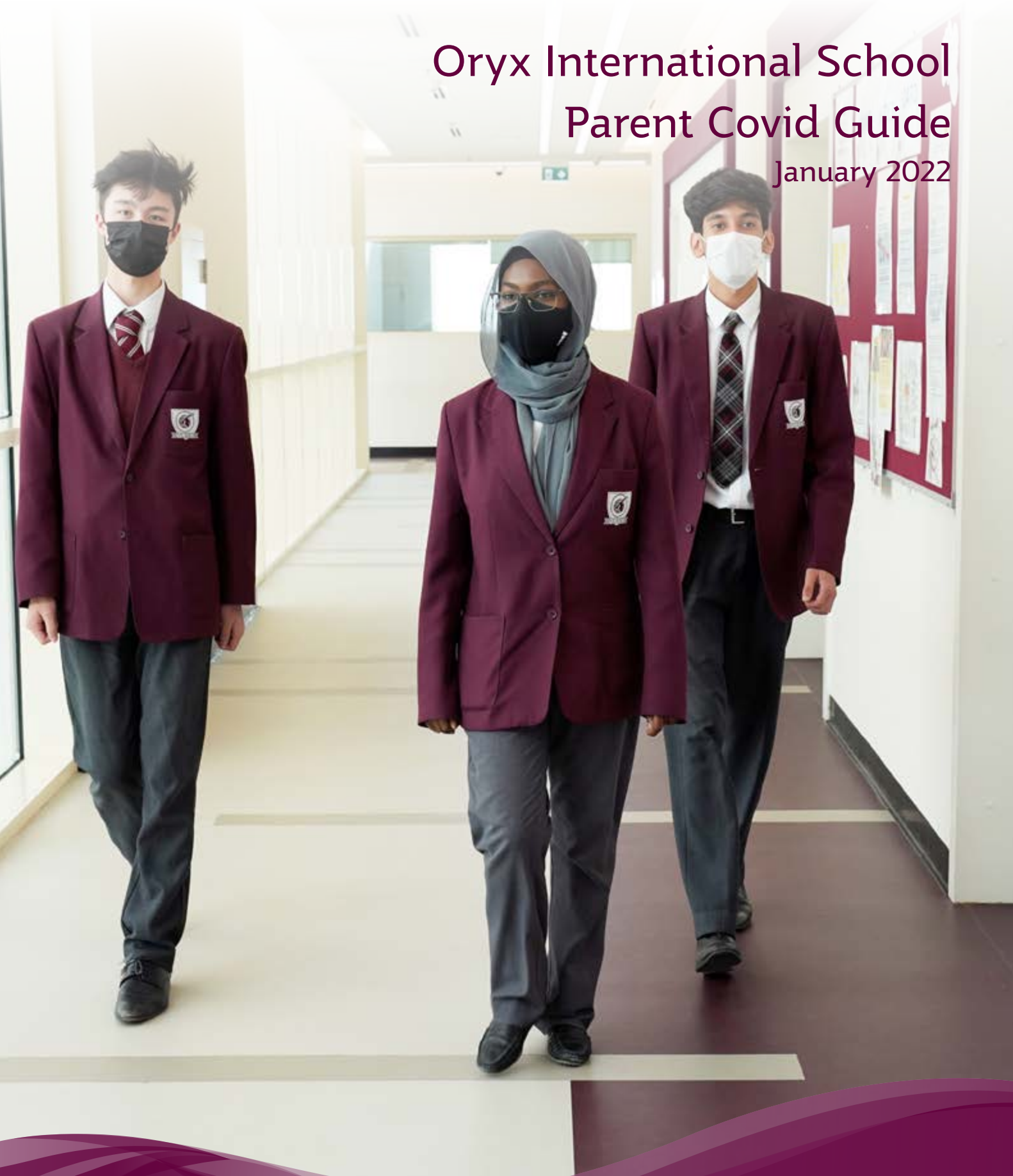


Oryx International School Parent Covid Guide January 2022



مدرسة اوريكس العالمية



ORYX
International School, Doha

Values | Community | Support | Engagement | Achievement

Information for Parents, Staff, Students and Contractors

As required by and directed by the Ministry of Education & Higher Education (MoEHE) and the Ministry of Public Health (MoPH) in Qatar

Updated January 2022



You will be aware that the Ministry of Education & Higher Education and the Ministry of Public Health have amended their original plans for all schools in Qatar.

