



St Margaret College Secondary School

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Scholastic Year 2020-2021

Guidelines and information for Parents/Guardians

(following instructions by Public Health Authorities)

Our school is currently preparing to welcome students again and we are taking all necessary measures to make it a safe environment to all our students due to the pandemic. Therefore, during the coming days we are going to continue in keeping you informed and also updated about when students are to commence school, Year group, year group, transport pick-up points and other necessary information as the following, hereunder.

Before Coming to School

Students should not be sent to school if he/she are feeling sick. Consult a doctor.

Every morning parents/guardians are to check for these symptoms and keep their child at home if any of them are present:

- A temperature of 37.2 °C or higher
- Sore throat
- New uncontrolled cough
- Diarrhoea, vomiting, abdominal pain
- Severe headache

Though sanitising materials will be made available at school, it is important that parents/guardians ensure that every student always carries with them sanitising products such as disinfectant wipes, tissues and hand sanitising gel when attending school.

Transport

- Only students registered to use a specific transport route will be allowed to use the service. All students are to keep to the same route and they may not board different vehicles.
- Please inform your child to keep the mask/visor on at all times during the trip and to stay seated where the driver or the on-board supervisor instructs.
- Vehicle operators/drivers will be cleaning high grip areas between each school trip.
- The School Transport Section will be performing spot checks to ensure that this measure is being adhered to.

Entering and Exiting the School

- Students and Staff will be entering from two different points as indicated further down.
- Parents/guardians are to maintain the recommended social distance when waiting outside the school Main Entrance Gate and are kindly asked to arrive on time and to leave as soon as their son/daughter are admitted in the school. It is also recommended that parents wait in their cars or if on foot are wearing a mask or visor.
- Upon arrival students will be asked to sanitise their hands and a temperature check will be taken at the entrance. If a student has a temperature which is equal or higher than 37.2°C, he/she will not be able to stay at school.
- As soon as students enter the school premises, they will head straight to their home classroom so that the group bubble is maintained.
- At the end of the day, students exit from the school's main gate. Parents who will be picking students from school are to make use of the parking areas outside the main gate.

Use of Masks/Visors

- Staff will be wearing masks/visors at all times.
- Students need to come to school wearing a visor or a mask and keep them on at all times except during PE outdoor lessons and for lunch during midday break.
- Students will also wear their masks in classrooms and in all common areas including corridors and toilets, as well as on school transport.
- Masks need to be either changed or washed daily. Visors should also be wiped clean and disinfected every day.

The School Day

- In class, there will be adequate distancing between desks (1.5m), students and staff.
- We will have staggered breaks to have less students in the yard at the same time. Students will be allowed to stay with fellow students from their own class cluster (groups of 2 classes in our school) during breaktime.
- We are encouraging teachers to use outdoor yards to deliver lessons whenever possible.
- In class/corridors, all windows/doors will be kept open to allow good ventilation.

Ensuring a Safe Environment

- Unauthorised personnel will not be allowed to enter the school. ONLY students, and authorised personnel will be allowed in school.
- Parents/guardians may not visit school. However, we welcome you to use other forms of communication to communicate with us such as phoning, emails or online means (website or school facebook page). Details on how to contact us are provided further below).
- Before entering the school premises, authorised visitors need to sanitise their hands with the sanitiser provided and their temperature will be checked.
- The school will keep a record and details of all authorised personnel who enter the school premises.
- The school will have stickers in place as needed to support our pupils and staff members to keep social distance.
- An organised system for moving from one place to another in the schools will be in place, ie. all corridors will adopt a keep-left traffic system.
- Assemblies will be held online when children are in class.
- No school outings can take place until further notice.
- Parents' day/evening will also be held online so parents are encouraged to download Microsoft Teams. Do not hesitate to contact the school, should you need any assistance with downloading it.
- Hand sanitisers will be available around the school and in every classroom.
- We will ensure the best hygienic conditions possible within our school by cleaning our premises thoroughly and frequently. Toilets will also be cleaned regularly and supplied with soap and disposable paper towels.

In Case of Illness

- If a student starts feeling sick while at school, he/she will be taken to the Isolation Room. Parents/Guardians will be contacted immediately to pick up the student and to contact the family doctor.
- If a student has been in contact with anyone who was confirmed as positive to COVID 19 in the last two weeks, the child is to stay at home and the advice of a doctor is to be sought.
- If the child has travelled from a non-corridor country or a country on the amber list in the last 14 days, the child should remain home.

Educating our Students

It is important that student follow these practices both at school and outside school. On school premises these are being treated as school regulations which will be strictly enforced. Students who refrain from following essential regulations (highlighted) that can be detrimental to the health of others) will not be allowed to stay on school premises and parents will be contacted to take these students home.

- No hugging or shaking hands. These will significantly increase the risk of virus transmission.
- Students wash/ sanitize their hands with soap and water /hand sanitiser regularly throughout the day.
- Students will be wearing masks at all times (except during outdoor PE lessons and during breaks in order to eat lunch).
- One should avoid touching the face, nose, mouth and eyes if they have not washed or sanitised their hands immediately before.
- Use of personal disposable tissues when sneezing/coughing.

Important Information

- If you need to contact the school, you are welcome to do so through the following means:
- **Landline:** 25985400
- **School email:** smc.verdala.ss@ilearn.edu.mt
- **School website:** smcsecondary.com
- **Facebook page:** Verdala Secondary School

Entrances into school:

Entrance	7:30am – 8:00am	7:00am – 8:00am
Outside main gate	All students coming to school on foot/ private transport by parents	Students coming to school using school transport enter school in transport via ring road.
Side Left entrance of Block C (opposite Canteen)		All students disembarking school transport
Front Main Entrance of Block C (facing Main Yard)	All students coming to school on foot / parents' transport	

School Main Reception		Staff personnel ONLY (administration, teachers, learning support, technical and ancillary staff)
<p>School Main Reception would be the <u>ONLY</u> point of entrance during the day for :</p> <ul style="list-style-type: none"> • Students who arrive late to school with a valid reason (eg late school transport) • Authorised personnel from Education Department <p>Parents who will be bringing students with their personal transport during the day are NOT to enter the school gates. Students disembark outside school gates and make their way directly to the reception area.</p>		

Other information

- Attendance will be taken and punctuality is very important. Medical Certificates for students resuming from sickness should be sent by email or deposited in a
- Uniforms and bags should be cleaned everyday.
- Please make sure that students do not bring non-essential items such as mobile phones from home. Refer to school discipline policy on the school website. <https://smcsecondary.com/2018/12/07/school-behaviour-policy/>
- The use of water fountains is currently forbidden. Therefore, parents/guardians are to give students enough water for the day. Water can also be purchased from school tuckshop during midday break.
- We encourage parents/guardians to provide healthy food for lunches as this will boost one's immune system. At school, we will continue to instil the love for a healthy lifestyle.
- Parents/Guardians are asked to notify the management of any headlice suspect. Students with headlice will be sent home and will return **ONLY** with a certificate stating that they are clean and can return to school.
- Students need a minimum of 8 hours sleep. Leaving your child playing games or chatting on mobile till late will have negative consequences on the student's performance during school hours.
- Bullying is not tolerated. Parents/Guardians are encouraged to teach their child to be kind and to forgive. As adults, we need to set a good example.
- If something is worrying you, please call the school and discuss the issue calmly with the school's administration.

- When school and parents work hand in hand, students are happier and fare better at their studies.

As always, we thank you for your cooperation and we look forward to welcoming our students to the Scholastic Year 2020/2021.