



INTERNATIONAL
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SCHOOL
Training Tomorrow's Leaders Today

International Community School

The 2020/2021 Academic Year Re-entry Plan



Cambridge Assessment
International Education
Cambridge International School

ABOUT US

Since its inception in 2000, the International Community School Ghana has committed itself to educating and developing the young people entrusted to our care by our diverse community of families.

Our values of hard work, respect for one another, our child-friendly environment, and teamwork guides our daily processes. Our goal is to be a model International School where teachers, staff, students, and parents work together to create and foster an educational center of excellence. We welcome all who share our ethos and IDEALS (Internationalism, Democracy, Environment, Adventure, Leadership, and Service). This is a commitment beyond academic excellence to personal development, responsibility, service to God and mankind, a challenge of self, and international mindedness and understanding. AKWAABA!

Introduction

Once again, we appreciate all our parents and stakeholders for the inputs, suggestions and contributions towards the successful reopening of the 2020/21 academic year.

With reference to the government's directive on school physical reopening in January 2021 we will open our gates to all our students physically on Monday 18th January. As part of the re-opening process, High School students and Preschoolers will return on Monday 18th January, 2021 while students in Prep school will resume on Wednesday 20th January, 2021.

All Boarders will report to school on Sunday 17th January, 2021. Our Heads have attended a meeting with NaSIA where discussions on effective return to school were held.



PROCEDURES FOR RE-ENTRY IN JANUARY

**STRICT MONITORING WILL BE CRUCIAL THROUGHOUT
THIS PERIOD.**

Health & Safety

Temperature Taking



- All those entering the school by personal cars OR on foot must have their temperatures taken at the main school gate.
- Drivers and staff on the buses will help take temperatures of both students and staff on entry into the buses. (There will be a sign-up sheet in every bus that must be filled in before the bus leaves indicating that the procedure has been done)
- For the boarders, temperatures will be taken as students exit the Boarding Houses in the morning.
- Buses will drop students and staff in the parking lot closest to their teaching block on the campus.

Teachers and students with pre-existing conditions must let the school know and must report to the school nurse at least once in a day.

**DID YOU
REMEMBER
TO SANITIZE
YOUR HANDS?**



PLEASE DO!



Transportation

Drop Off & Pick Up

- All those entering the school must put on masks (everyone must come with their own masks). For students single-coloured masks will be preferable
- In the morning after school, students must board in their respective buses to avoid congestion
- In the morning and after school, students must board in their respective buses to avoid congestion
- All those in the buses must wear facemasks and leave them on throughout the trip
- Bus driver/ teachers on the buses will be responsible for the regular sanitizing of the bus – (specific teachers and bus drivers assigned to each bus with a signup sheet for sanitization)
- Parents pick up and drop off in the school will be monitored. Parents will be expected to drive in their wards to a designated drop off point and they should not leave their cards
- After school, all learners waiting to be picked up will stay in specified pickup areas.



In the Classroom, Around the School

Social Distancing and Sanitizing

- Within the classrooms, social distancing will be observed. Masks must be worn in and outside of the classroom
- The maximum number of students per class will be dependent on room size. The school will ensure social distancing and other protocols are enforced

- Learners will not be allowed to share resources such as pencils, pens, rubbers, rulers, calculators etc.
- All doors, switches, handrails, photocopiers, printers etc. will be sanitized regularly
- All classrooms will be disinfected/cleaned at least once a day. No cleaning will be done while learners are in the classroom
- Handwashing and sanitizing stations will be placed at very strategic around the school and in the various blocks, including the bus drop off and pick off points. Students will be expected to sanitize their hands and materials regularly
- Social distancing will be maintained all around the school. Posters will be pasted around school
- There will be consistent reminders of the respiratory hygiene promoting “catch it, kill it, bin it” approach. No touching of their mouth, nose eyes
- The cleaners will consistently sanitize all washrooms regularly throughout the day
- Bins with lids will be placed in strategic places around the campus and these will be emptied regularly.