As of 2 January 2022

Timing: 07.15 - 14.00

As of 4 October all children were instructed to return to school in person, we are not offering any online learning. Please note the following rules remain in school:

1. Bubbles per class remain;
2. All staff and students from Year 1 to 13 must wear masks in-doors;
3. Social distancing of 1.0m will be observed at all times on school premises.
4. Parents and visitors are not allowed on school premises (except FS and Y1 parents at delivery and collection times) **NB Drivers/guardians cannot enter the school premises.**
5. Other enhanced Health & Safety measures will be implemented as per MoPH requirements (As detailed in the following pages).

NOTE: School timings are 07.15 - 14.00 (gates open at 07.00 - 07.15 and 14.00 - 14.15)

FS early pick-up is available at 11:40am by prior notification to the Class Teacher and Reception (i.e. the day before).

I understand that the ongoing Covid situation will cause challenges for parents as well as the school, however, we will ensure that our students receive not only the best educational provision we can offer but also that the school premises will be completely safe for all attending.

I ask for your continued patience, cooperation and understanding at this time. Our main priority is the **safety and continued education of your children** which is where we must focus. Hopefully, the situation in Qatar will continue to improve and we can return to full attendance at school as soon as the Government ministries announce it is safe to do so. The School will follow all regulations from the MoPH and MoEHE as instructed.

Bus transportation is available, please go to our link [here](#) for further details or call them directly on +974 5597 0138 or email jennica@newimagebldg.com.

I will keep you updated with any progress and developments.

Regards,



Derek Laidlaw
Executive Principal

'Bubble' protection

Your child will remain within his/her 'bubble' and will only mix with the same students from that 'bubble' whenever in school.

Students in Y10, Y11, Y12 and Y13 will spend the majority of his/her time with the same students however, occasionally they will split into other groups due to the different 'optional' subjects chosen. We have minimised this by grouping together as much as possible, the same students and subject options. On the very few occasions students do group together differently, enhanced sanitizing will be implemented.

Students' movements around school will be restricted and therefore all students except I/GCSE (Y10/11) and A-Level (Y12/13) will remain in one classroom for the vast majority or all of their lessons. Teachers in secondary will move between these 'form' rooms. Students will only move to specialist rooms eg Science, DT and will remain in their 'form' room for other subjects.

The principle of the 'bubble' system is mandated by the MoPH as the safest way for children and staff to attend school. With the other precautionary measures such as wearing masks, washing hands, enhanced cleaning and sanitizing schedules, small numbers of children in each bubble and social distancing, we are confident we can continue to minimise the risk of infection. COVID-19 is not going to disappear anytime soon and we must learn to live with this and minimise the risk to us all.

MoEHE / MoPH Regulations

General (MoEHE 17/08/2021)

1. Students to remain in their allocated "bubbles".
2. 1.0m distancing in all areas including classrooms, seating and waiting areas.
3. Regular communication to parents regarding H&S requirements.
4. No assemblies or other student gatherings allowed.
5. Parents will provide computers for their children's use at home (and in school for secondary only).
6. Parents will create a convenient environment and offer support and guidance.
7. Teachers are not obliged to respond to students outside official working hours.
8. Parents are responsible for checking their child's temperature before bringing them to school.

Health & Safety Requirements from the (MoPH 17/08/2021).

1. Wearing of masks is compulsory for all students from Year 1 to 13 while in school. All students must wear their masks in class, public and communal areas.
2. Children / staff who contract COVID-19 must stay at home, call 16000 and inform the school.
3. Parents must collect children immediately if they are suspected of having COVID-19.
4. The school will set up an isolation room for any suspected cases during the school day, this will be supervised by a member of staff.
5. PPE equipment will be available for staff use as required.
6. A one-way system will operate in some areas of the school.
7. Students must remain in their "bubble" at all times.
8. Parents and students are not permitted to gather at the gates as social distancing must be observed.

NB: If students do not complete the school year, the MoEHE may require them to re-sit the year.



