



Updated January 11<sup>th</sup>

# Content

- Safety procedures and practices in the school (Wearing the mask, Social distancing etc.)
- Rationale behind the pedagogical arrangements
- Structure of the day and rotation of the blended learning
- What do the days look like?
- Practical arrangements (lunch, bathroom, nurse etc.)
- Pedagogy during blended learning, what is required from parents?
- What happens when someone is ill or quarantined?
- Pick-up and drop-off procedures
- Bus transportation

## Safety procedures and practices in the school

- School follows all the normal safety instructions related to Covid 19. This includes social distancing, masks, washing and sanitizing the hands, sneezing and coughing hygiene, monitoring student and staff health with temperature checkups etc.
- Adults are present all the time to guide, help, teach and monitor the safety arrangements.
- School has increased the cleaning within the units, bathrooms and school premises in general. The whole school will be sanitized daily. The special classrooms will be sanitized between each group. Materials will usually not be shared. In case students share material (e.g. musical equipment), they will be sanitized before and after usage. Common frequents “touch points” (door handles, light switches, tables and furniture etc.) will be sanitized continuously throughout the day by the cleaning staff
- In case safety practices are deliberately not followed, the school has the possibility to send the student home. First course of action is always guidance and support.

## Safety procedures and practices inside the classroom

- Each classroom is equipped with hand sanitizers and paper towels.
- Extra furniture and materials that are difficult to clean have been removed from the classrooms.
- Each student is expected to bring their own masks (and spare masks), as the mask is changed during lunch time the latest.
- Personal items will not be shared within the classroom. Each student is expected to bring his/her own personal study equipment (masks, pencil, eraser, sharpener, ruler, color pencils, scissors and glue stick)
- All devices used in the classroom will be sanitized before and after usage
- Classrooms will be ventilated several times daily between lessons. Windows can be kept open if the weather allows it.
- Classrooms are cleaned regularly throughout the day, common “touch points” are sanitized frequently throughout the day by the cleaning staff
- Outside premises will be used also for learning whenever weather permits, keeping social distancing.

# Face masks

- Safety is not only a practical arrangement in the school but also a learning objective. School is a place where safety procedures can be taught and learned.
- Like with any other safety procedures adults are present to guide, teach and supervise.
- In Q.F.I. School all students are required to wear masks in the school. The masks can be either disposable or cloth masks.
- As students should not be wearing the same mask throughout the school day, students should have also spare masks with them and change the mask in the middle of the school day, latest by noon.
- As with any other safety rule and regulation students are expected to follow this rule and wear masks inside the school during the school day. This is practiced in the school as age appropriately as possible. Safety is also a learning objective in the school.
- Safe mask-breaks can be arranged during the school day e.g. during lunch, breaktime etc. After lunch the second mask will be taken into use.

# How can you assure social distancing and compliance with the safety arrangements?

- Maximum 50% of the students and maximum of 15 students can be accommodated in one classroom at a time. To achieve this some tables and chairs have had to be removed from the classroom.
- All students are always guided and reminded to keep social distancing. The teaching methods are chosen to support this.
- Students will be mainly studying within their own classrooms and units. Special classrooms are in use but sanitized between each group. Also, the breaks are held with these groups. Break areas are supervised and separated.
- School is a place for practicing different issues, also safety.
- As safety is a learning objective, it is present also in the curriculum content, not only the practical arrangements





## General safety arrangements in school

- All staff members are tested for COVID 19.
- Intensified cleaning in the school.
- All staff members and visitors are required to show green Ehteraz at the gate. Their body temperature is measured at the same time.
- Visitors are allowed in the school building only with a pre-booked appointment.
- All possible meetings are held online.
- Studies are arranged in “bubbles”. Grade levels or different groups are not mixing during the school day.
- Social distancing is practiced, monitored and expected.
- All members of the school community are expected to wear masks.
- School is equipped with approved and maintained ventilation system.

