



Wroclaw International School

**2020-2021
Reopening Plan**

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WIS Philosophy

We believe in a balanced education that meets each student's needs. As such, we undertake to provide the most enriching and stimulating educational programme possible, helping our students develop to their highest potential academically, physically, socially, and emotionally. We aim to provide students with the technological skills necessary to pursue knowledge in informed and responsible ways, and to express that knowledge creatively

We understand that children learn and grow best within a caring, supportive and meaningful environment, and we promote acceptance and respect for self and others. We are sensitive to and supportive of the transitions inherent in our international community, and view education as a partnership of students, teachers and parents.

We value our own, our host and our school cultures, and provide opportunities to learn about them in a spirit of multiculturalism. We aim to foster international mindedness, supporting active participation in the Wroclaw community and in the world around us. We encourage interest in, and empathy for, humanity. We recognise the importance of our interactions with the environment.

Through Inquiry based learning we promote reflective, open-minded and principled learners who take risks and who are able to communicate effectively. We encourage students to think critically and we view learning as a life-long process.

Disclaimer

WIS must make it clear that the guidelines/procedures presented in this document are not fixed and can be changed or be modified at any time, if deemed necessary by the Pedagogical Leadership Team.

WIS Pedagogical Leadership Team will be reviewing daily the guidelines and procedures suggested in this handbook.

Any changes in the guidelines presented will be notified to the school community.

General Mitigation Strategies

The following general guidance is being implemented for every WIS student and faculty member throughout the re-opening process. More detailed information on each of these items is present in the respective section of this document. To ensure thoroughness and consistency, in many instances, the guidance is repeated in multiple sections.

- Every member of the school community must have a face mask on their person at all times.
- Faculty voluntary declaration - Faculty and parents/guardians of students should sign a declaration that declares they have read the guidelines for reopening of WIS and that they allow WIS to take their child's temperature, if needed.
- A student may attend school without symptoms of respiratory infection and when the student's household is not in quarantine or in isolation
- Students can be brought to and from school by caregivers without symptoms of respiratory infection. On the way to and from school, carers with children and students comply with the current laws on behavior in public spaces (ie. masks, physical distance etc.)
- The Campus will be a parent free zone, with the exception of Pre Kindergarten parents/guardians and new student parents/guardians for the initial first week of induction. Parents/Guardians who have been given permission to enter campus can enter under following regulations:
 - a) 1 guardian per child/children,
 - b) distance from the next caregiver with a child/children min. 1.5 m,
 - c) distance from school staff min. 1.5 m,
 - d) caregivers should comply with applicable laws related to the health safety of citizens (ie. use protective measures: mouth and nose guards, disposable gloves or hand disinfection).
- Practice social distancing, as the virus is most transmissible indoors under close, sustained contact. If you are around others, try to maintain 1.5 metres of separation.
- Avoid hugs, handshakes, large gatherings, and close quarters.
- WIS will continually develop, implement, and revisit policies and procedures to train staff and educate students and families on personal hygiene expectations.
 - including increased frequency of handwashing, the use of hand disinfectants and clear instruction to avoid touching hands to face.
- Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant will be readily available to all students and staff on campus.
- If a school member observes in a student symptoms that may indicate a respiratory infection, including ie. fever, cough; the student will be isolated in a separate room, providing at least 2m distance from others, and school must immediately notify the parents/guardians of the need to take the student out of school.

- Cohorting - the isolation of classes - will be used to the furthest extent possible.
- A student who chooses not to attend lessons on campus will not be offered alternative learning platforms. Missed assignments will be posted via either Managebac or Google Classroom.
- Each classroom will have a hand sanitizer.
- The FEM board will arrange for deep clean/disinfection regularly when school is not in session and will disinfect high-touch, high-traffic surface areas frequently throughout the school day.
- Students and Faculty Members can have their temperature recorded at any time during the school day, in case of any symptoms of illness.
- Families will receive ongoing education on the importance of symptom screening and will be asked to take a temperature each day before a student is sent to school.
- Any faculty member or student that feels sick is required to stay home and on-going monitoring of students and staff for COVID- 19 symptoms will occur.
- Visitor entry will be limited to essential business only and only conducted after school hours.
- Appointments with administration staff must be made by email or phone. There will be no face to face contact with administration staff, unless deemed otherwise.