- Drop-offs snack time lunchtime and assembly times when necessary will be staggered. There will be no sharing of food and snacks
- Classrooms will be decluttered and properly aired with doors and windows open. There will be no use of air conditions
- Eating in the classrooms/open spaces will be encouraged and lunch and snack times will be staggered
- There will be a checklist for all areas and furniture-needing regular cleaning and sanitizing
- Parents are encouraged to organize for their wards to use only school transport where necessary. If any other public method of transport is used they must ensure the consistency of the driver
- The school will ensure that social distancing regulations and all other preventive protocols are applied in the Boarding House
- IN case of a suspected case of coronavirus, parents will be informed and normal expected procedure will be followed to send home and self-isolate
- Facilities like the library and staff lounges where social distancing may be difficult to maintain will have restricted entry
- The IT Team will ensure that computers are sanitized regularly. Art room resources will also be sanitized regularly

- There will be neither field trips nor community service until further notice
- Events and community gathering will be held but with strict health and safety protocols followed.

In the case of Suspected Case of CoVid-19

Pakyi No 1 Campus

- Anyone feeling unwell in school must go straight to the Nurse who must keep a clear record – The Nurse will then advise on the next step. Management, guardians and parents will be kept informed
- A Holding Room has been set up
- An internal emergency number has been shared with all staff
- List of emergency numbers have been posted in vantage points.

Accra Campus

- Anyone feeling unwell in school must go straight to the front office. The Administrative Manager will keep a clear record. A member of the management team will then advise on the next step forward. Management, guardians and parents will be kept informed
- A Holding room has been set up

- List of emergency numbers and contacts of nearby hospitals have been shared with staff
- An internal emergency number has been shared with all staff
- List of emergency numbers have been posted in vantage points.



International Students

We will check government policy and pass information to them. (If quarantined on arrival back to Ghana, the school will still support the learner by sending them learning material (this will only happen if the

required fees are paid) training is given to the person picking the students from the airport and within the time frame the health clearance must be made available to the school.



ROLES of different groups.



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Since 2006



Teachers

- Ensure touched surfaces in the classroom are cleaned regularly
- Help with monitoring and sticking to procedures
- Limit number of staff in given offices at the same time
- Adhere to all procedures.



Learners

- Wash and use sanitizer
- Avoid sharing of equipment
- Maintain social distancing
- Adhere to all procedures.



Non-Teaching Staff

- Supervision to ensure procedures are followed
- Adhere to all procedures.



Parents

- Keep the school informed if learners at home are unwell or if there is a suspected case of contact with a COVID-19 patient. Where a child has a Certificate of Clearance this should be presented to the school
- Send the children to school with a consistent adult driver
- Drop your ward to the bus pick up point on time
- No gathering in the schools after drop off
- Give the school immediate feedback to help us improve our services
- Adhere to all procedures
- Children **MUST** be picked on time.



Management

- Management will support all measures aimed at maintaining health and Safety during the Post COVID-19 period
- Provision of resources such as sanitizers, cleaning detergents, hand-washing basins etc.
- Ensure there is security on all campuses
- Have enough people to supervise that the system procedures are being adhered to
- Ensure there are enough cleaners to help with the consistent sanitization
- Obtain a list of vulnerable staff and students
- Support the counsellor who will continue with social-emotional counselling for staff, students and parents where needed
- Ensure Health and Safety checks are carried out before school resumes.



Stakeholder Engagement

- The school is working closely with the District Health Board
- Doctors and Health personnel in the school community will continue to offer advice and visit the campuses in Kumasi and Accra on a regular basis
- The school has ensured fumigation and disinfection of all campuses ahead of reopening
- Task forces have been in the school to monitor and ensure compliance on all our campuses.

NOTE:

Please note that teachers will continue using the online set up for some student assignments and also in instances when students are not able to be in school physically due to illness or school-organized trips.



Socio-Emotional Support

The school is aware of the various socio-emotional issues raised by the CoVid-19 situation. It is therefore mandatory that students attend Citizenship sessions, some of which will be used to give students an opportunity to discuss socio-emotional matters.

All staff have received training and education on Emotional Wellness and How to support learners in becoming successful learners in the midst of

all that is happening around them and how they can deal with all the changes associated with the pandemic.

We also have general orientation sessions for students at the various school levels across all ICS campuses to help them start off and sail through the academic year smoothly.

Our counselling department is open to parents, learners and staff (by appointment only) for emotional support anytime in the course of the academic year.



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