

## RAK Academy IPK

### Re-opening guide for parents and students, Sunday 20<sup>th</sup> September 2020

#### Dear Parents and Guardians,

We hope this message finds you safe and well. Thank you for your on-going support and engagement with your child's distance learning programme. Our on-going aim is to build student independence and self-directed skills for learning, especially using technology.

We are looking forward to re-opening the school campus this coming Sunday 20<sup>th</sup> September – Blue day. Preparations include, and not limited to:

- Complete sensitisation and disinfection of the school,
- Additional signage has been posted around the school reminding everyone to wear a mask at all times, wash hands regularly and maintain a distance of at least 1.5 metres,
- Students and Staff will be operating in smaller groups (bubbles) to minimise cross-over with other grade levels and personnel,
- Adult supervision has been revised to ensure students maintain social distancing,
- RAKA health personnel will be monitoring wellness symptoms such as respiratory problems, runny nose, coughing, etc. throughout the day,
- All staff will be COVID retested again prior to re-opening. No personnel are allowed on school without a negative COVID test. Staff are on a two weekly retesting COVID cycle with RAK Hospital.

Parents must check temperatures before sending children to school. Temperatures will also be taken before boarding school buses and before entering the school. Anyone with a temperature of 37.5 degrees or above may not enter the school or board the bus. Students and adults who are unwell must stay home.

All students must bring a morning snack and packed lunch from home. All students must bring a water bottle labelled with their name. Please remind your child they will be unable to share their food, water and stationery. It is advised that students bring a number of spare masks to school in case of breakages and necessity to change to a clean mask.

Teachers will be reminding all students of the safety procedures when in school, namely to wash hands frequently, keep your social distance of 1.5 metres and Grades 1 to 5 must wear their masks at all times. Wearing of masks is optional for Prek to KG2. Please talk with your child about the importance of wearing masks, social distancing and maintaining hygiene practices.

Additional information below. Thank you for your attention. We look forward to welcoming everyone back on Sunday.

Regards,  
Mr Wayne  
Head of IPK

# أكاديمية رأس الخيمة قسم IPK

## دليل أولياء الأمور و التلاميذ لاستئناف الدوام المدرسي،

### يوم الأحد الموافق 20 سبتمبر.

#### أولياء الأمور الكرام،

نتمنى أن تكونوا بصحة جيدة. نود أن نشكركم على مساهمتكم المستمرة في دعم العملية التعليمية عن طريق آلية التعلم عن بعد لأبنائكم. و من أهم أهدافنا هو بناء جيل يحاول أن يصبح متعلم مستقل، معتمد على نفسه و تطوير مهارات الإدارة الذاتية للعملية التعليمية لديه، و خاصة باستخدام التكنولوجيا.

نتطلع إلى إعادة افتتاح الحرم المدرسي، يوم الأحد الموافق 20 سبتمبر – بحضور تلاميذ المجموعة الزرقاء. و من أهم الإجراءات المتبعة، كالاتي:

- تعقيم و تطهير المبنى بالكامل.
- تم وضع لافتات إضافية لتذكير الجميع بضرورة ارتداء الكمامة في جميع الأوقات، غسل اليدين بانتظام والحفاظ على مسافة لا تقل عن 1.5 متر.
- العمل في فرق أكثر استقلالية بين التلاميذ و المعلمين (نظام المجموعات الصغيرة)، لتفادي المخالطة بين جميع المراحل الدراسية.
- الإشراف على التزام التلاميذ بالتباعد الاجتماعي.
- سيشرف الطاقم الطبي في أكاديمية رأس الخيمة على مراقبة الصحة العامة خلال اليوم الدراسي و من وجود أعراض كضيق في التنفس، سيلان الأنف، و السعال.
- سيقوم جميع الموظفين بإعادة الاختبار مرة أخرى قبل إعادة فتح المدرسة، يوم الأحد الموافق 20 سبتمبر. و لن يتم السماح بدخول أي موظف من دون النتيجة السلبية للاختبار. كما و سيقوم الجميع بعمل الاختبار كل أسبوعين بالاتفاق مع مستشفى رأس الخيمة.