2020-2021 Planning Process

Throughout the planning process, the leadership team, composed of administration, leadership, and teachers, worked diligently to identify the key areas of focus for reopening. In this planning process, several key areas of focus were identified. The categories below are being consistently applied to all planning being done for the 2020-2021 school year.

- Polish Department of Education guidelines
- Student/Family Health and Safety
- Staff Health and Safety
- School Security
- Health Monitoring
- Mental Health/Social-Emotional Wellbeing
- Scheduling
- Operations
- Staffing
- Curriculum and Instruction
- Movement/Transitions
- Family Concerns
- Staff Concerns
- Sanitation
- Supplies
- Extracurricular Activities
- Technology Needs

On-Campus Covid-19 Protocols

At all times, it is expected that no person will enter the campus presenting symptoms associated with COVID-19. This will take a community effort which will be supported by screenings, vigilance, and on-going education for families, staff, and students. Any suspected or confirmed case must be shared with Mr. Begent begent@fem.org.pl and will be handled as a top priority. Anyone with direct knowledge must adhere to all applicable privacy laws and policies.

Coronavirus (COVID-19) Safety Tips

- Wear a face cover.** (Icon: Person wearing a blue face mask)
- Practice social distancing by maintaining 6 feet apart.** (Icon: Two people with a double-headed arrow between them)
- Wash your hands often. Use hand sanitizer if soap and water are unavailable.** (Icon: Hands being washed under a faucet)
- Clean and disinfect frequently touched surfaces.** (Icon: Hand using a spray bottle on a surface)
- Stay home when you are sick, except to get medical care.** (Icon: House with a person in bed)
- Avoid touching your eyes, nose and mouth.** (Icon: Person touching their face with a red 'X' over the hand)

Be safe. We're in this together! ♥

Promoting Behaviors that Reduce Spread

Temperature Checks

- Families should check student temperatures before leaving for school.
 - All faculty will check for symptoms of illness before leaving their home and will call Mr Begent to request coverage if necessary.
 - If the temperature is at or above 37.8 degrees celsius , students and faculty are to remain home and may continue to work if possible
- If a student or faculty member feels unwell at school, a temperature check will occur.
 - If a temperature read is at or above 37.8 degrees celsius, the student or staff member must go home. The on-site medical professional will screen for symptoms and will make a recommendation to Mr. Begent or a member of the Pedagogical Leadership Team

SYMPTOMS OF CORONAVIRUS (COVID-19)

Know the symptoms of **COVID-19**, which can include the following:



Cough



Sore throat



Fever



Muscle pain



Chills



Shortness of breath
or difficulty breathing



New loss of taste
or smell



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



FEELING SICK?
PLEASE STAY HOME

Stay at Home Policies

Faculty and students must remain at home or will be sent home if they:

- Have a cough, fever of 37.8 degrees celsius or higher, or shortness of breath or other symptoms of COVID-19
- Recently had close contact with a person that has tested positive for COVID-19
- Are awaiting test results for COVID-19
- Have been diagnosed with COVID-19

On Campus Policies

- Physical Distancing
- WIS employees, students, and visitors will maintain 1.5 metres of physical distancing to the greatest extent possible.
- Physical contact with others will be avoided (no hugs, handshakes, high-fives, etc.)
- Students in classrooms will sit at least 1 metre apart and will not face one another where possible
- Traffic Flow:
 - Members of the school community should walk on the right hand side of the corridors/stairwells and try to maintain a distance of 1.5 metres.
- Meetings/Gatherings
 - All Assemblies or multi class meetings will be prohibited.
 - Non-essential/informal meetings and visitors will be prohibited.
 - Formal meetings will be encouraged to occur via Google Classroom Meet or Zoom.
 - Necessary in-person meetings will occur in a well-ventilated room with enough space to ensure physical distancing.
 - All Faculty Meetings and Collaboration meetings will be held online
- Facial Coverings

It is strongly recommended that students and staff wear a mask whilst in the school building, however, this is not a legal obligation. Any person exhibiting symptoms will wear a mask & face shield in the isolation zone until leaving.



Hand Washing Hygiene

- Handwashing with soap for at least 20 seconds will be recommended and encouraged before class, after restroom use, before eating food, and after lunchtime.
- Hand sanitizer will be provided in various areas in the school; to include in classrooms, in office areas, and in portable sanitizer stations at all entrances.

