

# Welcome to Oryx International School guide

February 2021



مدرسة أوريكس العالمية



## ORYX

International School, Doha

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 18 February 2021



Dear all,

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. The original '3 Phase' plan has been revised and is no longer valid.

### **Phase for November 5th onwards**

**Timing: 07.30 - 13.30**

The original plan from the MoEHE has been replaced with the following arrangements. Please note that:

1. Parents have to select via our Policy Agreement link, **Blended Learning** (in school & VLE), you may only select VLE if your child is outside of Qatar at this time, or any other children not attending school must provide us with a valid medical exemption certificate; without this your child's absence from school will be recorded as 'unauthorized',
2. The school will provide you with the group and day that your child must attend school, the day(s) on which your child/ren have been allocated to attend school cannot be changed. You must not send your child/ren to school on any other day, only on the specific days allocated, as this will breach Government regulations.
3. On the other days when your child/ren are not attending school, they will follow a virtual learning programme online at home via our **CANVAS** platform and ZOOM interactive lessons. This is the same system we used so successfully before the summer recess. (see ROTA below).

### **Plan to follow**

1. Children will attend school only on the days allocated in the school rota, as only  $\frac{1}{3}$  of children can attend at any one time. (see ROTA below).
2. A maximum of 15 children can be accommodated in a classroom at any one time.
3. Social distancing of 1.5m will be observed at all times on school premises.
4. Students must continue with online learning when not in school.
5. 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.**
6. Other enhanced Health & Safety measures will be implemented as per MoPH requirements (As detailed in the following pages).

**NOTE:** School timings are 07.30 -13.30 (gates open at 07.00 - 07.30 and 13.30 - 13.50)

I understand that the current 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.

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

I will keep you updated with any progress and developments.

Regards,



Derek Laidlaw

Executive Principal

# **‘Bubble’ protection - students selecting blended learning**

One third of the student capacity only can attend school each day, there is a maximum class size of 15 and social distancing of 1.5m must be maintained.

Each class in FS1 – Y10 has been split into two different groups, called ‘bubbles’, e.g. Y3A (A) OR Y3A (B).

Your child will be placed into one of the ‘bubbles’ within his/her year group and will only mix with the same students from that ‘bubble’ whenever in school.

Their Rota , therefore, is a 2-week cycle where each student will be in school for 5 days over these 2 weeks and at home on Virtual Learning including live interactive ZOOM lessons and CANVAS assignments on the other days.

In Y10, however, because students have chosen some ‘optional’ subjects there will be limited interaction with other students from Y10. When this happens, enhanced sanitizing will take place.

## **Example of a 2-week ROTA: (FS1 - Year 10)**

FS1 – Y10 students will work from a 2-week Rota, consisting of 5 days per cycle in school and the other days at home on VLE and live ZOOM interactive lessons.

WEEK 1	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
GROUP A	In school	At home	In school	At home	In school
GROUP B	At home	In school	At home	In school	At home
WEEK 2	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
GROUP A	At home	In school	At home	In school	At home
GROUP B	In school	At home	In school	At home	In school

Students in Y11 and Y12 can attend school each day in their year group “bubble” in order to maximise their time in school to prepare for external I/GCSE and A-Level examinations. e.g. Y11A or Y11B.

Your child 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) will remain in one classroom for the vast majority or all of their lessons. Teachers in secondary will move between these ‘form’ rooms. Y10/11 and Y12 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 promoted 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 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 - New Regulations August 2020**

## **New (revised) plan for re-opening school premises (MoEHE 19/08/2020)**

1. One third of the total student capacity can attend each day.
2. Students attend 2 - 3 days per week according to the school rota. (except Y11/12)
3. A maximum of 15 students are allowed in a class with seating plans.
4. 1.5m distancing in all areas including classrooms, seating and waiting areas.
5. Regular communication to parents regarding schedules for students and H&S requirements.
6. A maximum of 6 lessons per day on VLE – a mixture of Zoom and set tasks on CANVAS.
7. Recorded sessions of 20 - 30 mins when used on CANVAS.
8. No assemblies or other student activities / gatherings allowed.
9. Parents will provide computers for their children's use at home (and in school for secondary only).
10. Parents will create a convenient environment and offer support and guidance.
11. Teachers are not obliged to respond to students outside official working hours.
12. Students must complete the daily and weekly assignments for the purpose of attendance.
13. Parents should monitor attendance.
14. Parents are responsible for checking their child's temperature before bringing them to school.

