



LVNG Schools



with lots of excitement and care



How are we starting?

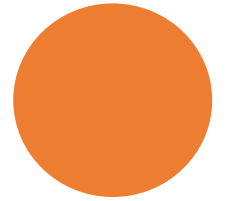




Staggered Opening

Staggered opening

- We will start on time as per the published calendars but gradually:
 - EVO will start welcoming students on the **30th of August 2020**.
 - LAC will start welcoming students on **the 1st of September 2020**.
- We will welcome students gradually during the first few days with the priority given to early years students.
- The starting date of the individual year groups will be sent to parents by each school.
- All our plans are subject to change according to the national situation of the pandemic, the Ministry of Education instructions to international schools, and the recommendation of our accreditation agencies.





Even more tech-readiness

Learning Modes

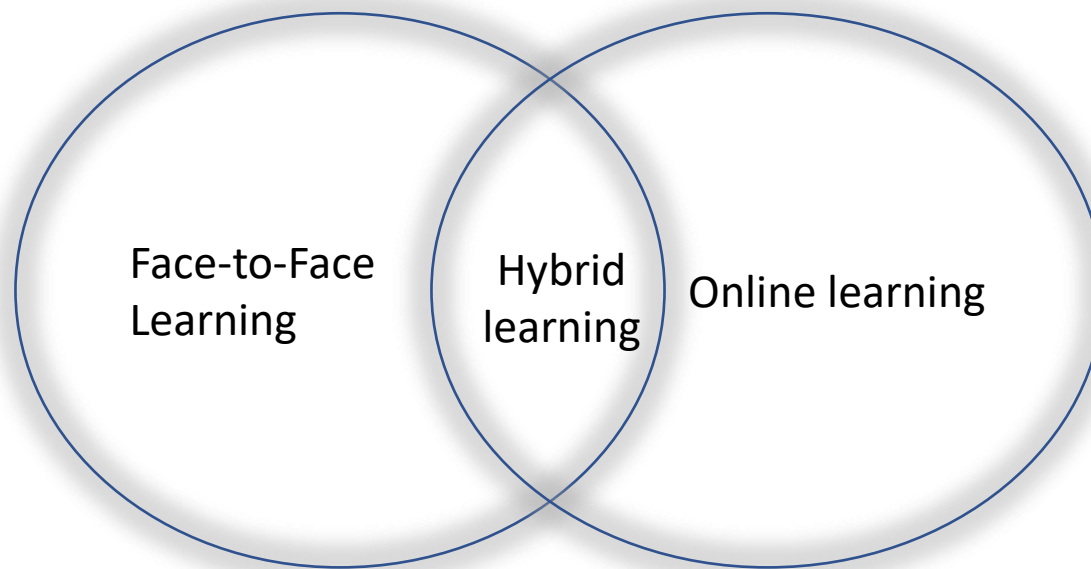
We are prepared to operate on a full-time basis via any of the following three learning modes. We will continue to adopt the latest online learning tools in delivering the content to our students to allow a seamless shift between these modes whenever necessary:

- **Face-to-Face learning:**
 - Will start as of the first day of school for each year group as announced by the individual schools.
 - The students will attend classes physically with the new precautions that will be mentioned hereafter.
- **Hybrid learning:**
 - Will start as of the first day of school for each year group as announced by the individual schools.
 - Students who are not able to come to school will attend a live broadcast of the class remotely but interactively.
 - The following slides elaborate more on this mode.
- **Online learning:**
 - Will occur during any unfortunate periods of having to shutdown the school premises.
 - All students will attend the classes remotely similar to what occurred by the end of last year but with better readiness of course at the school and students' levels.



Hybrid classrooms - Introduction

As much as we would love to promote a culture of high attendance, we understand that this will not always be possible so we have developed a new **hybrid classroom model** where we have utilized our technology infrastructure to provide the students who will not be able to come to school with a learning experience that is as close as possible to the Face-to-Face learning.



Hybrid classrooms – How will we do that?

- All our primary and secondary students are provided with their own tablets. The tablet will be used by the students in all the three modes of learning (Face-to-Face, Hybrid, and online).
- Students who will not be able to come physically to school, will still attend the class via a secured live broadcast that allows them to see their teacher, the classroom boards, and interact with the teacher.
- All teachers and students will be trained on this new model once the school starts and we may perform some adjustments to the system whenever needed.
- Unsurprisingly, **technical problems are probable** as it is the first time that this system has been implemented at school and it may only be tested at a large scale when the year starts so we are expecting a transitional period to have the system operate in a stable mode. We will exert all our technical and financial efforts to have this transitional period as short as possible.

Hybrid classrooms – Who will use it?