## General safety arrangements for homes

- Children are not allowed to attend school if they are sick or show any flu-like symptoms
- Children should be equipped daily with their own personal study material and personal items (pencil, eraser, sharpener, ruler, colored pencils, scissors, glue stick, and 1-2 spare masks)
- Students are expected to wear the mask at school. Everyone should have at least two masks daily as the mask is changed at lunch time.
- Please practice and discuss the safety issues at home. Students who are not following the safety regulations at school can be sent home.
- Parents are required to measure the temperature at home each morning. Students with body temperature higher than 37.5 at school will be examined, isolated and sent home.
- Parents need to be reachable during the school day as anyone showing any flu-like symptoms will be isolated and sent home.



## Rationale behind the pedagogical and practical arrangements

- Studies are arranged in pedagogical “bubbles” to ensure student safety and traceability of possible cases
- Different bubbles cannot mix during the school day
- The officials have set the maximum number of students attending on-site per day and within the school building and each classroom
- The school has maximized the on-site instructional time for each grade level and student to ensure that all the goals in the curriculum are met.

## On-site studies

- Students are divided in two different groups, Maroon and White, to keep within the maximum student capacity per day (50 % of 972 equals 486 students)
- Students attend on-site every other day (Sun-Tue-Thu-Mon-Wed etc.)
- Existing regulations prevent all students to attend at the same time. Two-week rotation ensures that curriculum with all subjects will be fulfilled, and equal and maximum on-site instructional time for all students is achieved.
- Grade 0 students are attending on-site every day
- Maximum student capacity inside one classroom is 15 students.
- Each student/family follows their respected on-site study days and will attend the school on-line all the other days.

# What does the onsite school days look like?

- Social distancing, masks, and hygiene practices are always present
- Less close contact between the students due to social distancing requirements
- Different student bubbles are not mixed
- Designated break areas
- Different subjects, age groups and ability groups work in different ways
- Differentiation on the individual level is done with the help of PLPs and continuous assessment from the previous year
- Outdoor areas can be used for lesson activities



## PE lessons

- Schools can arrange PE activities (except team games) but only in the outside areas.
- Social distancing of at least 3 meters between each student must be followed
- Maximum 15 students in a group.
- Students must stay in their own bubbles and mixing grade levels is not allowed.
- All students will use PE uniform during PE lessons.
- Grade 0-3 students can wear the PE uniform throughout the day. Starting from grade 4, students are allowed to wear PE uniforms only during the PE lessons.
- Students are not required to wear a mask during the PE activities. New mask must be worn after the PE lessons.

## Lunch procedures

- Please note that the canteen will not be in use. Lunch will be eaten in classrooms.
- Students should bring their own packed lunch which doesn't require heating.
- Students should have enough water with them to avoid refilling. Water dispensers are available, and the water bottles can be refilled with the common water dispenser under and with adult supervision and help.