Identified COVID-19 Signs or Symptoms While On-Campus

Students Becoming Sick or Displaying Symptoms While at School

- Students who have a fever of more than 37.8 degrees celsius or show symptoms of COVID-19 while in school will be placed in the former PYP staff room - 146 - until a designated family member may pick them up from school. A designated area will be used as an overflow room.
 - A parent/guardian on the student emergency contact list (information taken from parent declaration form) needs to pick up the student as soon as possible.
- While waiting, they will be supervised by the school nurse.
 - Both will be wearing masks and face shields and spaced at least 1.5m.
- Parents will be instructed to pick the student up from the security gate at the main entrance.
- Students will be moved to a previously vacant room with a substitute teacher.
- The original classroom will be sanitized immediately.
- Further guidance will be sought from the local/national health authorities.

Faculty member becoming Sick or Displaying Symptoms While at School

- Faculty members who show symptoms of COVID-19, and a temperature of 37.8 degrees celsius, must go to room 146 and a decision will then be made by leadership in regards to leaving procedures.
- Students will be moved to a previously vacant room with a substitute teacher.
- The original classroom will be sanitized immediately.
- Further guidance will be sought from the local/national health authorities.

Maintaining Healthy Environments

Cleaning and Disinfection

- All surfaces will be cleaned on a daily basis by a professional cleaning company, employed by FIE.
- Staff will sanitize shared equipment such as screens, keyboards, phones, and copy machines before and after use.
- Staff will complete doorknob sanitation at the end of each class period.
- Phones in the office areas will not be available for student use unless an immediate emergency occurs within the school building.

Hygiene, cleaning and disinfection of premises and surfaces

- At the main entrance of the school, the telephone numbers of the local district sanitary and epidemiological station, the infectious department of the hospital and medical services will be displayed.
- It should be ensured that all third parties, including the pupils' parents, entering the school building disinfect their hands or wear protective gloves, have their mouths and nose covered and do not trespass assigned zones.
- Wash hands with soap and water and make sure that students do so, especially when they come to school, before eating, after returning from fresh air and after using the toilet.
- Wash hands before lunch times
- All surfaces will be cleaned on a daily basis by a professional cleaning company, employed by FIE, with particular regard to keeping classrooms, sanitary facilities, communication lines, disinfection of touch surfaces – handrails, handles and flat surfaces, including countertops in classrooms and dining rooms, keyboards, switches.
- When disinfecting, the manufacturer's instructions on the packaging of the disinfectant will be strictly followed. It is important to strictly observe the time necessary to ventilate disinfected premises and objects so that students are not exposed to inhalation of vapour disinfectants.
- The campus operates a ventilation system that provides fresh and moving air on a continual basis throughout the building.

School Operations & Movement

Signage

- Signs will be placed throughout the building to promote social distancing and to lead towards entries and exits.
- Healthy habits signs will promote handwashing, physical distancing, symptom screening, and disinfecting around campus.

Arrival

Procedures for Drop off

- The main car park will be a drop and drive zone only until 13:30
- The staff car park will remain as a functioning car park for staff only.
- WIS PYP and MYP students will enter through the main entrance.
- The Whole School will be a Parent Free Zone with the exception of:
 - Pre Kindergarten parents/guardians who may enter the reception area to have their child collected by a staff member.
 - Parents/guardians of new students may wait in the patio area between the security hut and the main entrance to have their child collected by the homeroom teacher in the PYP and the coordinator in the MYP.
- Unfortunately, there will be no time before school for students to play on the sports field. Students must enter the building and go straight to the lockers and then their homerooms.
- The following entry times for each group have been created to ease congestion and to allow for classes to remain as isolated as possible to enhance health and safety protocols.
- Entry times for each PYP year group:

Grade	Timing	Entrance
Pre Kindergarten/Kindergarten	7.55	Main entrance
PYP 5/1	8:00	
PYP 4/2	8:05	
PYP 3	8:10	

- Entry times for MYP Groups

Grade	Timing	Entrance
MYP 4/5	8:10	Main entrance
MYP 2/3	8:05	
MYP 1	8:00	

Students on entrance:

- Students should follow the designated corridor for their lessons, which will be sign posted in the reception area.
- Students should go directly to lockers and then to homeroom for registration
- We strongly suggest that the community wear masks in any shared area of the campus on their way to their classrooms
- Wash/disinfect hands before lessons
- There will be no use of the playgrounds before school.
- There will be no waiting in large groups

Restrooms

- Face masks are strongly recommended to be worn when using the toilet.
- MYP will only use the toilets located next to the library.
 - PYP 3/4/5 will share with grades 4 and 5 from ATUT near the Inclusion room 128
- Handwashing guidelines will be posted at each sink.
- The student will use hand sanitizer upon reentry to the classroom.

