/G	D/E/F	A/B/C/G	A/B/G	C/D/E/F	C/D	A/B/E/F/G	E/F/G	A/B/C/D
3	A/B	C/D/E/F	C/D/E	A/B/F	A/F	B/C/D/E	B/C/D	A/E/F	E/F	A/B/C/D
4	A/B	C/D/E/F	C/D	A/B/E/F	A/E/F	B/C/D	B/C/D	A/E/F	E/F	A/B/C/D
5	A/B	C/D/E/F	C/D/E	A/B/F	A/F	B/C/D/E	B/C/D	A/E/F	E/F	A/B/C/D
6	A/B	C/D/E/F	C/D	A/B/E/F	A/E/F	B/C/D	B/C/D	A/E/F	E/F	A/B/C/D

#### تنظيم الدّوام الأسبوعيّ لطلبة المرحلة التّانوية

الصفوف	الأحد	الاثنين	الثلاثاء	الأربعاء	الخميس
7	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)
8	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام عبر الإنترنت (في البيت)
9	الدوام عبر الإنترنت (في البيت)	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة
10	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)
11	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة	الدوام عبر الإنترنت (في البيت)	الدوام عبر الإنترنت (في البيت)	الدوام في المدرسة
12	الدوام في المدرسة (للبنات)	الدوام في المدرسة (للبنين)	الدوام في المدرسة (للبنات)	الدوام في المدرسة (للبنين)	الدوام عبر الإنترنت (في البيت)

## تفاصيل إضافية

- **الدوام المدرسيّ إلزامي اعتبارًا من 1 سبتمبر.** يجب التزام جميع الطلبة بالحضور إلى المدرسة في الأيام المحددة. وسوف يتم توثيق حضور الطلبة ومتابعة حالات الغياب. وفي حال اضطرار الطالب للغياب بناءً على توصية طبيّة؛ فينبغي له البقاء في البيت، ويُرجى تبليغنا بذلك مع الالتزام بالإرشادات، وسوف نقدّم له تعلّمًا عن بُعد.
  - **عند الوصول إلى المدرسة،** يجب على الطلبة المحافظة على التباعد/ المسافة الاجتماعية فيما بينهم، وسوف يتم توجيههم إلى صفوفهم.
  - سوف نطبّق نظام رقابة صارمًا وفقًا لمتطلبات وزارة التعليم والتعليم العالي ووزارة الصحة العامة. وسوف تجدون دليلًا شاملاً لجميع تدابير السلامة منشورًا على موقع الأكاديمية. **(تضيف المدرسة، هنا، رابط الدليل المحدث الخاص بإعادة فتح المدارس).** ويتضمّن الدليل الإجراءات الوقائيّة الآتية:
    - التزام الموظفين والطلبة بغسل أيديهم جيّدًا بشكل متكرّر.
    - العناية الفائقة بنظافة الأكاديمية خاصّة الأسطح التي يتم لمسها بشكل متكرّر.
    - تقليل فرص التّواصل بين الطلبة من خلال المحافظة على التباعد/ المسافة الاجتماعية.
    - التّطبيق الصّارم لبروتوكول العزل في حال اكتشاف وجود إصابة بفيروس (كوفيد 19) لدى أيّ من الموظفين أو الطلبة.
  - يُرجى التأكّد من تحديث بيانات التّواصل مع أولياء الأمور مع انطلاق العام الدّراسيّ. هذا أمر **عاجل**.
  - **يجب على وليّ الأمر أن يبلغ إدارة المدرسة فورًا في حال اكتشاف إصابة أحد أفراد الأسرة بفيروس (كوفيد 19) لا سمح الله. وأيّ طالب تظهر عليه أعراض الإصابة بهذا الفيروس أو تثبت إصابته به، لا سمح الله، يجب عدم حضوره إلى المدرسة إلى أن يحصل على تقرير طبيّ يؤكّد تعافيه من المرض. وأيّ طالب يتبيّن لنا أنّه مصاب أو تظهر عليه أعراض الإصابة، لا سمح الله، سوف نضعه في غرفة عزل خاصّة، ونستدعي وليّ أمره لأخذه.**
  - يجب على الطلبة إحضار الأدوات "الأساسيّة" فقط، مثل: (الحقائب، والقرطاسيّة)، ويجب عدم مشاركة هذه الأشياء مع الآخرين.
  - تُطبّق سياسة (تعلم) للزّيّ المدرسيّ كالمعتاد. ولا يحتاج الزّيّ إلى التّنظيف أكثر من المعتاد، كما لا يحتاج إلى التّنظيف بطرق مختلفة عن المعتاد.
  - **لن تُفتح كافيتيريا المدرسة منذ مطلع سبتمبر إلى إشعار آخر.** ويُنصح الطلبة بإحضار وجبات طعامهم مغلّفة؛ لتناولها في أماكن متنقّ عليها.
  - **سنبذل كلّ جهد لتعويض الطلبة عن أيّ فقد تعلّميّ نتج عن إغلاق المدارس، وسنجري تقييمات (تشخيصيّة) لهم اعتبارًا من 20 سبتمبر.**
- نحن ندرك أنّ فترة إغلاق المدارس كانت صعبة على طلبتنا؛ لذا نرجو تبليغنا إذا كنت تعتقد أنّ ابنك قد يحتاج إلى مزيد من الدّعم عند العودة إلى المدرسة، مثل: الشعور بالقلق من العودة إلى المدرسة أو إذا مرّوا بخبرة فقدان عزيز عليهم. ويمكنكم التّواصل مع إدارة المدرسة لترتيب الأمور.
- إذا كان لديكم أيّ استفسار بخصوص البنود الواردة أعلاه؛ فيرجى عدم التّرّد في التّواصل مع مدير المرحلة، شاكرين لكم دعمكم وصبركم. وسنبقى على تواصل معكم لموافاتكم بما يستجدّ من تحديث لخططنا أو إذا ارتأينا إجراء تغييرات عليها بسبب ما يمكن أن يستجدّ من تعليمات تصدرها وزارة التعليم والتعليم العالي ووزارة الصحة العامة.

مع أطيب التّحيّات،،،

مديرة/ المدرسة