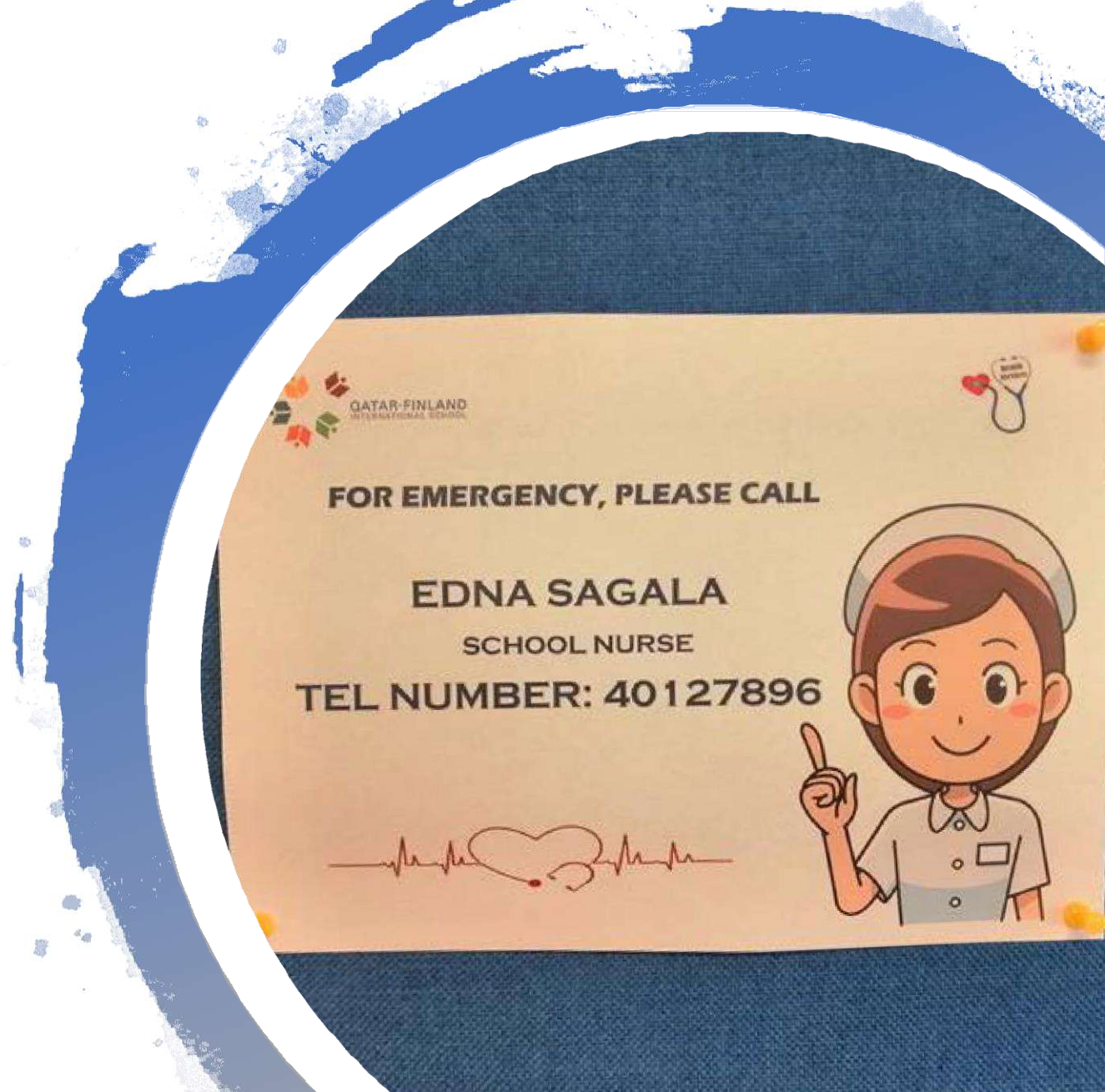
## Using the bathrooms

- Each grade level and section is assigned to use their own specific bathrooms
- Only students from the same bubble can use the bathroom at the same time
- Student bubbles will not be mixed in the bathrooms
- Group "Occupied" signs are in use.
- Toilet lids should be closed before flushing
- Students are guided to wash their hands thoroughly, for a minimum of 20 seconds, with soap and water.
- Bathrooms are cleaned frequently throughout the day.



# General nurse procedures

- Students can visit the nurse only with the permission of the teacher
- Students get a “nurse pass” to access the waiting area.
- Social distancing is followed in the waiting area.



# Does synchronized learning mean that the on-site and on-line days are similar?

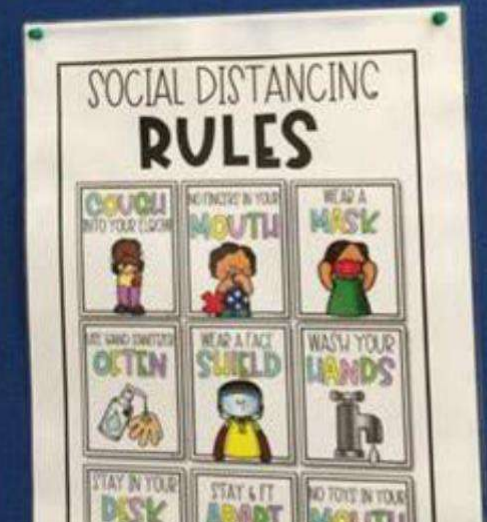
- Our curriculum is built on transversal competencies and a holistic approach, which is why all subjects are studied during blended learning
- Each subject contains imperative parts for the whole learning process
- On-site days emphasize the active participation, interaction and participation of students
- During on-site learning it is important to concentrate on assessment to make sure that the students will be able to continue their learning during on-line days