PE/Library/Science/Arts

These lessons will have specific procedures that will be created and presented to the students on their return. With special emphasis on the cleaning procedures for equipment in these lessons.

Playground, Recess,

- Daily recess will be required with outdoor recess being preferred, and indoor recess being acceptable when weather or spacing requires.
- No contact sports allowed.
- PYP

Grade	Timing	Entrance
PYP PK/K	9:15- 9:40 9:40-10:10	Inside Playground Snack time
PYP 1/2	9:10- 9:35 9:35-10:10	Inside Playground Snack time
PYP 3	9:45-10:10	Inside Playground
PYP 4	9:45-10:10	Inside Playground
PYP 5	9:45-10:10	Inside Playground

MYP

MYP students will be allowed in the following areas for outdoor recess. These areas will then be rotated on a weekly basis.

Place	Grade	Time
Terrace	WIS MYP 3 and 4 (40)	9:50-10:10
Basketball pitch	WIS MYP 1 and 2 (40)	9:50-10:10
Theatre	WIS MYP 5 (20)	9:50-10:10
Volleyball pitch	ATUT 3 - (38)	9:50-10:10
Football pitch	ATUT 1(50)	9:50-10:10
Grass area next to football pitch	IHSW - (99)	9:50-10:10
Upper Hall	ATUT - 2(40)	9:50-10:10

- Indoor Breaks
- PYP/MYP will have to remain in their homeroom classes for indoor breaks. Supervised walks maybe taken around the building, whilst wearing masks and abiding by social distancing suggestions
- PLT will have to contribute to the supervision of these duties to eliminate homeroom teachers from these duties as much as possible

Canteen and lunctimes

- By law meals made by Weranda Smaku cannot be eaten in the same space as other meals provided by home. Therefore, based on the health and safety needs of our students in regards to supervision, WIS has taken the decision that students may only order sandwiches or salads from Weranda Smaku that will be pre packed and delivered to each student's homeroom.
- Otherwise students must bring a cold lunch that has been prepared at home.
- I must also inform you that Microwaves are not permitted to reheat food, due to the government guidelines regarding COVID 19
- Time will be provided after food consumption to air and clean the room.
- These procedures will be continually reviewed to serve the best interests of the WIS community.

PYP

Timings for eating and play:

Grade	Eating	Playing	Place of play
PYP PK/K	12:00 - 12:30	11:40-12:00	Indoor playground
PYP1/2	12:00 - 12:30	11:40-12:00	Indoor playground
PYP 3	11:40-12:00	12:00-12:30	Indoor playground
PYP 4	11:40-12:00	12:00-12:30	Indoor playground
PYP 5	11:40-12:00	12:00-12:30	Indoor playground

MYP

Timings for eating and play:

Grade	Eating	Play	Place of play
MYP1/2	12:35-12:55	12:55-13:10	Football pitch
MYP3/4	12:35-12:55	12:55-13:10	Basketball pitch
MYP 5	12:35-12:55	12:55-13:10	Volleyball pitch

Dismissal/End of School

PYP

- The main car park will be open at this time for parking and collection.
- All students will be accompanied by their homeroom teachers and leave their classroom at 5 minute intervals via the main entrance.
- Pre kindergarten students will be collected in the main foyer
- Grades K-5 will be collected by parents in the area between the security hut and the school. Each homeroom teacher must observe that the student has been collected by the parent/guardian.
- Students in grade 5 must be accompanied to the security gate. If they have permission to leave school by themselves, they may do so from this point.
- Students who have Wolves activities at 3:45 may go to the After School Care Room

Grade	Timing	Entrance
PYP PK	14:30	Main entrance
PYP 3	14:30	
PYP K	14:35	
PYP 4	14:35	
PYP 1	14:40	
PYP 5	14:40	
PYP 2	14:45	

MYP

- Exit at 5 minute interludes via the main entrance.