يرجى من أولياء الأمور التحقق من درجة حرارة أبنائهم قبل إرسالهم إلى المدرسة. حيث سيتم فحص درجة الحرارة قبل ركوب الحافلة المدرسية و عند نقاط الدخول. و لن يسمح لأي شخص لديه درجة حرارة تزيد عن 37.4 درجة مئوية بدخول المدرسة أو ركوب الحافلة. و في حال الشعور بالتعب، يرجى البقاء في المنزل.

و يرجى تزويد أبنائكم بوجبة إفطار و وجبة الغداء، بالإضافة إلى إحضار زجاجة ماء، مع كتابة اسم التلميذ عليها. حيث لن يتمكن أي تلميذ من مشاركة طعامه، شرابه و القرطاسية الخاصة به. كما ينصح بإحضار عدد من الكمادات الإضافية إلى المدرسة، ليتم من استخدامها من قبل التلميذ في حال ضرورة تغييره.

سيقوم المعلمون بتذكير التلاميذ بالخطوات و الطرق التي يجب اتباعها من أجل الحفاظ على الصحة و السلامة، كغسل اليدين بانتظام، التباعد الاجتماعي (ترك مسافة لا تقل عن متر واحد)، ارتداء الكمامة في جميع الأوقات لتلاميذ الأول و حتى الخامس الابتدائي. أما تلاميذ الحضانة و رياض الأطفال فلولي الأمر الخيار في جعلهم يرتدونها. يرجى التحدث مع أبنائكم بأهمية اتباع هذه الخطوات.

نود أن نشكركم على مساهمتكم في دعم آلية التعلم عن بعد، لطالما كان تعاونكم محط تقدير و امتنان من قبلنا. لمزيد من المعلومات يرجى الدخول على الموقع المدرسي الموجود ضمن الرسائل الإخبارية الإلكترونية [www.rakaonline.org](http://www.rakaonline.org) نتمنى أن نرى الجميع يوم الأحد.

تحياتي،

وين ريتشاردسون

مدير المدرسة IPK

## August 30<sup>th</sup> Re-Opening Summary Points:

The plans for reopening are as follows. Please read the guide in full for more details.

- All staff and students aged 12 and over MUST take a COVID19 test prior to the start date. Students younger than 12 years is optional to have a COVID19 test
- All staff and students will be temperature checked on entry to school or before boarding school buses, this will take place on a daily basis
- Students in Pre-K to Grade 1 will attend in-school fulltime, as we have assigned the larger classrooms to these age groups and keeping within the 1.5m ratio rule
- Students in Grades 2-5 will attend school in groups on alternate days (one day in school, the next distance learning online)
- School day timings are as usual
  - PreK – 9am to 2pm
  - KG1 – 7:45am to 2pm
  - KG2 to Grade 5 – 7:45am to 2:30pm
- Google classroom is the main platform for blended learning
- Social distancing of 1.5m minimum is required of all students and staff
- Masks must be worn at all times by students and staff
- Face Visor's are optional and the choice of each family
- Classrooms will be fully cleaned and disinfected several times throughout the day, whilst the full school premises will undergo a deep clean and disinfection each night.
- Parents and visitors are not allowed on the school premises
- School buses will operate at 50% capacity.

