



## Lower School

# BACK ON CAMPUS Continuous Learning Plan Guidelines for the ZIS Community

### General Message

We are looking forward to welcoming many of you back on campus on Monday May 11th. As we move into these last four weeks of the school year, our focus will be on reconnecting, finishing off our last learning units, and reflecting back on what has been an extraordinary year, one that we will always remember. We need your close partnership during these next four weeks more than ever. Our faculty are very happy to be able to see your children on Monday, but with this comes understandable anxiety.

Please take time to read through all the guidelines carefully. There are a lot of details here and we all need to commit to following these in order to secure, as best as we can, the wellbeing of all of us. If, after reading this a couple of times, you have any questions, or something is not clear, please reach out to me and I will do my best to clarify. All of our logistics have been worked out based on the survey details. If you are not sending your child into school and have not yet informed us, please email me today. This Friday will be a preparation day for our faculty on campus. There will be the usual morning meeting, but then teachers will go offline so that they can prepare their classrooms.

Please be patient and assume positive intent during these weeks as we navigate these new routines and procedures. Please avoid too many emails with your child's teacher, as our teachers will have many demands on them during the day. Please send any urgent questions to the reception team - [ls\\_reception@zis.ch](mailto:ls_reception@zis.ch) or myself [cjolly@zis.ch](mailto:cjolly@zis.ch) or Ms Trontvet [jtrontvet@zis.ch](mailto:jtrontvet@zis.ch). We all look forward to finishing this year on a positive note together. Thank you in advance for your close collaboration and cooperation.

[Click here](#) to access the one page graphic summary of this document.

## Health

Our first priority will remain the health and safety of our students and faculty. It is essential that we all respect the guidelines:

- Students or faculty who show any signs of Covid-19 including cough (usually dry), sore throat, shortness of breath, high temperature/fever, muscle ache, sudden loss of sense of smell and/or taste, **MUST NOT** attend school and must self-isolate for at least 10 days, as instructed by the [Bundesamt für Gesundheit](#)
- If any member of the household has symptoms of Covid-19, **DO NOT** send your child to school and the household must self-quarantine for 10 days, as instructed by the [Bundesamt für Gesundheit](#)
- **DO NOT** send your child to school if they have taken any medication for an elevated temperature, sore throat or cold symptoms in the morning before coming to school.
- **You should** call a doctor or health centre if you have symptoms of COVID-19.
- Please read our [full health guidelines](#) which address student and faculty sickness, returning to school after sickness and other important information.
- Please contact our nurses if you have any questions or concerns [ls\\_nurses@zis.ch](mailto:ls_nurses@zis.ch).

## Hygiene

- The Kanton of Zurich recommendations are that children do not need to wear masks. However, if you choose to send your child with a mask, please ensure that the guidelines for wearing these are followed. Please [watch this video](#) and make sure your child is familiar with the procedures.
- ZIS has developed increased cleaning protocols and these will be in place for the remainder of the school year (e.g. all high contact areas will be cleaned every 45 minutes).
- All iPads will be cleaned at the beginning and end of each day.
- Faculty and staff have removed all non-essential equipment from the classrooms to allow for increased cleaning protocols.
- Adults and children will follow strict hand washing protocols.
- Parents and visitors **will not be allowed** in the school building.
- Students will use allocated bathrooms and these will be cleaned every 45 minutes.
- There are classroom protocols for cleaning and handling of materials throughout the school day.

## School Nurse Office

- The nurse's office is available for students who are unwell or need treatment for injury.
- An isolation area has been set up for students who present with flu-like symptoms whilst waiting for a parent to collect them.
- To reduce the number of transitions to and from the nurse's office, teachers will phone the nurses before sending a student. Students must not go otherwise.
- Teachers will have basic first aid supplies in the classrooms.

## Continuous Learning Plan (CLP)

We will maintain our academic provision through the CLP. This ensures that students in class and online will complete the same work with similar rhythm and routines. As teachers are involved with teaching and learning, as well as management of routines and movement in the school building, there are fewer Google Meets taking place throughout the day. Please check the daily planner every morning for details.

- The daily plan will be posted on Seesaw by 8:30.
- The Morning Meeting will be held at 9:00 in all classes.
- Students at school will participate in these meetings with the teacher, and students at home will join via Google Meet, using the same classroom link on the planner. The Google Meet will be projected on the Smartboard in the classroom so that students can see their classmates at home.
- Teachers will invite students at home to join small groups in the classroom via Google Meets as appropriate.
- Art, Music, Library and PE activities will continue to be shared in their current format and on the same days.
- German activities will be added on Tuesdays, Wednesdays and Thursdays.
- There will be no German and single subject Google Meets, as the teachers will be working alongside homeroom teachers in the classrooms.
- The library will remain closed. Students may return books that have previously been borrowed. Please put them in a plastic bag and return them to a trolley at the entrance to the school. Students will not be able to borrow books during this time. Our [online library resources and borrowing platform](#) will remain available.

