




MORNING GLORY INTERNATIONAL SCHOOL ABIDJAN



2021/2022
ACADEMIC YEAR

RE-OPENING POLICY

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A. WELCOME LETTER FROM HEADMISTRESS

Dear M.G.I.S Parents and Community,

It is my pleasure to welcome you back for another great school year. Our theme for the 2021-2022 academic year remains Succeeding Through Change. We aim to help every child feel cared for, welcomed, connected and a part of the M.G.I.S family as we press towards becoming more successful than before in teaching and learning in spite of the unprecedented times.

Thank you for your support, patience and understanding as we responded to the unexpected pandemic that forced us to go through a new and challenging teaching and learning phase.

I am very proud of how our teachers, staff, students and parents handled the demands and challenges we faced as we strived to protect everyone in our environment.

We at M.G.I.S are committed to preparing all students to be life-long learners, critical problem solvers and responsible, productive citizens of the world. We aim to provide a safe and supportive learning environment for our students. Morning Glory International School Management Board would like to share our re-opening protocols for this 2021-2022 academic year with you, our cherished family members. In order not to bore you with too much paperwork, our protocols written due to the pandemic still holds valid so far as we remain in this pandemic era. So for our parent who received the protocols for last school year, you shall receive only the new updates; the new parents will receive the complete document.

The detailed document is a product of feedback received from health practitioners, parents, teachers, alumni and students in addition to the government's current policy. We hope this assures you that all we do here are in the best interest of our students and staff to ensure their safety and leave you with a peace of mind.

All parents, guardians and students are advised to read and adhere to this document throughout the school year.

NB: Management Board would like to duly inform you that the re-opening protocols and arrangements are subject to change with or without prior notice to parents and guardians for the safety of students and teachers taking into consideration directives from authorised external bodies.

You are not alone in this; we are here to help you to the best of our ability. If along the way you have any questions or concerns, kindly reach out to the office.

On behalf of the Management Board and Team, I wish to thank you again for your support. We pray for good health and God's guidance for the upcoming year.

Let's make it another great year in M.G.I.S.!

All the best,

Mrs Vivian Takyi-Mensah
(Headmistress)



B. SCHOOL'S OPERATION

B.1. 2021 / 2022 Academic Year Re-entry Plan

The school's Management Board established a task force that worked diligently to map out different scenarios and strategies that will allow us to be able to ensure quality teaching, learning and flexible structures which prioritize the health and safety of our school's community members.

We believe that we are best prepared for new challenges if we remain flexible and adaptable – with the ability to move between the different learning models as the situation dictates – while allowing for transparency and prioritizing the health and safety of our community.

This current document is based on what was developed previously for the 2020/2021 academic year. Hence the previous document, MGIS Reopening Policy 2020/2021 is still valid and must be referred to for further detail.

Our options remain:



OPTION (A):

Face-to-face
(near normal with
health measures)

Our school doors are open for face-to-face classes with safety measures in place to accommodate the school's community while making sure all standards and requirements are met.



OPTION (B):

Hybrid learning
system

This model, which combines on-site learning with coordinated online experiences, is only opened to students with peculiar situations pertaining to medical or security concerns and subject to the approval of the management board.

However, this option requires an on-site (face-to-face) assessment.



OPTION (C):

Virtual Learning
environment
(Online learning)

Kindly note that students have the option of fully participating virtually in all classes for the whole academic year.

All three of the above options allow M.G.I.S. to continue to offer students a high quality, child-centred learning experience, but in modified ways.

N.B: In the event that the country experiences a marked increase in cases in reference to the present health situation or any other situation that causes an interruption of our physical operations, we will transit to Hybrid learning system / Virtual Learning environment (Online learning) depending on the situation and government policy. For further information, kindly refer to the 2020/2021 Reopening Policy.

B.2. Policy & Measures for Entry into School Premises

Access to Campus remains limited

- ◆ There will be four main entrances in use.
- ◆ The usual bus drop-off point and three other points for parents/guardians and staff. Each family will still be assigned to a drop off and pick up location labelled **GATE A, B, C and D.**
- ◆ GATE B continues to serve as the drop off and pickup point for infants (pre-schoolers), while the other gates serve as drop off and pick-up points for all as assigned.
- ◆ All M.G.I.S community members are required to wear a nose or face shield before attempting to enter the school premises unless management board makes changes in consideration of directives from authorised external bodies.
- ◆ Parents will only be allowed into the building by appointment. Nannies & drivers are not allowed on campus.
- ◆ Physical distancing and hand sanitizing as well as hand washing will be a regular requirement.
- ◆ Both staff and students must wash their hands immediately on arrival.
- ◆ Drop off time will be at 07:00am – 08:00am

NB: The office and administration will be closed during drop off (07:00 – 08:00) and pick up times (15:00 – 16:00). Our administration is available via email, text message or a call to the school from Monday to Friday between 08:00 - 17:00.