General requirements and conditions

1. Adults aged 18 or over must show EHTERAZ at the security gate. Only GREEN with yellow border indicators will be accepted for entry into school.
2. Parents and visitors cannot enter the school premises without a prior appointment.
3. Parents of FS students can deliver and collect their children at the classroom door following the general H&S regulations for accessing the school site and registering with the school Reception.
NB: The 'drop off' vehicle area will NOT be accessible, parents must park outside.
4. All children and adults must use hand sanitizer regularly and wash hands when required.
5. Students/staff must bring their own food, drinks and utensils. No sharing is allowed.
6. Food may NOT be delivered from outside the school and staff cannot distribute school equipment or food brought late by parents.
7. No party packs, presents or other items for birthdays can be brought into school at this time.
8. Primary students will be provided with school equipment which must remain in school .
9. Secondary school students should bring their own school equipment.
10. Hand sanitizers will be available in all classrooms / offices and around the school.
11. Students may bring their own hand sanitizer with them.
12. Students in primary and secondary must provide their own masks to be worn in school.
13. ALL students must wear a mask when in school, and when entering and leaving school including FS students.
14. Teachers will be provided with masks and visors in school.
15. All students and adults must wear masks in communal areas.
16. Students must bring their own water bottles (filled with water) for the duration of the school day. Water dispensers will not be available to replenish empty bottles. (MoPH directive 16/02/2021).
17. There will be no provision for before or after school supervision for children on site. Parents are obliged by the MoEHE to collect children punctually at the end of the school day.
18. Adults and children will be given a specific gate for entrance and exit (ADDENDUM 1).
19. A maximum of four people in the elevator at any one time (No Students).
20. It will not be possible for parents to meet class teachers in person at the moment.
21. Staff are not obliged to reply to enquiries outside school working hours (MoEHE).
22. Plastic dividers will be used at Reception, and elsewhere as necessary.
23. Students aged 12 and older should fully **vaccinated** to attend school, vaccination certificates must be emailed to the school nurse: nurse@oryxschool.qa.
24. If your child is aged 12 and older and they are **NOT fully vaccinated**, a negative antigen or PCR test must be emailed to the school nurse by 07:00 on a Sunday morning of each week they attend school.
25. Any student with a positive antigen or PCR test must remain at home and inform the school immediately.

The School will:

1. Provide two full time nurses at school (trained to deal with COVID-19).
2. Provide a supervised isolation room for any student or staff who display symptoms whilst on school premises.
3. Ensure safe distancing and implementation of all H&S requirements.
4. Provide hand sanitisers in all rooms and around the communal areas.
5. Provide masks for all employees.
6. Provide spare masks at schools for students and visitors if required.
7. Display around the school a selection of informative signs regarding personal hygiene and other H&S measures .
8. Educate students, employees and contractors on general hygiene practices.
9. Ensure that the capacity of buses should not exceed MoT rules.
10. Encourage parents to use personal cars for students' transportation.
11. Provide continuous ventilation of rooms.
12. Follow the instructions of the ministry and public health department.
13. Assign an employee to monitor health and safety issues in the school.
14. Prepare VLE online learning programmes and ensure that staff, students and parents are informed on how to access and use the VLE system effectively, as necessary.
15. Provide bins with lids specifically for masks and tissues - "catch, bin, kill ".
16. Implement the attendance and absence policy with the necessity of daily monitoring on the MOE&HE NSIS system.
17. Ensure that there are no group activities, such as trips, camps and celebrations, in school.
18. Ensure all students perform examinations inside the school building, applying all cautionary measures.

Parents should:

1. Follow all the requirements of the school via the MoEHE /MoPH Plan to ensure the safety of the community and the continuation of education for their children.
2. Parents are obliged to check their child's temperature before bringing to school.
3. Provide a computer for their children's use at home (Secondary in school as well).
4. Provide a snack, water bottle/s (and equipment for secondary) for their children while attending school.
5. Inform the school and the MoPH (call 16000) immediately if anyone in the household becomes infected and / or if the student is in close contact with any infected person at home or outside.
6. Keep children at home if any symptoms appear or if they have close contact with an infected person.
7. Make a **prior appointment** to meet with any of the senior school / finance staff.
8. Show EHTERAZ and adhere to all H&S requirements when on the School site.
9. Update the School Reception with two contact mobile numbers and emails and be contactable throughout the school day when their child is attending school.
10. Deliver and collect children on time without gathering at the gates.
11. Provide a clean uniform each day students attend school.