## **Health & Safety Requirements from the (MoPH 20/08/2020).**

1. Wearing of masks is compulsory for secondary but optional for primary children in the classroom. All students must wear their masks in 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. Outdoor areas are not available for use at this time, other than during PE.
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 and students aged 18 or over must show EHTERAZ at the security gate. Only GREEN indicators will be accepted for entry into school.
2. Parents must complete a Declaration Form indicating that they will adhere to all regulations from the MoPH and the school with regards to precautionary safety measures.
3. Parents must complete the Selection for Blended Learning or Virtual Learning (VLE only if the student is out of the country or for medical reasons) as per the MoPH & MoEHE requirements.
4. Parents and visitors cannot enter the school premises without a prior appointment (for exceptions see point 4, below).
5. Parents of FS and Y1 students can deliver and collect their children at the classroom door following the general H&S regulations for accessing the school site.  
**NB:** The 'drop off' vehicle area will NOT be accessible, parents must park outside.
6. All children and adults must use hand sanitizer regularly and wash hands when required.
7. Students/staff must bring their own food, drinks and utensils. No sharing is allowed.
8. Food may NOT be delivered from outside the school and staff cannot distribute school equipment or food brought late by parents.
9. No party packs, presents or other items for birthdays can be brought into school.
10. Primary students will be provided with school equipment which must remain in school .
11. Secondary school students should bring their own school equipment.
12. Hand sanitizers will be available in all classrooms / offices and around the school.
13. Students may bring their own hand sanitizer with them.
14. Students in secondary must provide their own masks to be worn in school.
15. Primary students are not required to wear masks in class but can choose to do so. NB ALL students must wear a mask when coming into school, in communal areas and when leaving school including primary students.
16. Teachers will be provided with masks and visors in school.

17. All students and adults must wear masks in communal areas .
18. 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).
19. 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.
20. Adults and children will be given a specific gate for entrance and exit (ADDENDUM 1).
21. Students / adults will have temperature checks at specific allocated areas (ADDENDUM 2).
22. A maximum of four people in the elevator at any one time (No Students).
23. It will not be possible for parents to meet class teachers in person at the moment.
24. Staff are not obliged to reply to enquiries outside school working hours (MoEHE).
25. Plastic dividers will be used at Reception, the Finance Office and Auditorium entrance where necessary.

MoEHE Short info/video on the new returning plan - <https://youtu.be/9kxzZDjPZYg>

## 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 sufficient thermometers (laser devices).
5. Provide hand sanitisers in all rooms and around the communal areas.
6. Provide masks for all employees.
7. Provide spare masks at schools for students and visitors if required.
8. Display around the school a selection of informative signs regarding personal hygiene and other H&S measures .
9. Educate students, employees and contractors on general hygiene practices.
10. Ensure that the capacity of buses should be 50% if utilised.
11. Encourage parents to use personal cars for students' transportation.
12. Provide continuous ventilation of rooms and buses.
13. Follow the instructions of the ministry and public health department.
14. Assign an employee to monitor health and safety issues in the school.
15. Prepare an educational timetable to meet the requirements of the MoEHE Plan .
16. Prepare VLE online learning programmes and ensure that staff, students and parents are informed on how to access and use the VLE system effectively.
17. Provide bins with lids specifically for masks and tissues - "catch, bin, kill ".