B.3. School uniform



The school uniform policy has not changed. Students are required to come to school in their appropriate uniforms. However, parents are humbly requested to make sure the uniforms of their wards are washed immediately they return home to reduce or prevent any contamination.

Also, during warm weather conditions, (that is periods of unusually high temperatures) students are allowed to wear their prescribed school t-shirt over a school's skirt/short/trousers.

B.4.A. Student Movement



All attempts will be made to minimize student movement on campus.

B.4.B Cleaning and Disinfection protocols will remain as stated in the previous document (Refer to page 4 of the MGIS REOPENING POLICY 2020/2021).

B.5 Teaching and Learning

- School materials especially books should be covered with plastic to facilitate easy disinfection as they are brought back and forth between home and school.

B.5.A. How contacts will be reduced (as much as possible) include:

- Grouping children together in easily traceable bubbles.
- Avoiding contact between groups without masking up.
- Arranging classrooms with forward-facing desks.
- Staff maintaining distance from pupils and other staff as much as possible.

B.5.B. Mass gathering

- During this period and per the social distancing protocols, there should be no mass gatherings without masks.
- Assembly and other vast group activities will be limited to the classrooms and the approved traceable bubbles.
- If there be a need for large gatherings, these events could be done on zoom/schoology.
- Also, field trips and excursions will be organised based on country's prevailing health conditions to ensure the safety of students.

B.6.A. Lunch and Snack

A snack/lunch bar will be available to provide take-away for both students and staff. Eating can be done in the classrooms or in designated open spaces.

Kindly take note of the following:

- Students should come with their snack pack and water bottle.
- Students will eat snack / lunch in their designated classrooms.
- Each department will have a separate recess break.
- Students and staff will wash their hands before and after snack / lunch.
- Class teachers and TA's will supervise snack / lunch times.

B.7. Closing

NB: KINDLY NOTE THAT DUE TO THE COVID-19 PANDEMIC, WE WILL NOT KEEP PUPILS ON THE SCHOOL PREMISES AFTER SCHOOL HOURS. HENCE, PARENTS / GUARDIANS ARE ENCOURAGED TO PICK UP THEIR WARDS WITHIN THE STIPULATED TIME.

FAILURE TO PICK UP YOUR WARD BY 16:00pm WILL ATTRACT A FINE OF 5,000 CFA. THIS AMOUNT WILL BE COLLECTED BEFORE YOUR WARD IS RELEASED. WE WILL ISSUE A TICKET AFTER PAYMENT. MONEY COLLECTED WILL BE USED TO SUPPORT OUR NGO- FEED THE NEEDY PROGRAMME.

B.7.A. Pick up & Exit from Campus (All Levels)

- Pick up time will be from **15:00 - 16:00**.
- Students will exit campus using their assigned gates.
- Physical distancing and hand sanitizing as well as hand washing will be a regular requirement.
- Both staff and students must wash their hands before exiting the campus.
- To adhere to the social distancing guidelines, Parents or Guardians will not be allowed to alight from their vehicles except as necessary for infant parents.
- Students will be kept in their classrooms and only released to move to their assigned gates upon the mention of their names.
- Buses will still follow protocols as stated in the previous document (ie. MGIS Reopening Policy 2020/2021).

B.8. Feedback



a. A hallmark of good teaching is timely, quality feedback for students.



b. Teachers will provide quality, actionable feedback that is standards-based, so students have their efforts validated and know how they could improve.



c. Video and audio feedback will provide an essential sense of connectedness for students (Online learners).

B.8.A. ASSESSMENTS PLAN

- ◆ Assessment of student learning is "the process of gathering and evaluating information on what students know, understand, and can do in order to make an informed decision about the next steps in the educational process."
- ◆ M.G.I.S takes every form of assessment with utmost importance. The school will communicate what form of assessment will be used during the school year in our scheme of work to ensure a good degree of participation from all students.
- ◆ Based on the feedback received from Parents, Guardians, and teachers on the survey. M.G.I.S. Formative assessment will be administered in synchronous and asynchronous forms. Our assessments strategy is categorized into three options based on our operating options. (Refer to the MGIS Reopening Policy 2020/2021 page 13 for more details).



B.8.B. Virtual Learning Platforms & Communication Channels

To support both synchronous and asynchronous learning, M.G.I.S. uses the following platforms to facilitate learning.