# What is required from homes during blended learning?

- On-site days are in an imperative role in the learning process. Teachers can instruct students individually to be able to continue with their learning.
- Materials for Practical and Artistic subjects will be given to the students while on-site. Instructions and support for the projects will be given especially during the on-site days.
- Younger students will need support from parents with their on-line studies.
- We appreciate the parents' support in providing the necessary tools and dedicated working area for the students at home
- A device with internet connection, microphone and camera is needed. Cameras need to be on during the online lessons.
- Support from parents to contact school in case the student needs more support.



# Tools for online learning

- Please note that the school does not provide students with devices for online learning
- Each student is assigned with a Teams and Office 365 accounts.
- Teachers use mostly Teams and Zoom for facilitating discussions and meetings and for sharing resources online.
- Also other age appropriate e-tools and different learning applications are in use in different grade levels.
- Through these tools the school promotes blended learning.
- All teaching in Q.F.I. School aims for self-directive learning and studying and collaboration with other students.
- Students are guided to use technology in a responsible way (netiquette).

## Can students attend fully online?

- Exceptions from on-site studies can be granted for student who belong to a risk group.
- If the student is not able to join blended learning, please contact the corresponding Vice Principal.

Grades 0 – 3: Ms. Hanne Patomäki, [hanne.patomaki@gfischool.com](mailto:hanne.patomaki@gfischool.com)

Grades 4 – 6: Mr. Sampsa Melkas, [sampsa.melkas@gfischool.com](mailto:sampsa.melkas@gfischool.com)

Grades 7 – 11: Ms. Tarja Männikkö, [tarja.mannikko@gfischool.com](mailto:tarja.mannikko@gfischool.com)

- Students who are exempted from the on-site studies will follow individualised program.
- Grade level unit teams will co-operate to accommodate all students, whether on-site or on-line. Students who are eligible for fully on-line studies will receive customized instructions. The support is always available on-line.

## What happens if someone falls ill in the school?

- All members of the school community have the responsibility not to come to school if they are experiencing any symptoms or are feeling ill
- Anyone experiencing any flu like symptoms will immediately be isolated in a separate room under supervision.
- There will be only one person attending to the needs of the person in isolation.
- Parents are contacted to pick the student from the school and guided to be in contact with health officials and contact the school.



## Isolation procedures

- School nurse will transfer the patient to the isolation room within school premises.
- Patient is given a new surgical mask and the temperature is measured
- Patient is asked to clean his/her hands with soap and water, and they will use the hand sanitizer.
- The nurse will conduct a short examination according to the symptoms
- If the patient is a student, parents are informed to arrange immediate pick up.
- If the patients is a teacher, they must return home and contact a doctor.
- The school will contact the 16000 helpline.
- Further actions for the school and those in the classroom in case of a suspected COVID-19 positive person will be determined by authorities.
- All students and staff members who have been in contact with the sick person must remain in that classroom until the nurse is able to make an assessment.
- If COVID-19 is suspected, then all must wait until the health authorities provide further information
- COVID 19 positive cases will be informed to the parents.

# ECAs and Afternoon clubs

- There will be limited extra-curricular activities in the school.
- Afternoon clubs are open only for students with sibling in the higher grades.
- Students from different bubbles will not be mixed in the afternoon clubs
- Please note that the afternoon club is a paid service and not included in the school fee.



# Prayer room

- The prayer room is not in use until further notice
- Students can pray inside the classrooms by using disposable prayer mats.