## Health and Safety Measures

- All staff and students aged 12 years old and over MUST take a COVID19 test prior to starting school. Younger than 12 years old is optional to have a COVID19 test.
- All families must complete a self-declaration form confirming that no household member has travelled outside the UAE in the last 14 days or come into contact with anyone who has tested positive for COVID-19 in the last 14 days. This form will be sent to families beginning WB 23<sup>rd</sup> August.
- RAKA health personnel will be monitoring wellness symptoms such as respiratory problems, runny nose, coughing, etc. throughout the day.
- Physical distancing of at least 1.5 metres must be adhered to.
- There will be a minimum of 1.5m distance between seating and desks
- Hand washing (with soap and water or gel) must take place frequently - before entering each classroom
- Parents must check temperatures before sending children to school. Temperatures will also be taken before boarding school buses and before entering the school. Anyone with a temperature of 37.5 degrees or above may not enter the school or board the bus.
- Masks are to be worn at all times whilst in school
- All corridors are clearly marked with one-way directions. Students must follow these at all times.
- Frequent cleaning and disinfection will take place throughout the school day.
- RAKA health personnel will be monitoring wellness symptoms such as respiratory problems, runny nose, coughing, etc. throughout the day.
- Students and adults who are unwell must stay home.
- In PreK to Grade 1 classes will adhere to the 1.5 metre ratio per room, with dividers down the middle of the classroom.
- In Grades 2 to 5, 50% of students will be invited to attend school. Student desks will be set at a safe distance apart (1.5 meters); physical markings will be used in classrooms to ensure desks

remain in the correct locations. A class size of 25 students will be divided into two groups, who will attend school on alternate days over a 2-week period. Each group will be housed within its own designated classroom. Group A (Sun; Tue; Thurs / Mon; Wed) and Group B (Mon; Wed / Sun; Tue; Thurs). Students always remain in their assigned smaller learning groups.

- The same teacher and other support staff are assigned to each learning group and as far as possible, these stay the same during the day and on subsequent days.
- Health and safety education will be provided to students in classrooms and through posters around school about restrictions.
- Physical education activities will take place on a modified basis with social distancing, non-contact sports and hygiene measures. No Swimming permitted.
- Students must sit only in assigned seats, provide own stationery and avoid the sharing of resources.
- Students should limit items they bring to school to what is absolutely necessary. This will be advised by the school.
- Pedagogy will be designed with social distancing measures of 1.5m in mind.
- Learning resources such as books, pens, laptops, iPads may not be shared.
- Each student will have an assigned seat/working area to limit contact with others and keep their own materials and equipment.

**The main symptoms of coronavirus for children are:**

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

Other symptoms could be:

- |                       |                                 |
|-----------------------|---------------------------------|
| • Sore throat         | • Muscle aches                  |
| • Shortness of breath | • Nausea or vomiting            |
| • Fatigue             | • Diarrhoea                     |
| • Headache            | • Poor feeding or poor appetite |

While children and adults experience similar symptoms of COVID-19, children's symptoms tend to be mild and cold-like. Most children recover within one to two weeks.

If your child has symptoms of COVID-19 contact your child's health care provider. Keep your child at home and away from others as much as possible, except to get medical care. If possible, have your child use a separate bedroom and bathroom from family members.

## What to bring to School

- All students must bring and wear a mask at all times in school, including in corridors and classrooms. Please have your child practice wearing a mask prior to attending school. It is advised that students bring a number of spare masks to school in case of breakages and necessity to change to a clean mask.
- All students must bring a water bottle labelled with their name.
- All students must bring a morning snack and packed lunch from home. Please explain to your child they will be unable to share their food and water.
- Students should not bring any toys to school.

## Morning Drop Off and Afternoon Pick Up Procedures

Access to school will be limited to students and staff only. We will welcome parents back into school when permitted.

### Morning Drop Off:

- Supervision is available in school beginning at 7:30am until 7:45am.
- Where possible, please drop-off Pre-K, KG1 and KG2 students at gate 8.
- Please drop off Grades 1 to 5 students outside Gate 9 main entrance.
- Bus students will be accompanied to their respective classroom.
- As students enter school administrators, teachers and TAs will be present to greet students and direct them to their classrooms.