- The parents have the complete freedom to choose to use this mode on any school day or for extended periods.
- The school may ask the student to use this mode in certain situations when it is the safer choice for the student and the close contacts at school.
- An open communication channel will be vital between the school and parents.
- As a parent, you will shift to the hybrid mode instantly if:
 - You feel that your child is not yet psychologically ready to be at school.
 - Your child or a close contact has been tested positive for COVID-19.
 - Your child or a close contact has developed any symptoms at home.
 - Your child or a close contact has just arrived from abroad.
 - Your child is vulnerable due to any medical reason.
 - Your child has developed symptoms while at school and has been sent home by the school's doctor.
 - Your child or a close contact is in quarantine for 14 days.



No-Panic mode

No-Panic mode

It is so hard, shocking and sad to say it, but it is a fact:

“It’s not a matter of if we will have a COVID-19 positive case at school. It’s only a matter of when.”

- It is all about planning, readiness to shift to the more suitable operation mode instantly and controlling our reactions. We can only go back to normal when a vaccine and/or drug is released.
- We are all in this together and we will not hesitate to implement recommended measures that suit our schools whenever possible.
- We are committed to have an open and transparent communication channel with the parents and expect the same from them. Information should all be shared in a controlled confidential environment when it comes to the safety and welfare of students.
- With the new hybrid mode of learning being introduced, the parents have the full freedom to keep the students at home according to their own judgment.



No-Panic mode

- Communication is a key factor for this to happen. Please make sure that your contact information are regularly updated at school and that you have access to the family email on all the key family members' accessible devices. Unless it is an emergency, we send all our communication via emails to the family email f*****@lvng.net. New families will shortly receive information on how to install it.
- Each school will designate a staff member who will be the **COVID-19 coordinator**. An email address and mobile number will be given to parents to report any important or confidential information related to this topic specifically and it will always be handled confidentially.



Definitely more hygiene and
safety measures



Check-in process



- Thermal cameras are being installed at all the entrances of the schools:
 - No one will be admitted with high temperature and without putting a mask on. The maximum temperature allowed will be in accordance to the recommendations of the school doctor depending on the calibration of the equipment used.
 - If the detected temperature is slightly higher, the person will be asked to rest aside for few moments to allow the body temperature to reach normal levels and then it will be measured again. Other hand-held thermometers may be used when needed.
 - Should the temperature remain to be high, entrance to the school premises will not be allowed. **Parents who are dropping the students by car are kindly requested to ensure that their child has been admitted to school before leaving.** Please make sure to wait in the car and not to be blocking the entrance to the school.
 - The security staff will be the ones monitoring each camera in addition to designated school staff who will handle individual cases.
 - The camera measures the temperature from a distance up to almost 2 meters and takes 0.2 seconds to display the recorded temperature so this should allow a smooth flow for large numbers entering at the same time.
 - The thermal cameras detect the mask as it is mandatory. This applies to both students and staff.
 - The thermal cameras also record the attendance of the students via face-recognition, but we will take few days when the year starts to make sure that everyone has been registered on the camera.

Check-in process

- Only students and essential school staff will be allowed to check in to the school during the working hours. All family members and visitors are kindly asked to communicate with the school via the different remote communication channels.
- A new administration building is currently being finished and will host all the admin functions like student affairs and financial departments. Parents and visitors may be admitted to this building only with a pre-booked appointment if the physical meeting is a must and cannot be replaced by other remote communication tools.
- All students and staff will always be reminded of social distancing at the entrance gates.
- Please understand that these measures are taken for the safety of our students and staff, so your understanding and cooperation is highly appreciated.

Physical Distancing

- We really prefer to call it physical and not social distancing and we will apply it seriously but realistically.
- Whenever possible, entrance and exit doors will be labeled accordingly.
- Direction arrows will be added to corridors and stairs to encourage one-way circulation.
- Classroom seating will be adjusted to allow distancing between students. We are privileged by always being keen to maintain a relatively small number of students in the classes which puts us by default within the safe ranges of recommended number of students in one class as per most of the published researches and the Ministry of Education regulations.
- Secondary students will remain in their designated classroom and subject teachers will rotate.
- All gatherings, assemblies, and events announced in our schools' calendars are put on hold until further notice.
- Morning lines will be cancelled until further notice. The students will head directly to their designated class in the morning and the national anthem will be broadcast via the central sound system.

Masks

- All students and staff members are strictly asked to wear masks at the gates, corridors and in any areas outside the classroom except during eating or during high intensity physical activities.
- Inside the classrooms and other closed learning rooms, the school recommends wearing the masks for everyone. The teacher's instructions to the students must be followed in this regards.
- Students with medical conditions are exempted from wearing a mask with a medical certificate only.
- During eating, face shields may be used to replace the mask.
- We recommend that students bring two disposable masks to school per day or one re-usable option. It will be the responsibility of the students to ensure that they bring the required number of masks each day and ensure any re-usable masks are washed in line with the manufacturer's guidelines.
- Both masks and face shields are mandatory in the school bus for all passengers.