- There will be no After School Care or ATAC program.
- The campus will close at 13:30 each day.

### What to Bring:

- **Rain gear** - All students will go outside every day so send appropriate wet weather clothing every day as weather is changeable.
- **Change of Clothing** - Students in EC to Grade 2 must bring a change of clothing.
- **iPad** - Students in G1-5 should bring their iPads to school each day. Each student's iPad needs to be **fully charged** at the beginning of the day. iPads will be cleaned daily.
- **Snack and water bottle** - Students should bring in a large snack (or two snacks) and a water bottle each day. Students will not be allowed to share their snack or water bottle with their friends. The cafeteria and kitchen will be closed.
- **Other equipment** - Students should not bring any other equipment or toys to school.

## Class Groupings and Schedule

Working within the guidelines from the Federal Council and Kanton Zurich, we have modified the Lower School schedule:

- Students will stay within their homeroom groups, in one designated classroom, during the day and will be supervised by the homeroom teacher and one other teacher. This schedule is designed to limit the movement and contact of staff and students throughout the campus, and enables us to trace contact.
- Where classes exceed the recommended maximum number of 15 (for groups in the classroom) the homeroom teacher will group students into two cohorts. These cohorts will be housed in two rooms, and the homeroom teacher will divide his/her time between the two rooms. There will be an additional teacher with both groups.
- During their time at school, each class will have a 45 minute outdoor break. EC and KG students will have one additional 45 minute block. During this break they will stay with their homeroom group in a designated, marked area of the playground and interact only with their group. One of their teachers will supervise each homeroom group. As these breaks are outside and in larger spaces, any split homeroom groups are permitted to have their outdoor time together so that classmates still have the opportunity to interact with each other.
- German, Art, Music, Library and PE sessions will continue to be provided through the CLP online model.

## Arrival and Dismissal Procedures

The arrival and departure procedures will require close cooperation with the community. As we work to protect everyone's health and safety, we appreciate your support and patience with these procedures.

Unfortunately, we will not be able to run the school bus service so students need to be dropped off and picked up from school. In light of the social distancing [guidelines](#) outlined by the Federal Council, we discourage families from "car pooling" during this time.

During arrival and departure, parents must stay in their cars and follow the directions of the faculty members. No parents should park and walk to drop off or collect their child, nor should anyone leave their car to wait for dismissal outside of the school building. **No parents are permitted access to the school building during this time.**

## Arrival

Entrances to the school will be locked until 8:30. Students should not be dropped off until this time. There are two drop off points at the beginning of the day - the lower and upper car parks (see image below). This will improve traffic flow and ease entry into the building for students. Please drop your child at the designated drop-off location, **based on the grade level of the youngest child in the family.**

Drop-off times:

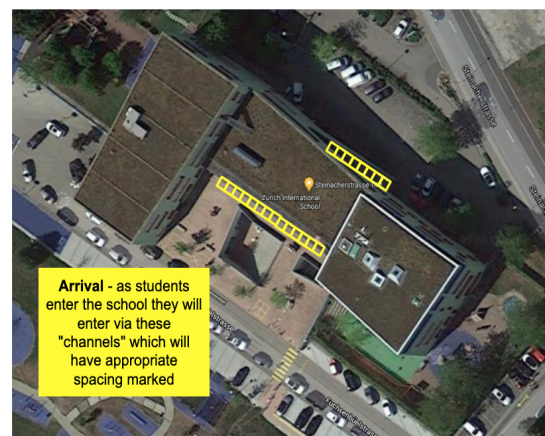
### Lower Car Park (Bus entrance):

- EC students and older siblings: 8:30-8:45
- KG students and older siblings: 8:45-9:00

### Upper Car Park:

- G1-G2 students and older siblings: 8:30-8:45
- G3-G5 students: 8:45-9:00

Time your arrival carefully so that traffic flows. All students arriving after 09:00 will enter the school building alone through the main entrance.



## Dismissal

The same two areas will be used for pick-up at the end of the day: upper and lower car parks. Please adhere to the window of pick up time depending on the grade level of the **youngest child** in the family. Homeroom teachers will bring their classes down at the appropriate time and will wait in a designated area.

Pick up times:

### Lower Car Park (Bus entrance):

- EC students and older siblings: 13:00-13:15
- KG students and older siblings: 13:20-13:30

### Upper Car Park:

- G1-G2 students and older siblings: 13:00-13:15
- G3-G5 students: 13:20-13:30

Each family should place a clearly visible sign in their front windshield to identify the name and class of the child(ren) to be picked up. If you have access to a printer here is a [template](#) you can use, otherwise, please hand write it. If you have multiple children, please include the name and class for each child in the family on

the sign. **Please note that teachers on duty will not engage in interactions through open car windows, so this information is essential to ensure the smooth running of pick up procedures.**