## 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 must complete the COVID-19 Declaration Form and the Blended Learning / Virtual Learning Selection Form before students can attend. (Link to be emailed via Admissions)
3. Parents are obliged to check their child's temperature before bringing to school.
4. Provide a computer for their children's use at home (Secondary in school as well).
5. Provide a snack, water bottle/s (and equipment for secondary) for their children while attending school.
6. Make arrangements to transport children to and from school.
7. 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.
8. Keep children at home if any symptoms appear or if they have close contact with an infected person.
9. Make a **prior appointment** to meet with any of the senior school / finance staff.
10. Show EHTERAZ and adhere to all H&S requirements when on the School site.
11. Update the School Reception with two contact mobile numbers and emails and be contactable throughout the school day when their child is attending school.
12. Deliver and collect children on time without gathering at the gates.
13. 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. Once temperature is checked, go straight to your class. At the end of the school day once you have been released from your class, go directly to the exit gate.
3. Bring all food/drinks and necessary equipment (including laptops for secondary).
4. Not share any food or drinks or personal equipment.
5. Bring their own water to school on a daily basis – no drinking from the tap/fountains.
6. NOT remove their mask without permission.
7. Have temperature taken upon arrival at school.
8. Use hand sanitizers and wash hands frequently and when required to do so.
9. ALL students including Primary will wear masks in communal areas , including entry and exit to school.
10. Report to your teacher immediately, any feelings of illness or symptoms whilst in school.
11. 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).
12. Complete all the assignments on the VLE on time and attend ZOOM lessons when scheduled.
13. Bring own laptop and own school equipment (Secondary students).
14. Stay within the designated area(s) in school and not wander into other areas.
15. Use only the designated gates and stairwells and follow the one-way systems.
16. Only use toilets when necessary (maximum number specified in each toilet).
17. NOT laminate books or cover with plastic.

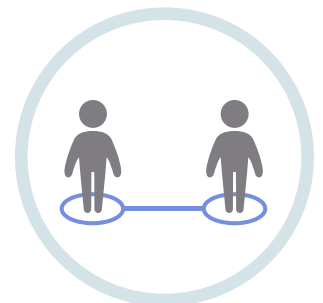
## Staff will:

1. Follow all H&S regulations and procedures from the school.
2. Show EHTEAZ, have temperature taken and sign in / out every day.
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 children have a suitable work uploaded on CANVAS VLE.
9. Ensure that work is assessed and feedback given to students daily / weekly.
10. Supervise children at break times as required.
11. Attend, either in person or virtually, any required staff meetings / training.
12. Complete the Declaration Form and update contact numbers at Reception.
13. Will take a COVID-19 test.



## Summary of the main H&S measures

MEASURE	LOCATION USED	WHO
EHTERAZ	Entry Security Gates	Adults
DECLARATION FORM	Before students attend school	All Parents & Staff
NOTICES	Entry Security Gates	All
TEMPERATURE CHECKS	Various Areas as per plan	All
SIGN IN & OUT	Various Areas as per plan	Staff
	Security Gate 1 FS/YI Entrance Door	Visitors & FS and YI Parents only
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 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	Communal Areas	Cleaning Staff (every 30 minutes)
PLASTIC DIVIDERS	Reception / Auditorium / Administration / Finance	All
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 in communal areas  
optional for Primary students in classrooms

## EHTERAZ APP



Who must use Ehteraz?

ANYONE AGED 18 OR OVER

## TEMPERATURE CHECK



Who must have their temperature checked?

EVERYONE

## SIGN IN AND OUT



Who must sign in and out?

ALL VISITORS / STAFF  
&  
FS and YI PARENTS

## DECLARATION FORM



Who must complete a Declaration Form?

ALL PARENTS  
(one form per child)

&  
STAFF

# Summary of the main H&S measures

## HAND SANITIZER



Who must use hand sanitizer?

EVERYONE

## VISOR



Who must use a visor?

STAFF  
as required

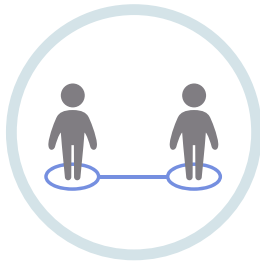
## ENHANCED PPE



Who must wear PPE?