### Afternoon Pick Up:

- PreK and KG1 dismissal is at 2pm.
- KG2 to Grade 5 dismissal begins at 2:30pm.
- Bus students will be accompanied to their respective buses.
- Parent Pick Up:
  - PreK to Grade 1: Parents of PreK to Grade 1 students may enter school premises, not inside school, to collect their child from outside the classroom door. Administrators, teachers and TAs will direct you on your first day.
  - G2-G5: Students can be collected from a downstairs location. Please do not enter the school. Administrators, teachers and TAs will direct you on your first day for pick up location.

## Student Expectations

Students must:

- Sanitize hands when entering school and wash their hands frequently, including before entering classrooms or other rooms.
- Adhere to a 1.5 metre physical distance requirement.
- Bring to school only the minimum supplies and materials that are needed.
- Wear a mask at all times.
- Attend and engage in lessons and activities whether Face to Face or via Distance Learning.
- Be respectful and follow the IB Learner Profile attributes and school Essential Agreements.
- Practice e-safety online, using technology appropriately.
- Know who to contact when you need help.
- Wear the school uniform at all times.
- Dedicate time to blended learning, following recommendations as guided by your teacher/s.
- Check the online platforms for information, assignments and resources daily.
- Ensure that you know your usernames and passwords.
- Identify a comfortable and quiet space to learn and study when at home.
- Submit all assignments by due dates.

## Parent Expectations

- Do not send your child to school if they shows signs of being unwell.
- Ensure children have a snack and packed lunch each day.
- Ensure children have the necessary stationery supplies before leaving home and cleaned daily.
- Ensure your child is in the correct school uniform.
- Parents who need to drop off and pick up their children must arrive on time, at the correct location. No early pick-ups before 2:30pm, unless previously agreed with the school and for an unavoidable appointment such as medical.

- Parents may only enter school for pick up at the end of the day. During pick up, wear a mask at all times, sanitize your hands at the entrance, and keep your social distancing.
- Ensure your home has a reliable and stable Internet connection.
- Provide a quiet, uninterrupted and consistent space for your child to learn at home.
- When home learning on alternate days, establish a daily routine connected with in-school learning.
- Maintain contact with your child's teacher/s. If needed, our hotlines are available to take your message 056 4240896 & 050 7100825. We will also connect parents via ClassDojo once school starts. Please ensure we have an up to date email.
- Visit Academy website and social media platforms for up-to-date information and resources.
- Ensure that your children know their usernames and passwords for instructional resources and encourage their participation in distance learning independently.
- Engage in conversations with your children regarding their assignments.
- Support your children's wellbeing by providing time for physical activity and play. Any concerns please contact the Deputies – Ms Sabhya or Ms Charlotte, or Academic Counsellor – Ms Tamar.

## Attending School

**Pre-K to Grade 1:** Students will be assigned to the largest classrooms in the school and sub-divided into two smaller groups, known as 'A' and 'B' groups. Classrooms will have dividers down the middle of the room. All their classrooms are arranged to ensure 1.5m social distancing. Desks and chairs are sterilized before and after every session.

**Grades 2-5:** In each class, students will be sub-divided into 2 groups, known as 'A' and 'B' groups. 'A' group will attend school one day, 'B' group will attend the next etc. When working at home, students will be taught online. Students will be based in one classroom for the full school day. Where possible, subject specialist teachers will come to the classroom to teach the students. Where students need to go to a specialist location, such as PE, they will be accompanied by an adult to ensure social distancing. However, for most of the school day, they will be based in their own, one classroom. Students will be assigned desks.

## Assemblies and large gatherings

There will not be large gatherings of the school population during the school day. Where possible, observing full social distancing, meetings may be held with single grade level groups, under strict supervision.

## Buses

Bus routes will operate for students who wish to sign up for the service. The following rules apply:

- Capacity is limited to ensure social distancing.
- All students must pass a temperature-check before boarding. If over 37.5°C or higher, they will not be allowed to board the bus.
- Masks must be worn at all times.
- Students will be assigned seats and must remain in them.