## What happens if there is a confirmed case in the school?

- Everyone has the obligation to contact the school in case of positive COVID 19 cases.
- School will inform all positive cases for both the Ministry of Public Health and the Ministry of Education who decide on further actions.
- In any scenario, all people in contact with the identified positive COVID 19 case within the student or staff body must be tested before they can return to school onsite. This includes family and staff members as well as the students.
- All parents will be informed of the identified positive cases in the school.

## What happens if someone is quarantined?

- The reason for the strict division of the online study days and keeping student bubbles apart during the school day is to keep the possibility of exposure to a minimum and traceable.
- All positive cases within the school are informed to the parents as well as the relevant officials (Ministry of Education and Ministry of Public Health). According to the official guidelines everyone in contact with a positive case will be put to quarantine and need to be tested before they can return to school premises.
- If exposed outside the school, the staff and students will continue to work and study online and are guided to testing.
- Meanwhile they can continue to study and work online.
- We all have responsibility for the safety in the school

## Entering the school premises and drop-off procedures

- Please follow the allocated times and gates for the drop-off. Older siblings must follow the schedule and gate of their younger sibling.
- Please note that early drop-off is not possible. The school gates open at 7.00.
- Cars are allowed to enter the outer gates. The Ehteraz is checked and body temperature of the adults is measured at the outer gate.
- Drive-by drop-off is used. A staff member will be at the gate to guide students to their own specific entrance. Adults are not allowed inside the inner gate without a pre-booked appointment. Grade 0 parents have the exception to escort the children to their entrance.
- Each unit have their own entrance where the body temperature of the children will be measured. Students with a temperature over 37.5 will be guided to the nurse for further checkup.
- Any children with flu-like symptoms will be put to isolation and sent home.
- Hands will be sanitized when entering the unit.
- Students are instructed and monitored to keep social distancing while they are guided to the classrooms to wait for the beginning of the first lesson.
- Staff will be guiding and monitoring procedures in the school premises at all times.



# Drop-off / pick-up timings

Grade	Grade 0 -2	Grade 3-4	Grade 5-6	Grade 7-11
Drop off	7.15 - 7.30	7.15 – 7.30	7.00 - 7.15	7.00 - 7.15
Place	Side gate	Main gate	Side gate	main gate
Pick up	13.00 - 13.15	13.45 - 14.00	13.45 – 14.00	14.00 – 14.15
Place	Side gate	Main gate	Side gate	Main gate