NURSES & STAFF  
as required

## 1.5 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

## PLASTIC DIVIDERS



Who will use these?

EVERYONE  
Auditorium, Reception, Finance and  
Admissions

## ENTRY or EXIT DOORS



Who must follow the signs?

EVERYONE

# Summary of the main H&S measures

## SECURITY GATES



Who must use the security gates?

**EVERYONE**  
gates are allocated to specific groups

## ENHANCED SANITIZING



Who will use enhanced sanitizing?

**STAFF & CLEANERS**

## DEEP CLEANING (Daily)



Who will deep clean?

**CLEANERS**

## SIGN IN / OUT SHEET



Who must sign in and out?

**STAFF / PARENTS / VISITORS**  
various areas

## ELEVATOR / TOILET MAX No.



Who must comply with this rule?

**EVERYONE**  
students are not allowed in the elevator

# Summary of the main H&S measures

## CLOSED BINS



Who must use the bins?

EVERYONE  
for masks and tissues

## 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

## INFORMATION POSTERS



Who must follow the information posters?

EVERYONE

## APPOINTMENTS ONLY



Who should book an appointment before coming to the school?

PARENTS & VISITORS

# Summary of the main H&S measures

## 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



# Academic Year calendar 2020 - 2021

Academic Year begins	Tuesday, 1 September 2020
Midterm break	Sunday, 25 to Thursday, 29 October 2020
End of Term 1	Monday, 14 December 2020
National Day	Friday, 18 December 2020
Term 2 commences	Sunday, 3 January 2021
Midterm break	Sunday, 7 to Thursday, 11 February 2021
Qatar National Sports Day	Tuesday, 9 February 2021
End of Term 2	Monday, 29 March 2021
Term 3 commences	Sunday, 11 April 2021
Eid* / Midterm break	Thursday, 13 to Thursday, 20 May 2021
End of Term 3 and the Academic School Year**	Tuesday, 29 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

**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](http://www.oryxschool.qa) and social media.

**Social Media:** The school updates our Social Media channels regularly to keep parents informed of activities in class, school events with lots of exciting photos.

### Secondary parents

The first point of contact for parents will be the class Form Tutor, you can contact them via their work **email or [reception@oryxschool.qa](mailto: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.

### 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: <https://oryxschool.qa/school-life/school-policies>, other policies will be made available through the Parent Portal.