Students will:

1. Follow all the H&S rules and regulations implemented by the school.
2. Bring all food/drinks and necessary equipment (including laptops for secondary).
3. Not share any food or drinks or personal equipment.
4. Bring their own water to school on a daily basis – no drinking from the tap/fountains.
5. NOT remove their mask without permission.
6. Use hand sanitizers and wash hands frequently and when required to do so.
7. ALL students including Primary will wear masks in communal areas , including entry and exit to school.
8. Report to your teacher immediately, any feelings of illness or symptoms whilst in school.
9. Arrive at school at the correct time by the appointed gate and leave by the same gate immediately when school finishes. (If you arrive late you must go to the usual 'late gate' and await instructions).
10. Bring own laptop and own school equipment (Secondary students).
11. Stay within the designated area(s) in school and not wander into other areas.
12. Use only the designated gates and stairwells and follow the one-way systems.
13. Only use toilets when necessary (maximum number of students specified in each toilet).
14. NOT laminate books or cover with plastic.

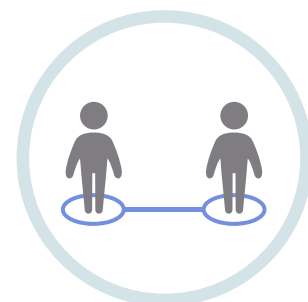
Staff will:

1. Follow all H&S regulations and procedures from the school.
2. Show EHTERAZ when requested to do so.
3. Wear required (and optional) PPE as provided by the school.
4. Stay at home if unwell or test positive (or if a household relative falls ill).
5. Phone 16000 if in close contact with a confirmed case and await instructions.
6. Refer any children feeling unwell (or yourself) to the school nurse for checking.
7. Ensure children are aware of and are following all H&S requirements in school.
8. Ensure that work is assessed and feedback given to students daily / weekly.
9. Supervise children at break times as required.
10. Attend, either in person or virtually, any required staff meetings / training.
11. Will take a COVID-19 test when required.
12. Will take a weekly rapid test for Corona virus (Rapid Antigen) if they have not been vaccinated.



Summary of the main H&S measures

MEASURE	LOCATION USED	WHO
EHTERAZ	Entry Security Gates	Adults
NOTICES	Entry Security Gates	All
SIGN IN & OUT	Various Areas as per plan	Staff
	Security Gate 1; FS/Y1 Entrance Door	Visitors and staff
FACE MASKS	Entry Security Gates & all Communal Areas	All students and adults
HAND SANITIZER	All Rooms & Communal areas	All
STERILE WIPES	Classrooms & Offices	Staff
DISTANCE MARKERS	All communal areas	All
UP & DOWN STAIR SIGNS	Stairs in Secondary	All
ONE WAY FLOW SIGNS	Most Communal Areas	All
ISOLATION ROOM	Rear of Sports Hall Complex	Students with possible symptoms
NURSE(S)	Cinic / Isolation Room	Students and Staff
CLASS SANITIZING	Classrooms & Offices	Staff
ENHANCED CLEANING	Specific areas as required	Cleaning Staff (every 30 minutes)
DEEP CLEAN	Whole School	Cleaning staff (each day)
ENHANCED PPE (Gloves, Gowns, Visors)	SLT / Admin Offices / Clinic	Staff - as required
H&S INFO SIGNS	Classrooms & Communal Areas	All
UPDATED INFORMATION	Newsletter / Bulletins / Website	Parents & Staff



Summary of the main H&S measures

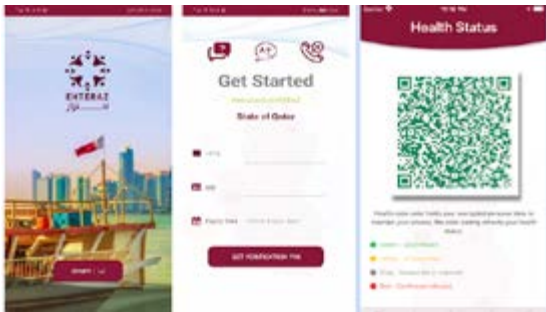
FACE MASK



Who must wear a mask?

EVERYONE
Optional for Primary students in classrooms

EHTERAZ APP



Who must use Ehteraz?

STAFF & VISITORS AGED 18 OR OVER

SIGN IN AND OUT



Who must sign in and out?