## Physical Education

On the days when students have Physical Education on their timetables, they should come to school in their school PE uniform. Changing rooms will not be available. PE classes will observe strict social distancing and there will be no contact sports or activities which would mean close contact of any kind. PE teaching spaces will be disinfected in between groups of students.

## Extra-Curricular Activities

Due to the current restrictions, our extra-curricular activities programme will not initially take place.

## Fieldtrips and Study Visits

We are currently not permitted to conduct class trips, field trips or study activities off-site.

## Student Wellbeing

A major part of our duty towards our students is to ensure their wellbeing, especially at these uncertain times. Each student has a class teacher who they can speak to. Furthermore, we have our school counsellor, to whom students can speak at any time. Tamar Abou Samra:

[tamar.abousamra@rakacademy.org](mailto:tamar.abousamra@rakacademy.org)

## Distance Learning at Home

Our school was highly commended by the Ministry of Education inspection team for our Distance Learning programme in May 2020. We intend every class to have a Google Classroom running regardless of whether the class is face-to-face or not. This allows for a seamless switch to distance learning if it were necessary and support the student in their learning. On the days when students are working from home (Grades 2-5), they will use their Google Classroom with links to the live lesson.

## Choosing to study 100% Distance Learning

We recognize that there will be families who are not able to send their sons/daughters to school for medical reasons such as having elderly relatives living in the home or underlying health conditions in a family member etc. In these circumstances, students can choose to study full-time by distance learning. Please inform Ms Rama Jbawi, PA to the Head of School [rama.jbawi@rakacademy.org](mailto:rama.jbawi@rakacademy.org) the office if you intend to do this.

## Technology for Education

All students in grades 2-5, will receive a loaned Chromebook from the school to use for their learning throughout the year. We anticipate the arrival of these at the end of September. Students will be required to bring these to school every day as well as using them at home. All assignments will be submitted via google classroom.

**For Pre-K to Grade 1, IF distance learning is required** we will be using the Google virtual classroom platform.

**For Grades 2, 3, 4, and 5,** a Blended Learning approach will be used. Please note the following in this regard:

- We will use Google's G Suite for Education as a learning platform. The G Suite includes multiple tools including Classroom, Gmail, Docs, Slides, and Sheets, etc. Other online tools will also be used depending upon grade of your child.
- The teacher while teaching in-class will be connected to students that are home through Google Meet video conferencing. Students attending from home will see the same lesson content on their computers that students will see projected on the screen in the class.
- All in-class and home work will be assigned and graded through Google Classroom. Other than books that are provided by the school, paper will not be exchanged with teacher or with other students, and no printed notes will be provided.
- Google Classroom will also be used for feedback on learning. Most students and teachers at RAK Academy have extensively used the platform during Term 3 in the last academic year.



- Students need to have access to a computer with a microphone and speakers at home and in class.
- RAK Academy will provide Chromebooks laptops for all students of Grades 2, 3, 4, and 5 by October 2020. Thus, for first few weeks students in these grades will need to use their own computers while at home, and paper and books while in school.
- Your child will be required to maintain at least 92% attendance in each of in-class and at-home lessons. If a student attends online the day she/he was scheduled for an in-class session, the attendance will not be counted. Similarly, a student will not be allowed for an in-class session if not scheduled to be in school that day.
- Although Google Classroom will be the main platform for Teaching and Learning, ClassDojo will continue to be used for communications with parents.
- Your child will be provided with an email id and password to login to G Suite for Education. If your child was at RAK Academy last year, she/he may already have the credentials for G Suite. If your child does not have credentials, please get in touch with IT team at RAK Academy ([IT@rakacademy.org](mailto:IT@rakacademy.org)).
- For end of term reports, ISAMS iParent App will be used. If your child was a student in the last academic year, you may already have installed and used the app. If your child is new to RAK Academy or if you have not installed the iParent app yet, please get in touch with Data Team at RAK Academy through email ([data.management@rakacademy.org](mailto:data.management@rakacademy.org)).