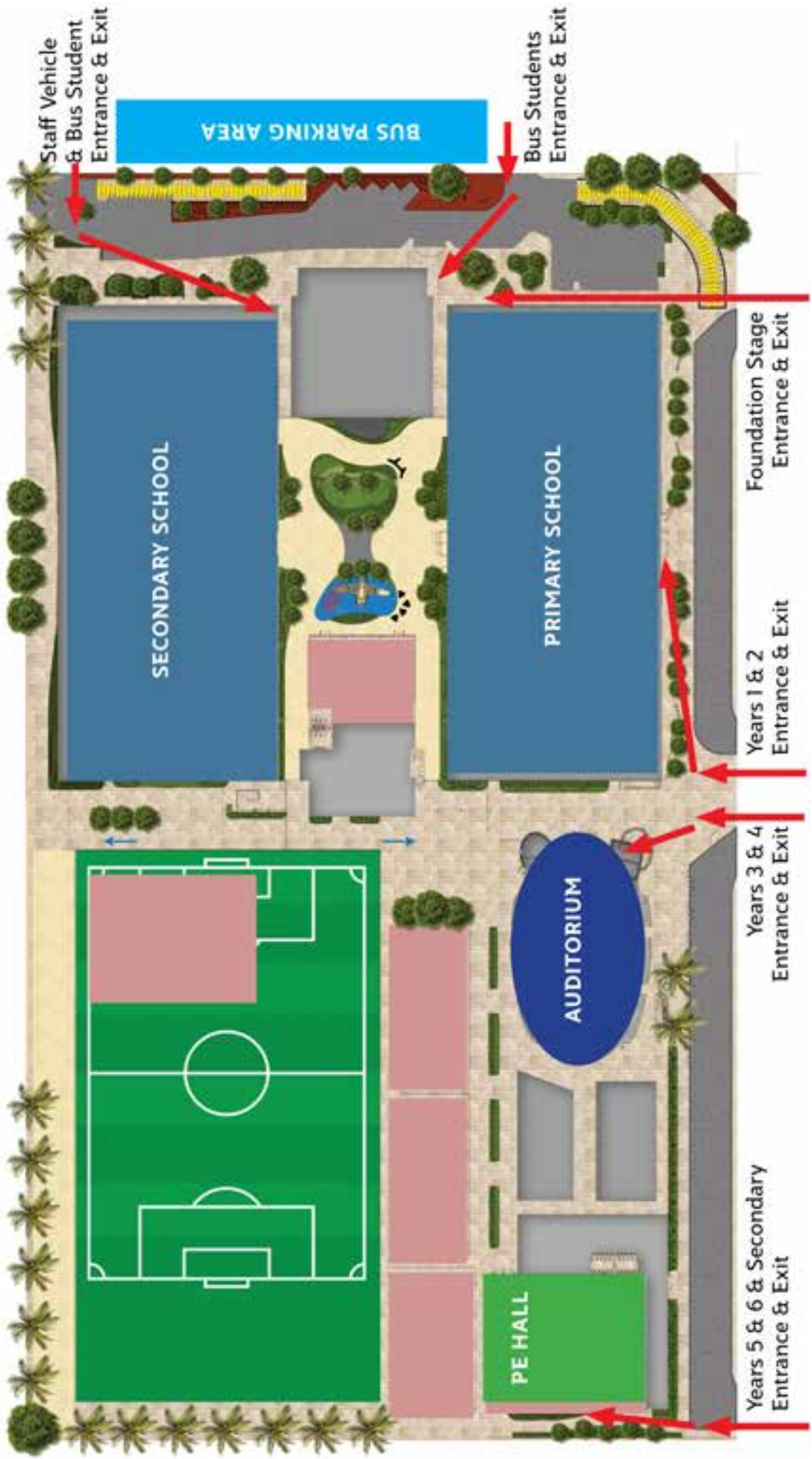
Policies on our website include:

- Admissions Policy
- Anti-bullying Policy
- Attendance Policy
- Curriculum Policy
- Health and Safety Policy
- Parent Complaints Policy
- Safe Guarding and Child Protection Policy
- Group Assessment Policy
- Online Safety Policy
- Equal Opportunity Policy
- EAL Policy
- Rewards and Sanctions Policy
- Internationalism, Inter-culturalism and Global Citizenship Policy





# ADDENDUM 1 - Entry and Exit Gates



## ADDENDUM 2 - Temperature checks - locations

Who	Location	H&S
Secondary students	Sports Hall	Distancing lanes & thermal or laser thermometer / hand sanitizer
Y5 & 6 students	Sports Hall	Distancing & thermal or laser thermometers / hand sanitizer
Y3 & 4 students Y5 & 6 students	Primary Entrance Doors	Distancing, laser thermometers / hand sanitizers
FS students & parents	FS Entrance lobby	Distancing, laser thermometers
Bus students	Main Entrance to school	Distancing, masks to be worn at all times
Staff : between 06.00 – 06.30*	Main reception area	Distancing , laser thermometer, EHTERAZ, sign in & out/ masks (appointments only)
Staff : between 06.30 - 07.00	Designated Area (see below)	Distancing , laser thermometer / EHTERAZ & masks for secondary
Visitors & Parents	Security Gate 2	Distancing, laser thermometer / hand sanitizer

### Staff designated areas

For sign in (and temperature / EHTERAZ checks after 06.30) (see \* information above )

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



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GOING PLACES TOGETHER



**A five-star school for a five-star airline**