ALL VISITORS / STAFF
&
FS PARENTS

HAND SANITIZER



Who must use hand sanitizer?

EVERYONE

Summary of the main H&S measures

VISOR



Who must use a visor?

STAFF
as required

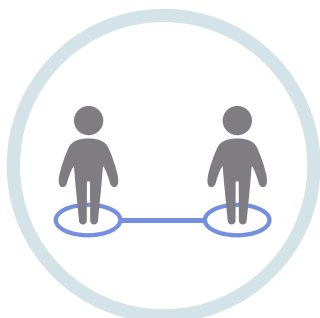
ENHANCED PPE



Who must wear PPE?

NURSES & STAFF
as required

1.0 m SOCIAL DISTANCING



Who must social distance?

EVERYONE

OWN SNACKS AND DRINKS



Who must bring snacks and drink to school?

EVERYONE

Summary of the main H&S measures

ONE WAY FLOW SYSTEM



Who must follow the one way signs?

EVERYONE

UP or DOWN STAIRCASES



Who must follow the up or down arrows?

EVERYONE

SEATING PLANS



Who must adhere to the seating plans?

EVERYONE
Including in Classrooms

ENTRY or EXIT DOORS



Who must follow the signs?

EVERYONE

SECURITY GATES



Who must use the security gates?

EVERYONE
gates are allocated to specific groups

Summary of the main H&S measures

INFORMATION POSTERS



Who must follow the information posters?

EVERYONE

CLOSED BINS



Who must use the bins?

EVERYONE
for masks and tissues

ENHANCED SANITIZING



Who will use enhanced sanitizing?

STAFF & CLEANERS

DEEP CLEANING (Daily)



Who will deep clean?

CLEANERS

APPOINTMENTS ONLY



Who should book an appointment before coming to the school?

PARENTS & VISITORS

Summary of the main H&S measures

TWO SCHOOL NURSES



Who should ask help from the school nurses?

STUDENTS & STAFF

SCHOOL CLINIC



Who is allowed to use the School Clinic?

STUDENTS & STAFF

NO VEHICLES ON SITE



Who must follow these signs?

STAFF VEHICLES ONLY ALLOWED ON SITE

no access to drop off or onsite parking except for authorised staff

MEDICAL EXEMPTION



Who requires a medical exemption certificate?

STUDENTS & STAFF

for high risk/chronic illness dispensation from attending school



Summary of the main H&S measures

REQUIRED TO ATTEND SCHOOL

VACCINATION CERTIFICATE



Staff and students (aged 12 and older) that have received their Covid-19 vaccines and booster must send their certificates to The School nurse to attend school - nurse@oryxschool.qa

ANTIGEN / PCR TESTS



Staff and students (aged 12 and older) that have **NOT** received their Covid-19 vaccine must provide a negative antigen/PCR test to The School nurse by 07:00 every Sunday to attend school - nurse@oryxschool.qa

If neither of the above are provided to The School, parents will be called to collect their children to take them home.



Academic Year calendar 2021 - 2022

Academic Year begins	Sunday, 29 August 2021
Midterm break	Sunday, 24 to Thursday, 28 October 2021
End of Term 1	Thursday, 16 December 2021
Qatar National Day	Saturday, 18 December 2021
Term 2 commences	Sunday, 2 January 2022
Qatar National Sports Day	Tuesday, 8 February 2022
Midterm break	Wednesday, 9 to Thursday, 10 February 2022
End of Term 2	Thursday, 10 March 2022
Term 3 commences	Sunday, 20 March 2022
Midterm break	Sunday, 17 to Thursday, 28 April 2022
Ramadan*	Saturday, 2 April to Monday, 2 May 2022
Eid*	Monday, 2 to Thursday, 5 May 2022
End of Term 3 and the Academic School Year**	Tuesday, 28 June 2021

* Eid dates to be confirmed

Communication

Primary parents

Class Dojo is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos and messages through the school day. Parents need to download the app and your Class Teacher will then invite you to sign up to your child's class. This way you will be able to receive the most up-to-date messages, notifications, reminders, pictures/videos of learning and achievements.

