

Action protocol

New school year 2020/21

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Scenario

On the basis of the information we currently have about the educational guidelines for the reopening of schools, we have drawn up an appropriate plan for this new scenario.

From September, Brains International Schools will reopen and resume its educational programme. We will be offering our pupils full-time, classroom-based teaching, while at the same time observing social distancing, and taking into account **personal and preventive hygiene measures in all areas.**

We will be finalising specific aspects of those areas affected by this new normality in subsequent communications.

This plan may need to be modified as a result of possible government requirements.

School Objectives

The School has drafted this plan with the following objectives:

1. Normalised continuity of teaching and curriculum delivery at all stages.
2. Maximum work-life balance.
3. To ensure that all of our pupils' needs are met, especially in terms of emotional and personal welfare.
4. To continue to promote the cornerstones of the Brains Method.
5. To ensure that our pupils, and the team that we are all part of at Brains International Schools, enjoy maximum safety.

Starting Point

We are emerging from a period of lockdown and we will therefore resume our teaching by first identifying and placing emphasis on the curricular content that needs to be consolidated. This initial analysis will involve providing our pupils with individualised attention. We will need to be very aware of their needs, at both an educational and emotional level.

Hygiene and disinfection measures

1. Before reopening, all of the schools will have been disinfected by a specialist company, authorised by the Ministry of Health.
2. The use of face masks will be compulsory for the entire school community, from the age of 6, in accordance with current Government legislation. The use of these masks is also recommended for pupils from 3 years of age.
3. Our team of cleaners will rigorously comply with the Cleaning and Disinfection Schedule that we have drawn up for this situation. Amongst other measures, all areas of the school building will be regularly cleaned, disinfected and ventilated throughout the school day, with special emphasis being placed on contact surfaces such as doors, door handles, chairs, tables, etc.
4. In order to be able to guarantee the safe and hygienic disposal of the protection equipment that has been handled (used face masks, used gloves, used handkerchiefs and cloths, etc.), the school has installed red waste bins for this specific purpose. The cooperation of the entire school community is needed so that this type of potentially contaminated waste material is only deposited in these red bins.



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Specific areas or activities

Accessing and exiting the school

Arrival and departure from school will be staggered and follow a circuit that will be indicated in each group's timetable. Whenever possible, different entry and exit routes will be clearly marked. Everyone accessing the schools must carry protective equipment and comply with the access requirements as indicated in points 1 and 3 of the previous section "Hygiene and Disinfection Measures".

Secretary's Office

The school has decided that all administration will be conducted electronically, by telephone or online. The staff in the Secretary's Office will have all the protective equipment referred to in point 2 of "Hygiene and Disinfection Measures". Any face-to-face contact between the school's administrative team and families or individuals from outside the school must comply with the social distancing rules that have been established, and protective equipment (face masks) must be worn.



Classrooms

The layout of the classrooms will be planned in accordance with official guidelines, once they have been published. The interpersonal distance between pupils and teachers will be observed, and work space will be allocated.

The air conditioning units have been checked and disinfected to ensure their correct use. Nonetheless, they will only be used when it is particularly hot. Furniture and other classroom material will be restricted to what is absolutely necessary.

Isolation rooms and a sick bay will be available in case they are needed by any pupil or member of staff while waiting to be collected by family. All pupils and school employees will be informed about these rooms, which will be clearly marked with the relevant signage.

Libraries

Using and borrowing books and material from the library is not recommended until the pandemic is under control. The organisational and hygiene measures will be the same as those adopted in the classrooms.



Playgrounds

Numbers will be limited to ensure the minimum safety distance between pupils, teachers and monitors, in compliance with the regulations published by the relevant authorities. The students' playground schedules will be staggered and the use of toilets will be limited in order to avoid pupils mixing. The use of communal toys and drinking fountains will be prohibited, and therefore each pupil will be recommended to bring his/her own bottle of water. Games where objects are shared, or where there might be physical contact between pupils, must also be avoided.

