



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons: H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath

School Opening Letter

16 August 2020

Dear Parents,

This has been the most exceptional of school years, and we will need to continue to work in ways that are new and challenging as we start our next academic year. I know from my interactions with staff who stayed in Jordan over the summer and from our new staff that we are all very excited to be in school and planning face to face classes with your children.

Staff are very excited about reconnecting with the children and beginning the process of returning to a normal school experience. Perhaps one very positive outcome of this process is that we all now understand the value of the face to face interaction between teachers and students and the richness of our school community.

Re-opening the campus, while exciting, has been a process involving lengthy analysis of Jordanian ministry guidelines, participating in webinars with other international schools around the world in similar contexts and hours of conversation with our excellent ICS academic and administrative staff in adapting previous processes and strategies to ensure that we are indeed ready to welcome our students back through the gates. We want to reassure you that the physical and emotional wellbeing of our community is foremost in our decision-making. We want our students to be safe and secure so that on-site learning can continue. As with any new processes involving the complex systems of a school, changes may need to be made but we are excited to take the next steps in this process.

The basic principle under which we will be operating is that students will remain in Year group “pods”, and we will also maintain social distancing in all situations.

Teachers will reinforce the need for regular handwashing and hand sanitiser will be placed in every room and at the entrances to toilet facilities and the school premises

We also ask that all students bring their own non-surgical face masks to school, wearing one into school and having at least one spare. They will be required to wear them at any time they are moving around the building.

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First Three Days of School:

We intend to stagger the start of the school year to allow us to ensure children and staff are confident of the new protocols in place:

1st September: Years 7, 9, 11 and 13 will be in school.

2nd September: Years 8, 10 and 12 will be in school.

3rd September: All year groups will be in school.

We will then continue the term with all year groups in school on all days unless we are given different guidelines from the MOH.

School Clinics and Isolation Area:

We have added another school clinic within the Primary area to deal with normal symptoms linked to everyday school activities, cuts, bumps and bruises etc. The current clinic will be used to treat anyone in the school who is exhibiting any of the COVID-19 symptoms listed by the MOH. These include a fever, cough and shortness of breath.

Timetable changes:

In order to manage restrictions that are in place for bus transport (MOH have determined buses can only carry 75% of their capacity) and because we have for the foreseeable future removed all clubs and activities from the timetable, due to guidelines from the MOE, we are going to work to a common finishing time for both Primary and Secondary students. This will mean all classes will finish at 2.15pm on five days a week. In the Secondary school we will configure the timetable to ensure the lessons that normally run from 2.20pm to 3.20pm are fitted into the timetable within Challenge hour and Assembly slots, which will also not be running currently.

The start time of the school will remain the same and details of timetables will be shared with students on their first day back in school.

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Arrival at School:

Students travelling on school buses will be required to wear face masks during the entire journey and all students will be required to wear masks as they enter the school and move to their form rooms when they can be removed.

Students will be temperature checked as they get on school buses and as they arrive at the school building, We would ask parents to be mindful of activity levels before children get on buses so that their body temperatures are not elevated. This will cause delays to the bus service and may mean a child is not allowed to get on the bus.

If a child has an elevated temperature when arriving at school, they will be escorted to an isolation area and parents will be contacted and asked to collect their child from school.

Details of entry points for students will be shared before the start of term. Parents of secondary students will not be allowed into the school building unless for a pre-planned appointment.

Leaving School:

Students will remain in classrooms until 2.15pm. If they are catching a school bus they will leave via the bus park exit on M floor where staff will ensure social distancing is practiced.

If they are being collected, parents or drivers need to communicate when they arrive and are outside the building so that students are allowed to leave. Sixth form students will be allowed to leave independently from the sixth form centre, but will be encouraged to leave only when they know they have transport available. All students should leave and go directly to their transport. Senior staff will be present to ensure social distancing is practiced.



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Moving around School:

When moving between lessons, students will be required to wear masks and practice social distancing at all times. We will be putting in place a “Right is right” protocol to ensure students are not making contact in corridors or on stairs.

During break times each year group will be allocated a space to be outside with social distancing of 1m being required at all times.

In the canteen we will have pre-packaged meals available that can be collected and eaten in the students’ break areas.

In Classrooms:

Student numbers will be managed to ensure appropriate social distancing according to guidelines from the MOH. Students will be required to bring their own equipment to class and use only their own equipment. Exercise books will be circulated at the start of the year and should be kept in lockers unless they are needed for home learning. Feedback on students’ work will be given via Google classroom or in class but books will not be collected by the teacher and redistributed after marking as done previously.

Students who are not in class due to sickness, being in quarantine or out of the country will be able to access resources posted daily or weekly on Google classroom and will receive feedback on work submitted for assessments.

Tutors will also facilitate check in sessions during form time using Google Meets as a vehicle to ensure social cohesion for students who are absent.

PE and Drama lessons will involve non-contact low intensity activities. Students will not use changing rooms in school and so will be allowed to attend school in PE kit on any day they have PE. We would ask you to encourage students to bring a deodorant to school on these days.

Art and Music equipment will be sanitised regularly, and wherever possible students will not share any materials that require direct handling in one class. In Science lessons, students will be encouraged to wash their hands before and after using equipment.

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School Uniform:

All students will be expected to wear school uniforms, but we would ask that where possible they are given clean items to wear each day. This is particularly important if they are visiting public spaces such as malls and restaurants in their uniforms after school.

Families New to ICS:

We usually welcome new families to school for an open morning in the week before term starts. Unfortunately, this will not be possible this year. For any new family who have not visited the school yet and would like a personal tour with a member of the admissions department and a member of the academic senior leadership team please contact Sima Zeidan on admissions@ics.edu.jo to schedule your tour. Tours can take place from Sunday 16th - Thursday 20th and Sunday 23rd -Thursday 27th between 9am and 2pm by appointment ONLY. Please note adults and children will be required to wear face masks for these tours. Further information for new families will be available via our Admissions Team, led by Sima. If you have any questions, please don't hesitate to contact Sima on the address above.

In writing this letter, I am acutely aware that this represents a new school experience for students and for staff but am confident that with a community approach we can overcome all these hurdles and still provide enjoyable and productive learning at ICS.

My last request is that you sit down with your children and explain these changes in a way that will make sense to them whatever age they are. We need to know that students are aware of these changes before they come to school and will provide more support materials for you over the next two weeks before the beginning of term.

Kind regards

Susan Havis
Secondary Headteacher

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