



Cambridge International Education Conference

Schools reopening Post COVID 19 AFRICA EDITION

PREPERATION FOR REOPENING OF SCHOOLS	
Space	
	<p>Establish how many children can be accommodated on the premises if class sizes must be reduced. Consider classrooms with:</p> <ul style="list-style-type: none"> ○ 1 square metre distance, ○ 2 square metre or ○ maximum 15 per class. <p>This information will be the basis for all other decisions. Use any precedent already set as a guide. Ghanaian SHS and JHS final year students have opened and must have 1 square metre. This is now expected for all other government approvals for reopening.</p>
	Identify ways of maximizing your current space, e.g., using library, halls, subject specialist classes
	<p>Identify any outdoor space that can be used for learning;</p> <ul style="list-style-type: none"> ○ Area already usable ○ Area usable with temporary structures like canopies and chairs ○ Area earmarked for permanent structures such as a summer hut. Ensure that the project can be done on time and within the budget
	<p>Make the call – Can you open as usual with all children catered for in a safe environment? NOTE: The decision on how you accommodate students is a significant decision and could affect the school in the long</p>

	<p>term, both in numbers and financially. Ensure that there is buy-in from as many stakeholders as possible.</p> <p>If yes, continue to the next section</p> <p>If no, continue.</p> <p>If all children cannot fit in safely, look for alternatives.</p> <ul style="list-style-type: none"> ❖ 50% of pupils in Monday and Tuesday, the other 50% in Thursday and Friday. Wednesday and Saturday for deep cleaning. ❖ 50% report in the morning, the other 50% in the evening ❖ Reduce admission to accommodate the whole school. ❖ The split can be through year groups or first 50% years 1, 3, 5, 7, 9 second set years 2,4,6,etc...
Routines	
Once the format of the school is decided upon:	
	Address any areas or times where social distancing rules could be breached.
	Identify an imaginary child in several classes. Visualize their day in school from entry to exit. Record their routine movements.
	Identify their opportunities/needs to wash hands, move in groups, breaks, lunch, snacks, movement around school, and placement of bags...
	Create an arrival routine, e.g., child arrives, temperature taken, hands sanitized, masks? Walk to classroom or outdoor play teacher collects.
Lunches	
	In canteen, how many can fit?
	Delivered, eaten in classrooms?
	Staggered?
	Where are dishes kept after eating?
Snacks	
	If sold, how can it be done with social distancing regulations?
	Identify areas and routines to allow children to eat and drink within the regulations
Transport – School buses	
	Consider number of children on each bus.

	Before entering a bus, temperatures must be taken. Anyone with a temperature does not enter. Hands must be sanitized before entering. New routes depending on who is in school at the time. Recommendation, masks are compulsory
	Cleaning and sanitizing bus schedule
Buildings	
	Decide if you need to build extra structures. If yes, start ASAP
	Identify places to install additional hand washing basins
	If a child is sick, does the school have a sick bay or is it better to designate an isolation room?
	Can areas be designated oneway areas, especially corridors and stairways? Place signs and arrows to show direction.
	Identify purchase and place new signage around the school.
	Continue with regular everyday cleaning and maintenance.
Academics	
	All children have had different learning experiences while in lockdown. Prepare assessments in the first three weeks. These should not be high pressure nor reflective of the child's ability and intellect but used to support the learning of the child. Assessment for learning.
	All children have had different life experiences while in lockdown. Consider making the first two weeks back one of discovering routines, play, socialization and opportunities for students and staff to bond again.
	Create Curriculum teams to identify areas of the curriculum that has been missed during shutdown. The role of the team is to devise medium term plans for one or two years to ensure coverage is ensured over appropriate time and not crammed in the first half term of opening.
	If the school must reduce the hours of face to face learning, create support services/systems to support teachers to adequately teach and provide home learning activities, e.g., modifies lesson plans, additional IT equipment and staff. Buy into learning management software.
	Prepare training session for teachers on how to manage face to face time and home learning combined.
	Formalize expectations in documentation.
Staffing	

	Identify the number of staff needed and rules. Cross reference with staff currently employed.
	Consider role adjustment. This is a great time to reshuffle, promote and fire staff.
	Recruit staff if needed. Ensure JDs and interviews highlight the skills teachers need to embrace. E.g., IT skills,
	Identify CPD opportunities for teachers.
	For those promoted to leadership, use time to train them for their new roles.
	<p>Prepare reopening training for the week before.</p> <ul style="list-style-type: none"> ○ Recommendation - provide an induction for all staff including: vision, mission values, code of conduct, socialization, new routines, curriculum adjustments. ○ Provide socialisation time for staff to build relationships again and with new staff ○ Ensure plenty of opportunities for planning of first half term learning. ○ All staff to have walk arounds showing the routes and expectations for children.
	Remember all staff need training – the humble cleaner and security guard are as important as SLT in the fight against COVID 19
Retention of Students	
	<p>Keep in touch with parents regularly</p> <ul style="list-style-type: none"> ○ quick monthly call, preferably by leadership. ○ Fortnightly updates on email, WhatsApp or normal method used by your school.
	Ensure students not completing home learning commitments are identified and parents supported.
	Offer discounts for fees paid in advance. This guarantees student return
	Monitor online teaching; quality, regularity, feedback from users, marking, returning of academic feedback, value for money?
Administration	