Lifts

The use of lifts will be restricted to those people who really need them because of their limited mobility (employees and/or pupils with special circumstances). In the case of employees, they should be used by one person at a time, and in the case of pupils, they should be used with an accompanying adult (a school employee). A reminder of the standard preventive hygiene measures and the importance of hand-washing, before and after use, will be displayed in the lifts.

Toilets

The pupils' toilets may not be used by people from outside of school. The safety distance must be observed inside the toilets and the number of people using them will be limited. Hand sanitising will be compulsory on entering and leaving the toilets.

Hand towels must not be used in the toilets; disposable paper towels or hand dryers should be used instead.

Dining room:

The interpersonal safety distance will be kept at all times in the dining room, and the space that can be used on each table in order to maintain this distance will be indicated. Access to the dining room, in small groups, will also be staggered, with different entry and exit points. After use, the dining room will be completely cleared so that it can be cleaned and disinfected more easily.

Posters will be placed in the dining areas to indicate the rules.



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Interpersonal measures

Pupils

Pupils will be arranged in groups in such a way that the required safety distance is observed.

The playground and recess periods will be organised so that pupils do not coincide at the same time in the corridors and communal areas.

The pupils who do not come to school will be able to follow the classes via videoconference.



Action protocol in the event of possible symptoms

Anyone (pupils, teachers or non-teaching staff) displaying any characteristic COVID-19 symptom must not come to school.

Anyone who knows that he/she has had contact with someone testing positive must not come to school either. Similarly, if any symptom is detected during the school day, the pupil will be isolated in a special room and his/her family will be asked to collect him/her immediately. We would kindly ask families to cooperate in this respect, as we will be applying this measure very strictly.

An action protocol will be implemented in the event of a pupil testing positive to COVID-19. This protocol will involve informing families who have been in contact with the pupil, and extra disinfection of those areas where he/she may have been. The appropriateness of placing the student's group in quarantine will also be examined.

Families and visits

Only pupils and school employees will have access to the school.

All communication with families will be conducted virtually, by videoconference, or by other distance formats: email, telephone, etc.

Visits from families of new entries to the school will be conducted by videoconference. If these families need to visit the school in person, every attempt will be made to organise the appointment outside school hours, and should it be necessary during school time, the aforementioned hygiene and safety measures will be observed.

Those families who need to access the school for administrative purposes should make a prior appointment with the Secretary's Office. In this case, the families must comply with the established protocols regarding the use of face masks, personal hygiene and social distancing.



School timetable

We will endeavour, at all times, to provide teaching that is completely classroom-based, provided that this decision does not compromise people's health, and that it depends on us.

Before the start of term, you will receive information about the timetables and the specific access routes for each group.



Technology Project

From September, we will have a website where all important educational information will be stored: syllabus plans, subject content, timetables, projects, assessment criteria, etc.

As we have always done, since we embarked on our technology project, we will be undertaking a wholesale renewal of the hardware we use, so that teachers have state-of-the-art devices with capacity for all the upgrades and technical specifications that are required.

From Primary 1 to 4, we have shared iPads for our pupils to use. They are configured for a multi-user environment so that each pupil can access his/her personal profile.

From Primary 5 to Year 4 in Secondary, we already have an established and consolidated method of working, with our 1:1 iPad Programme: digital content created by the school, workflow in the classroom, and device management and supervision.

In the lower year groups, we do not want to lose the more manipulative aspect of the work our pupils do. We all know that children need to write, cut out, paint, etc. For this reason, the technological adaptations will be minimal. In order to avoid handling paper and the risk of contagion, the pupils will digitally submit certain pieces of work or the final products of projects that need to be directly assessed by teachers. We will therefore keep our online platform, which will enable us to receive and manage this work flow, even though the pupils will not need to bring any device to school. Depending on the type of activity, they will sometimes use the school's iPads to submit their work, and in other cases they will submit from home. This means that we have found a blanket technological solution which can be implemented from all devices and with all operating systems.