Please be reminded that the use of teaching and learning resources by all students, parents, and staff is subject to our e-Safety and Cybersecurity that can be found here: <https://www.rakaonline.org/academy-policies>

## Meetings with Parents

Parents can request meetings with staff members to discuss any aspect of their son/daughter's progress. These meetings will be held online. In truly exceptional circumstances, if there is a critical need for a face to face meeting, an appointment must be arranged beforehand.



Directory of Key Contacts	
<p><b>Head of School IPK</b> Wayne Richardson <a href="mailto:wayne.richardson@rakacademy.org">wayne.richardson@rakacademy.org</a></p> <p><b>PA to Head of School</b> Rama Jbawi <a href="mailto:rama.jbawi@rakacademy.org">rama.jbawi@rakacademy.org</a></p> <p><b>Deputy Head of School IPK</b> Charlotte Hughes <a href="mailto:charlotte.hughes@rakacademy.org">charlotte.hughes@rakacademy.org</a></p> <p><b>Deputy Head of School IPK</b> Sabhya Ali <a href="mailto:sabhya.ali@rakacademy.org">sabhya.ali@rakacademy.org</a></p> <p><b>PA to Deputy Heads</b> Haneen Khalifah <a href="mailto:haneen.khalifa@rakacademy.org">haneen.khalifa@rakacademy.org</a></p> <p><b>Assistant Heads IPK</b> Joseph Townsend <a href="mailto:joseph.townsend@rakacademy.org">joseph.townsend@rakacademy.org</a></p> <p><b>Phil Edwards</b> <a href="mailto:phillip.edwards@rakacademy.org">phillip.edwards@rakacademy.org</a></p> <p><b>Alex Kilpatrick</b> <a href="mailto:alex.kilpatrick@rakacademy.org">alex.kilpatrick@rakacademy.org</a></p>	<p><b>PYP Curriculum Coordinator IPK</b> Jason Barton <a href="mailto:jason.barton@rakacademy.org">jason.barton@rakacademy.org</a></p> <p><b>School Counsellor</b> Tamar Abou Samra <a href="mailto:tamar.abousamra@rakacademy.org">tamar.abousamra@rakacademy.org</a></p> <p><b>Admissions Officer</b> Shaila Lobo <a href="mailto:shaila.lobo@rakacademy.org">shaila.lobo@rakacademy.org</a></p> <p><b>Community Liaison Coordinator</b> Reham Zahran <a href="mailto:reham.zahran@rakacademy.org">reham.zahran@rakacademy.org</a></p> <p><b>Bus Supervisors</b> Mr Iyas Mustafa <a href="mailto:iyas.mustafa@rakacademy.org">iyas.mustafa@rakacademy.org</a></p> <p><b>Accounts:</b> <a href="mailto:vinu.velappan@rakacademy.org">vinu.velappan@rakacademy.org</a> <a href="mailto:ankur.garg@rakacademy.org">ankur.garg@rakacademy.org</a></p>
<p>School Street Address: RAK Academy IPK, Gate 9 34B Eid Al Musallah Street, Ras Al Khaimah, United Arab Emirates Opposite the New Municipality Building</p> <p>School Mailing Address: Ras Al Khaimah Academy IPK P.O. Box 975 Ras Al Khaimah, United Arab Emirates</p>	<p>Telephone Number: 07 236 3997</p> <p>Academy Website: <a href="http://www.rakaonline.org">www.rakaonline.org</a> <a href="https://www.facebook.com/RAK.Academy.PYP/">https://www.facebook.com/RAK.Academy.PYP/</a></p> <p>School office hours The main administrative offices are open from 8:00am -15:30, daily Sunday through Thursday. You may leave a recorded message at other times.</p>