M.G.I.S. SCHOLOGY PORTAL:

Teaching and learning platform that enables online classrooms. Teachers will create and share curriculum content in addition to grading and providing feedback on assignments. This platform allows us to do both synchronous and asynchronous learning. Students will be able to partake in live video classes within the platform.

MORNING GLORY INTERNATIONAL SCHOOL CLASS WEBPAGES:

Each department will have a webpage on the school's main website. All letters, newsletters and updates will be periodically published for both students and parents.

ZOOM:

Zoom digital platform will be used to offer virtual administration office hours, and meetings. This ensures collaboration and communication.

ONLINE LIBRARY:

students and the community will have access to various online books, magazines and other materials from the various class webpage.

M.G.I.S. MOBILE APP:

This channel remains the medium to send reports and students feedback during the academic year.

EXAM.NET:

This platform will be used for summative online assessment (examinations).

EMAILS & WHATSAPP:

We will continue to send letters and emails through our existing communication channels.

PHONE CALLS:

We will also communicate via phone calls when necessary.



C. SCHOOL'S HEALTH & SAFETY

C.1. Responding to Possible and Confirmed Cases of COVID-19

C.1.A. Suspected Cases of COVID-19

For these arrangements to work well, it is paramount that students and parents follow these guidelines:



Individuals who are unwell; those who have coronavirus (COVID-19) symptoms especially of newer variants like the delta etc, such as dry cough, high fever, respiratory distress, or shortness of breath or reports a sore throat, or any other contagious disease must stay at home, take the test and present a negative test result before returning to school.



If the individual is already on campus, he/she will be sent home and will need to consult with a medical professional.



Students will be isolated in a specialised room and monitored by the nurse as they wait for their families to pick them up.



Any employee or student who presents COVID-19 symptoms cannot return to campus until **72 hours** after symptoms end and will require a negative test result before returning to school.



If any student who has tested positive without manifesting symptoms, develops symptoms during the isolation period, they would have to restart the 10-day isolation period from the day they develop symptoms.



Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.

C.1.C. Contingency plans for outbreaks

The school has an **isolation room** on campus. In case of any suspected infection, we will take the necessary actions in consultation with the school's doctor and relevant Health Authorities.

If the school has five or more confirmed cases within 14 days or an overall rise in sickness, where coronavirus (COVID-19) is suspected, this might be considered an outbreak. The school will work with the school's doctor and relevant health authorities who will be able to advise what additional action is required.

C.1.B. Confirmed COVID-19 Case



Employees and students who test positive for COVID-19 will not be allowed on campus and will be required to self-quarantine for an extra 10 days and also present a negative test result before returning to school.



Access back to campus will require a doctor's note from an approved Government Health centre stating the individual is no longer contagious.



Anyone who has been in close contact with a confirmed COVID-19 case needs to self-isolate for a period of 10 days, take the test and present a negative test result for themselves and the infected person before being granted access to campus.



This would also apply to any close contact outside of school, including immediate family members, household help, and any other extended family members and/or friends.



D. Parents-School Partnership

The most important team in your child's academic career is the partnership between you and your child's school. M.G.I.S. as a school agrees with the ancient African proverb that says, 'It takes a community to educate a child.' Dialogue between these two parties needs to be consistent and supportive. As part of our focus on developing students who are self-directed learners with an awareness of their learning styles and strengths, and who take active roles in determining and implementing their own learning goals, our practice is moving toward using various avenues to encourage interaction and feedback. Thus, the purpose of the Parent-School Partnerships is to provide the school with assistance and recommendations that serve to enhance the quality of education and other associated activities provided by the school.

As a parent, you have:



The right to seek advice and information about your child's education at school.



The opportunity to be more involved in what the school is doing at every point in time.



The opportunity to share your views, along with other parents during parents' forums.

In line with the above, here are the various avenues you, as parents, have to be involved in your child/ren's education. The following is an outline of what this partnership entails:

Parent Forums

These are school/department-based formal groups where you can raise issues, make consultations and also give your views on school policies and decisions.

One-on-One Meetings with HODs

You can book an appointment to meet with the Head of your child's department to discuss issues pertaining to the child's behaviour and performance.

Departmental WhatsApp platforms to disseminate information to parents easily.

The School's Website

Department newsletters will be published periodically to keep you abreast with the activities we are undertaking.



Parent-Teacher Meet-ups

This affords you the opportunity to meet your child's teachers to discuss their progress.

Coffee with New Parents

A special meeting is organised for new parents to familiarise themselves with the school's policies and procedures etc.

Emails

These can be sent to the head of your child's department or the administrative office.

NB – You need to book appointments for One-on-One Meetings with HODs, however, the dates for Parents Forums, Parent-Teacher Meet-ups and Coffee with New Parents shall be communicated to you.