This year, in Baccalaureate, we are launching the BYOM (Bring Your Own Mac) Project so that we provide continuity by adapting our technology project to the needs of this stage in our students' education.

In order to provide a comprehensive solution and anticipate different scenarios, we have decided to use the Cisco Webex video conference system, which will enable us to combine face-to-face and remote communication. All the classrooms have an Apple TV; this is a device that allows wireless projection so that, if there are pupils at home, they can follow the class.

Syllabus design

From September, we envisage that all pupils will attend school, for the entire school day. In this way, we will be able to guarantee the continuity of our educational project.

The situation has forced us to make certain adjustments to our planned syllabus and to the activities we had designed. These adjustments are as follows.

Infants

The main objective in Infants is to cater for our pupils' basic needs, their physical, emotional and social development, and to provide appropriate sensorial stimulation. We will continue to work with topics of interest which provide a common theme and include all aspects of their learning. The proposed activities will be adapted so that our pupils can continue to explore and discover the world around them. We will take into account the social limitations presented by this new situation, and we will attempt to consolidate them.

These new conditions mean avoiding contact between pupils and preventing them from sharing material and physical space, etc. However, we will be able to continue with classroom routines, although in a more individualised way; the pupils will play and do the proposed activities, without having direct contact with their classmates.



In the second stage of Infants, our methodology is set within the framework of the international curriculum, which gives structure to our curricular content in the form of units of inquiry. These units enable us to inquire and reflect upon different aspects of the world around us, and to include all the areas of our curriculum: development of the spoken and written language, personal awareness and autonomy, and interaction with our surroundings

Primary

The purpose of Primary is to provide pupils with different learning experiences: listening, speaking, reading, writing, numeracy, basic cultural knowledge, the promotion of successful coexistence with fellow students, as well as of a work and study ethic, the fostering of artistic, creative and emotional intelligence, in order to ensure a well-rounded education that contributes to the pupils' complete personal development, and prepares them to take full advantage of Compulsory Secondary Education.



From September, the methodological changes at this stage will mean readjusting the programmes of study and re-designing activities that we will adapt to this new situation. With the Brains Method as our framework, and underpinned by an international programme, our vision for the classroom is not only concerned with the acquisition of knowledge, it also includes the development of competences, abilities and skills. Faced with this situation, the challenge ahead is to adapt all those activities that involve contact, and the use of communal space and material, so that our pupils' learning will continue to be based on the educational cornerstones that have become our hallmark.

Secondary and Baccalaureate

The aim of Compulsory Secondary Education (ESO) and Baccalaureate is to enable students to acquire basic cultural knowledge, to develop and consolidate work and study habits, to be academically prepared for when they move on to further and higher studies, and into the workplace, and to be equipped, as citizens, to exercise their rights and duties in life.

In September, we will adapt to the new situation, bearing in mind that one of our educational cornerstones and hallmarks is academic excellence. We will readjust all of our programmes of study in accordance with the legal syllabus and with the development of those skills that make up the Brains student profile attributes.

We will continue to implement the MYP (in Years 1 and 2 of Secondary), with methodological proposals that include active, skills-based learning, newly designed projects, and cooperative and critical thinking activities. We will adapt the planning of school work and projects with this new situation in mind. The use of iPads for our project makes access to digital content easier; it also facilitates classroom management for the teacher, and group work for students, by providing solutions that enable them to collaborate in real time. In this way, our pupils will adapt to the new normality, through inquiry and autonomy, which will both still play an important part in their learning.



The purpose in devising this plan is to prevent and minimise the risk of contagion, as well to comply with the instructions issued by the authorities, while we continue to ensure access to the quality education that has always defined Brains International Schools.



» *Thank you for trusting in us.*