Shared resources

- Students must bring their own exclusive use stationery items as no shared stationary items will be available in the classes. The recommended stationary list will be communicated by the schools.
- The school is providing tablets for all primary and secondary students and they need to make sure that they bring any additional accessories that they may use like headphones and not have it shared with anyone.
- Library books and common classroom resources will be regularly sanitized, and the students and staff will be guided to personally sanitize any shared resources

Dealing with developed symptoms of COVID-19 whilst at School

- Each building in the premises has at least one isolation room.
- If a student or staff begins to show symptoms of COVID-19 while at school, they will be referred to the school doctor, instantly isolated, and the family will be notified to pick them up.
- The school will maintain contact with the family throughout.
- If the result is positive, the teacher and students within the class will be notified and will all commence a 14-day quarantine counted from the day of the positive test, or from the day of the onset of symptoms.
- Being symptoms-free as well as a negative COVID-19 test will be essential to return to school. Otherwise, a quarantine period of 14 days will be required.
- Implementation of these procedures will be done on case by case basis and the alternative learning mode will directly be recommended.

Bus

- All our matrons will be provided with handheld thermometers to check the temperature of the passengers before entry to the bus.
- We are already expecting delays due to the extra precautions taken so we appreciate your support in minimizing the effect on the overall trip time by:
 - Having your child waiting for the bus on time.
 - Having your child accompanied with an adult who will send him back if he has any obvious symptoms or did not pass the temperature check.
 - Make sure that your child is wearing both the mask and the face shield.
- If the child's temperature was exceeding the allowed value and the parent still thinks that he is normal but just needs time to cool down, the bus will not afford to wait. The parent is then advised to drop the child to school to be checked again there and pass the entrance checks.
- All matrons and drivers will be wearing masks and face shields and please feel free to instantly contact the school's designated COVID-19 hotline in case you observe any violations to these rules so we can take the protective measures upon investigation.
- The number of students in the bus has been kept at the minimum possible capacity to still operate the buses safely without having to raise the fees for those who have already applied. An email will shortly follow on the new process and fees to apply to the bus.
- All parents who have students on the bus are kindly asked to install the GPS tracking app and use it for communication regarding any bus related issues. More on that will shortly be sent.

Canteen



- Packed healthy hot meals will be served to the students. The meals will be served on the tables before the students arrive to the canteen.
- The on-demand canteen will be put on hold until further notice as queues are unavoidable then. Only water will be sold at school.
- Students are recommended to be sent to school with any extra snacks and enough water.
- Additional hygienic supervision has been put in place to ensure the food preparation and packing process is done at the highest possible standards.

Cashless and paperless environment

- No-cash policy will be implemented. Payments to the school may only be done via the bank or the different available online channels.
- Whenever needed all meetings will be conducted via Microsoft Teams with the academic or administrative staff.
- Whenever applicable, electronic signatures and communication channels will be used to replace paper communication.
- Online platforms are now being ready and will shortly be announced for:
 - Uniform selling
 - Lost and found

What else have we done?

- Installation of sterilization gel dispensers in all corridors.
- All teachers will make sure that the class is well ventilated always and whenever possible turn off the AC. Even when the AC is essential, the windows will be opened whenever the students are out for breaktimes. Nets have been installed on all windows to facilitate opening the windows freely and more frequently.
- Ongoing awareness sessions are conducted to the staff.
- IT support tools using remote access to the devices are being implemented at a larger scale to minimize the chances of having to physically visit the IT department for support.

How can you help as a parent?

- Make sure that your child has all the protective tools needed during the school day (personal sanitizers, masks, face shield, water, ...)
- Encourage your child to strictly follow the health and safety regulations newly set by the school
- Be there on time for your child during the end of the school day to pick him/her up and minimize their waiting time whether at school or from the bus.
- Be transparent with the school in reporting any suspicious cases that we should be aware of.
- Make sure that you never send your child to school when you have a slight doubt that s/he should not be at school. This may be due to slight symptoms starting to develop or due to infection of a close contact.
- Make sure to provide for your child at home:
 - A very good internet connectivity
 - A private working space to allow joining the hybrid classroom online
 - Headphones with mic if needed to ensure better concentration during the online class
 - A printer with a scanner (if needed)
- Make sure you are acquainted with the proper contact information to receive support from the school in different areas specially the COVID-19 and IT hotlines. This information will be sent to you by the school.



What is next?

Shortly, expect more emails from your child's school and from the different administrative departments with further details on all the topics discussed in this document separately. These emails will answer all the questions that have by now been raised to your minds.

Thank you and looking forward to welcoming our dear students back soon.