**Side Gate**  
**Entrance**

**Ground Floor**  
**Classrooms**  
**G0-2**

**Drop off**  
**7:15 – 7:30**



**Side Gate**  
**Entrance**

**First Floor**  
**Classrooms**  
**G5-6**

**Drop off**  
**7:00 – 7:15**



**Main Gate**  
**Entrance**

**First Floor**  
**Classrooms**  
**G3-4**

**Drop off**  
**7:15 – 7:30**

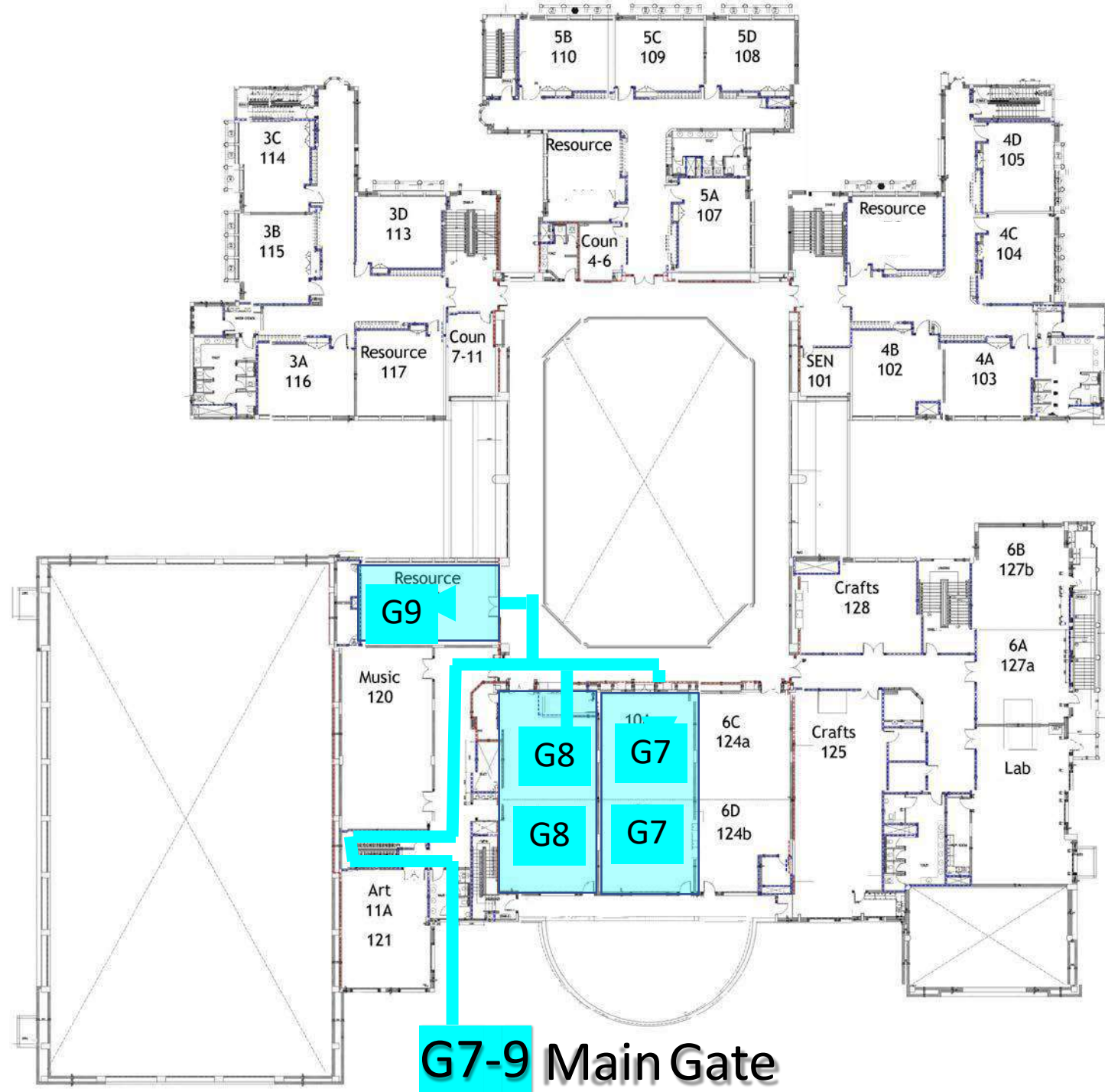




**Main Gate**  
**Entrance**

**First Floor**  
**Classrooms**  
**G7-9**

**Drop off**  
**7:00 – 7:15**

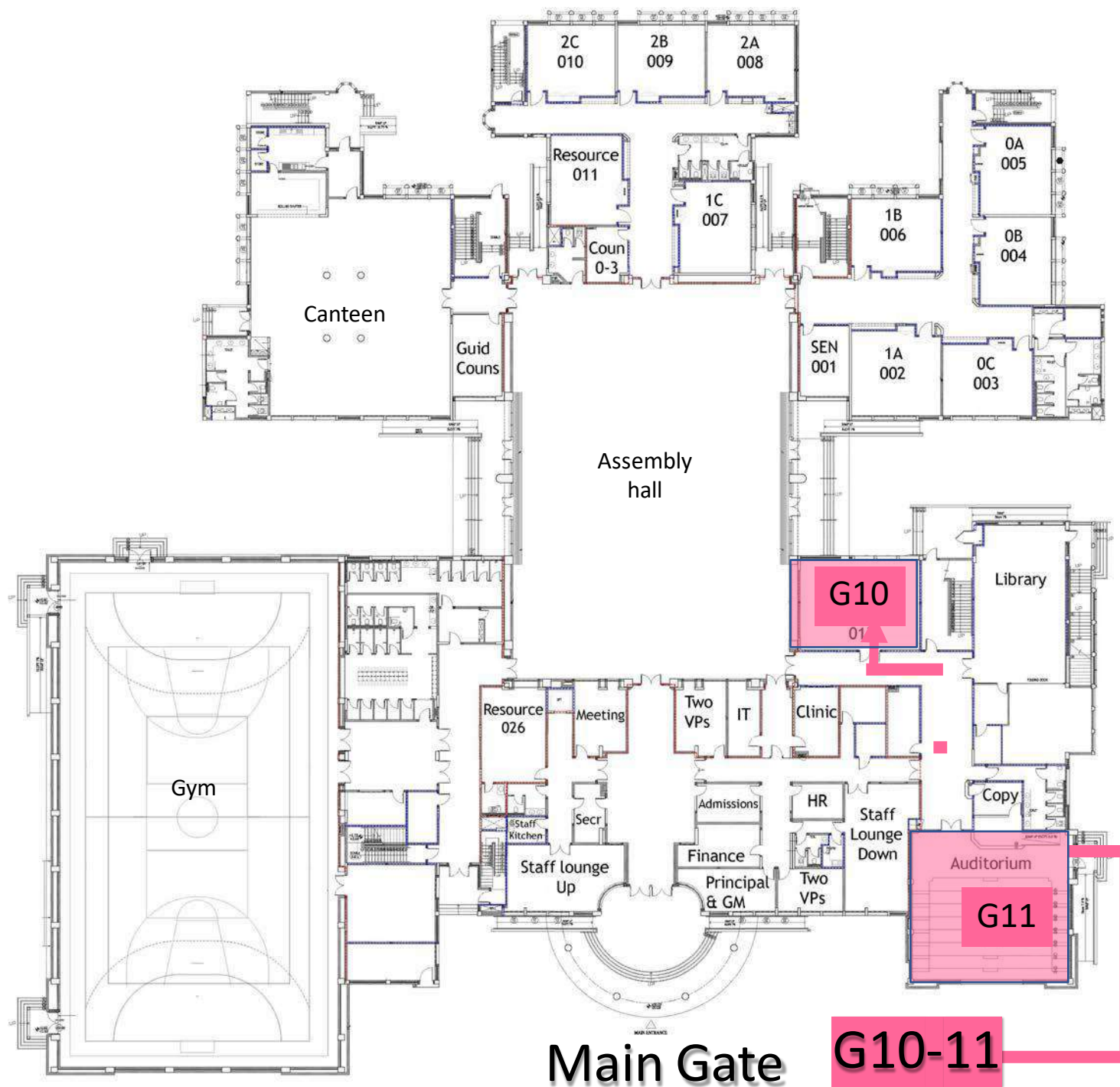


Side Gate

**Main Gate**  
**Entrance**

**Ground Floor**  
**Classrooms**  
**G10-11**

**Drop off**  
**7:00 – 7:15**



Side Gate



## Leaving the school building and pick-up procedures

- Staff will be guiding and monitoring procedures in the school premises at all times.
- When students leave the classroom, social distancing will be kept at all times.
- Hands will be sanitized before students leave the school building.
- Please follow the allocated times for the pick-up
- Cars are allowed to enter the outer gates. The Ehteraz will be checked and body temperature of the adults is measured at the outer gate.
- Students will be waiting in their grade level groups keeping social distancing or guided to bus service waiting area.
- Older siblings follow younger siblings' pick-up location
- Parent can pick up the student from the grade level group waiting area by informing the student and their grade level staff member.

## Instructions for bus transportation

- Please be aware that age groups can be mixed during bus transportation which is why we recommend families to use their own transportation
- Busses utilize only up to 50 % of their total capacity.
- Students need to keep social distancing when entering, exiting, and sitting in the bus.
- Specific questions related to bus service can be directed to Safari transport [info@safaritransport.com](mailto:info@safaritransport.com)

# Thank You!



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INTERNATIONAL SCHOOL

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