To connect to Dojo:

- search for the Dojo App via your mobile's App Search function
- download to your phone
- search for Oryx International School
- connect to the school and to your Class Teacher
- the Class Teacher will give you 'rights' to access the App

Other communication methods

Executive Principal updates will be sent weekly - and more frequently as required - to keep parents informed of developments particularly during the current pandemic, and to remind parents of matters of importance

Parent Portal: The parent portal will be used to communicate information between school and home on a regular basis. An email will be sent to all parents on how to sign up for this.

Student email: Parents will automatically receive an email copy via iSams, every time your child receives an email from teachers

Electronic Bulletin Boards: These boards can be found around the main school and will display relevant school information and photos.

Website: You will also be kept up-to-date via our school website at www.oryxschool.qa and social media.

Social Media: The school updates our Social Media

Secondary parents

The first point of contact for parents will be the Year Group Leader, you can contact them via their work **email or reception@oryxschool.qa** who will forward your message to the relevant teacher.

General

For any issues regarding the health or wellbeing of your child you should contact the **school nurse on 4036 6800**.

For general queries, please contact reception on **4036 0063**.

If you contact teachers or you leave a message, they will reply within 24 - 48 hours during the working week.

channels regularly to keep parents informed of activities in class, school events with lots of exciting photos.

Please follow and like us on:

- Facebook: @OryxSchool
- Twitter: @OryxSchool
- Instagram: oryx_school
- YouTube: Oryx School

We will upload all the latest photos, news, videos and events.

Newsletter: The school will email a newsletter to you every week, which will include whole school news, information on events and important reminders, as well as highlighting our whole school or individual achievements. If your child receives any successes outside of school, please let us know so that we can include it in our newsletters and celebrate it.

Code of conduct

All members of our school community are valued and should value others.

Be respectful

- in speech and conduct
- by showing respect for others
- by being attentive
- by speaking when it is your turn to do so
- by respecting school equipment and that of your classmates
- by speaking in the language of the class

Be prepared

- by wearing the school uniform correctly
- by being on time
- by being organised
- by having all the correct equipment
- by being ready to work

Be hard-working

- by following instructions
- by starting work quickly
- by being focused on the learning activity
- by completing homework

Be responsible

- by taking pride in your work
- by caring for your surroundings
- by moving around the school calmly
- by observing all safety practices
- by using all equipment carefully

Certain forms of behaviour will not be tolerated under any circumstances:

- Bullying and malicious teasing
- Cyberbullying (in or out of school time)
- Physical or verbal abuse
- Persistent lying to a member of staff
- Stealing
- Vandalism
- Cheating in an exam
- Insolence towards any member of staff

Parent Portal

Our Parent Portal will give you access to relevant school information, most importantly your child's School Report as well as the School Calendar and essential school documents and forms.

To create an account, our technical team will send you an email with the link to the parent portal

<https://parentsoryx.orbitaled.com/>

and your personal registration details which will include your registration number and password with step-by-step procedures to complete.

Once you have set up your account please check under 'COMMUNICATION --> MY CONTACT INFORMATION' to update your contact details, this will ensure that the school has your current information.

If you have any difficulties with setting up your account, you can contact IT on +974 4036 0088 for assistance.

Policies

Our main school policies can be found on our website: [here](#), other policies will be made available through the Parent Portal.

Policies on our website include:

- Admissions Policy
- Anti-bribery and Anti-corruption Policy
- Anti-bullying Policy
- BYOD Policy
- Child Protection and Safeguarding Policy
- Concerns and Complaints Policy
- Curriculum Policy
- EAL Policy
- Equal Opportunities Policy
- First Aid Policy
- Global Citizenship, Internationalism and Intra-Culturalism Policy
- Health and Safety Policy
- Online Safety Policy
- Parent Code of Conduct Policy
- Peer on Peer Abuse Policy
- Rewards and Sanctions Primary and Secondary Policies
- SEND Policy
- Staff Behaviour Policy
- Student Attendance Policy
- Withdrawal Form and Policy

ADDENDUM 1 - Entry and Exit Gates



Staff designated entrance areas

For sign in after 06.30

Who	Location
Primary staff	Primary entrance central courtyard doors
Secondary staff	Secondary entrance central courtyard doors
Admin & whole school staff (Arabic, Music, PE, MFL)	Main reception area



مدرسة اوريكس العالمية



A five-star school for a five-star airline

Values | Community | Support | Engagement | Achievement