	Decide how visitors are handled on the premises; parents, official visitors, company representatives, maintenance, potential parents and students
	Reduce or eliminate all cash payments
	<p>Create school handbook covering all expected changes for all.</p> <ul style="list-style-type: none"> ○ This document should be open for teachers, auxiliary staff, parents, teachers and visitors. ○ When possible, get people to sign to agree with the document or specified parties related to their understanding, health and safety procedures. ○ This is a working document and should supersede all policies during the crisis until agreed by Governors or Directors
P.P.E. and clothing	
	Decide on use and expectations of masks / shields in school. To support the decision look at any precedence already set. Students in Ghana must wear masks in class all have been provided with reusable masks. Rivers State, Nigeria are advocating masks for lessons and shields for out of lessons.
	Resources required P.P.E.
	Resource additional soap and hand sanitizers and tools for delivery.
	Provide cleaners and some auxiliary staff with additional uniforms and a place to change.
	Decide on outfits for children. Although, uniform is important please consider the value of clean clothes every day. Is there a necessity to change clothes as they enter school. This will relate to the amount of exposure they have on the way.
	Are teachers expected to change clothes on arrival? Can the school provide changing areas and laundry bags? (laundry bags, simple cotton bags to transport the clean clothes to school.)
PREPERATION FOR WHEN DATE IS SET TO REOPEN	
Once opening date is confirmed create and disseminate a timetable to all involved. Provide dates and times of meeting, walkabouts, training and who is responsible for the activities.	
Building and Maintenance	

	Deep Clean all school premises and grounds
	Many companies are advertising fumigation. This is not required if the premises have not been in use. COVID 19 will not remain on surfaces for more than a week. Fumigation for insects and rodents is not advisable
	Ensure all maintenance work is completed
	Do a safety walk with various staff to identify issues and resolve before school reopens
Contact Outside Agencies	
	Catering and food suppliers
	Fuel suppliers, cooking gas, generator fuel
	Bank
	Stationery, books and teaching and learning consumables
	Refuse collection
	Cleaning
Teachers	
	Invite in for training
	Send handbook with the expectation of them signing that they have read on resumption
	Forward curriculum planning as created curriculum teams
	Inform them of changes of staff before arrival.
	Provide planning and class preparation time.
Parents	
	Inform parents of dates of reopening
	Provide copies of handbook
	Provide guidance for parents to share with children – understanding social distancing, what to bring, what not to bring, hand washing, no contact, uniform requirements (clothes changed daily).
	Recommend an information video spoken by a teacher or school leader. Showing the new routines, especially for arrival on the first day.
Middle Leaders/Subject Heads/Department Heads/Coordinators	
	Middle leaders will be a vital layer of support due to the vast changes, arrange meeting to discuss the following: <ul style="list-style-type: none"> ○ monitoring of routines, support for teachers,

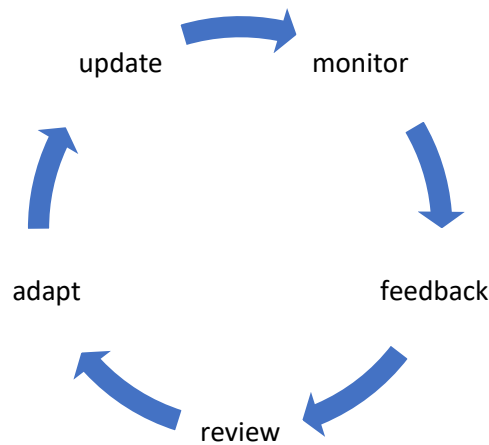
	<ul style="list-style-type: none"> ○ encourage positive response to issues, e.g., if someone does not follow hand washing routine, he/she should be helped, advised and not berated, ○ additional responsibilities during initial weeks. ○ Create an “in it, to win it” supportive attitude.
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Directors/Governors

From the date set, activities are going to be inevitably busy. Arrange weekly call or online updates with the Chair. It is their responsibility to disseminate to the rest of the board.

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First Two Weeks



Reminder of areas to monitor:

	Routines
	Hand washing and sanitation
	Arrival routine
	Daily and Deep Cleaning
	Snack
	Lunch
	Breaks
	Class time visits to bathroom
	Class distancing
	Visitors
	ARE THE CHILDREN HAPPY AND RELAXED?

Boarding – due to the vast array of setups in schools please book a session with a consultant to support a safe and successful opening.

This document was put together by:

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