Grade	Timing	Entrance
MYP1/2	15:30 (14:40 Thursday)	Main entrance
MYP3/4	15:35 (14:45 Thursday)	
MYP5	15:40 (14:50 Thursday)	

After School Care

- After School Care classes will be offered to grades PYP 1-5 only and only for those students who are taking part in Wolves activities on that specific day who are waiting for the second session, that begins at 3.45.
- WIS will only offer Extra Curricular Activities to students when they are run by either a member of the WIS faculty or an external educator that exclusively holds lessons at WIS on the day of scheduling. Decisions upon the agreement of extracurricular activities are at the discretion of the Head of School.
- After School Care will **not be offered** after these classes, parents/guardians **must collect their child immediately at the end of the session.**

Gatherings, Field Trips, Sports, Visitors

- No assemblies or cross class gatherings are permitted
- All Faculty Meetings and Program specific collaboration meetings to be held online
- Small scale meetings can only be of a maximum of 6 people
- Parent meetings will be conducted virtually through the Google Meet platform
- Field trips will not occur for at least the first 2 months.
 - This will be revisited as the conditions continue to change.
- Outside lessons may be held, in close proximity to the school, when a parent has signed a permission form giving consent that their child may have a lesson in an external space outside of the campus i.e the park
- Classes will pursue virtual field trips and WIS will coordinate virtual performances
- Only visitors that are critically important will be permitted on campus after school hours

Shared Spaces: Classrooms and Offices

Routine sanitization of shared equipment, such as copy machines, telephones, refrigerator handles, will be completed throughout the day as well as at night by Facilities staff.

Classrooms

Classroom Operation

- Crossover between schools will be limited as much as possible
- At present, all lessons will be taught in their normal roomings. This will be monitored by leadership.
- Lunches will be eaten in the child's normal homeroom.
- Hand Sanitizer will be available at the entry of each classroom
- Teacher zones will be identified in each classroom
- Forward-facing seating in each classroom, where possible
- Items and equipment in the classroom that cannot be effectively washed, or disinfected should be removed or prevented from accessing. Exercise gear (balls, skipping ropes, hoops, etc.) used in the class/gym should be cleaned or disinfected.
- The student should not take unnecessary objects with him/her to school. This restriction does not apply to children with special educational needs, in particular those with disabilities. In such cases, it is necessary to ensure that children do not share their belongings with others, while caregivers should take care of regular cleaning (washing or disinfection) of toys, other things.
- All movement in the corridors must be made via the right hand side of the corridor

Shared Objects

- Students will be prohibited from sharing items.
- Teachers will be discouraged from sharing items among students and will disinfect any item before and after use if loaning is necessary.
- Students are encouraged to bring their own water bottles. They will use the bottle filling stations located in each school building. Students are not to drink directly from the fountains but only to fill their water bottles.

Lockers

The procedures for locker use are still to be finalised

Communication

Communication: Administration and Families

- Managebac will be used as needed for communication purposes
 - All families will be invited to join Managebac - if there is a concern with managebac contact Anita jabłońska-Świta - jablonska-swita@fem.org.pl
- Daily reminders/info posted to families and faculty by Mr. Begent via Managebac and Facebook.
- If parents need to contact an administrator, they should follow the chart below:

Whole School Concern Faculty Concern Health and Safety Concern	Head of School - Richard Begent - begent@fem.org.pl
Disciplinary Concern Student Support Services	Deputy Head of School - Sue Evans - evans@fem.org.pl
Curriculum Concern	MYP Coordinator - Jill Bieniek bieniek@fem.org.pl PYP Coordinator - Maria Kachmar kachmar@fem.org.pl
Admissions	Monika Ksiazek - ksiazek@fem.org.pl
Administration	Anita jabłońska-Świta - jablonska-swita@fem.org.pl
Counselling Services Student Well being	Counsellor - Pia Malin malin@fem.org.pl

Training & Resources

Parent & Student Training and Resources

- Parents will have access to a live Zoom meeting with the Head of School to be held at the beginning of the school year and monthly thereafter.
- Training will be available on platforms, protocols, policies, and procedures for all WIS parents and students.