



THE CODRINGTON SCHOOL
THE INTERNATIONAL SCHOOL OF BARBADOS

School Re-opening September 2020

Guidance for Parents and Guardians

Introduction

The COVID 19 pandemic, quite possibly, represents one of the most challenging situations in Education, both globally and in Barbados, in recent times. As we experienced with our Term 3 distance learning model last year, the dedication, cooperation, patience and expertise of the whole community is essential and will be needed to ensure that we successfully and safely navigate the next stages of the pandemic. This will naturally be assisted by the Barbadian Government and related agencies.

As you view the news and read about how COVID 19 has impacted the world, particularly schooling throughout the globe, there are many examples of schools successfully opening for all students, others looking at a hybrid/blended models and others remaining completely online for the foreseeable future. There is no one correct model and much is reliant on the situation in individual regions/countries. In this we are fortunate as, I believe that Barbados has done a great job with regards to its handling of, monitoring and the suppression of COVID 19.

I think what is commonly understood and appreciated by all is the critical role that schools play in the life of its students and the community. While opening schools, like opening any building or facility, does pose a risk for the spread of COVID-19, there are many reasons why opening schools for in-person instruction is important and a goal we need to aim for. These include, but are not confined to, the critical provision of instruction and academic support; the positive social and emotional benefits students gain from being part of a class; the return to normalcy and structure; and the role of the school in the well-being of the community.

At The Codrington School, keeping our community safe is our primary focus as we return to school. We have established protocols to reduce the risk of virus transmission and these are aimed at protecting the health, safety, and wellbeing of students, teachers, other school staff, their families, and other community members as we prepare for educating students this term.

This document is a repository of the COVID-19 protocols and procedures that apply to all community members of The Codrington School, including parents, students, teachers and staff. These protocols have been developed by the school leadership team, approved by our Board of Governors and guided by the Government of Barbados protocols, with particular attention to those protocols and procedures put forth by the Ministries of Education and Health & Wellness.

Please be aware that circumstances change; therefore, this document will be updated when needed and will also be placed on the school website so all may access it.

More details specific to each division (PYP, MYP or DP) will be provided by the respective Heads of Schools.

Proposed Start Date

As per academic calendar – 2nd September, 2020

School Reopening format

After extensive research and discussion over the past five weeks, and supported by the parent survey, the school has decided to adopt a **staggered return to on-campus schooling** (please see below). The goal of a staggered approach is the return of all students to campus and back into classrooms in an ordered and systematic manner. This will involve students (by class) returning to school across a period of time. It will also allow all members of the community to systematically be exposed to and become acclimated to, said procedures and protocols. This approach aims to ensure that all community members are fully cognizant of their roles and the expectations upon them as we return to school.

Please note the situation will be continually monitored as we progress through Term 1. We are confident that as a community we can maintain a safe and productive school environment but if necessary we have contingency plans in place that can include Blended Learning or Distance Learning models.

Schedule for 2nd September Opening

As we begin the 2020-21 academic year, we have determined that the optimal model for us to pursue as we endeavor to return to normalcy would be the “staggered return to school” model. This model will involve certain classes in both Primary School and Secondary School returning on different dates. The below table indicates on which day each class will return to school.

Date	When classes will return to school	
	Secondary School	Primary School
Tuesday 1 st September	DP1 & DP2	
Wednesday 2 nd September	MYP 1	PYP 1 & 2; PYP 3; PYP 4
Thursday 3 rd September	MYP 4	PYP 5; PYP 6
Friday 4 th September	MYP 2 & MYP 5	PYP 7
Monday 7 th September	MYP 3	PYP 8

The goal of this approach is that it allows for a controlled and gradual return to full schooling. The main benefit of this approach will be the small initial numbers as we all acclimatise to the new “normal”.

Of course it is the hope of everyone in the Codrington community that the Barbados Government continues to do an excellent job with regards to the suppression of the spread of COVID 19 on the island of Barbados and that schools can remain open. However, as we all know, the situation is fluid throughout the globe and our above plans may need to be adjusted in response to any changes in the local situation and/or guidance from the Barbados Government.

The Start and End of the School day

Start of the School Day – 8:00a.m.

Please note that students should not arrive on campus before 7:50 a.m.

Please also refer to arrival protocols and procedures outlined below

End of the School Day – 3:00 p.m.

Please also refer to departure protocols and procedures outlined below

Arriving to School

Step 1 – Before leaving home

Before leaving home, parents need to check their children's temperatures and must ensure that they are not showing any COVID related symptoms.

If a student's temperature is above 37.5°C or showing COVID symptoms or feeling unwell, they should **NOT** come to school. It is essential that families play their part in this process. Arriving at the buses or school with fever or symptoms will mean that the student will not be allowed on the bus or in school and will potentially put others at risk.

Step 2a – Students who are brought to school by their parents

1. Upon ascertaining that your child/children is/are fit for school please proceed to school.
2. Parents should park in the car park or near the church (ensuring that you do not block the entrance gates for the buses or the roadway) and escort their children to the entrance point (under the white tent). Please note a family may have to queue as each student is processed, social distancing protocols will apply. Also be conscious not to hamper the flow of traffic.
3. Face masks should be worn at all times, by everyone.
4. All students will have their temperature taken and recorded.
5. Students who have temperatures below 37.5°C can proceed directly to class. Those who do not will be tested again after a few minutes and if they fail they will need to return home with their parents.
6. It is important that parents wait until their children have passed the entry screening for campus and do not just drop their children off.

Step 2b – Students who use School buses

1. Upon ascertaining that your child/children is/are fit for school please proceed to the Aquatic or Sandy Crest bus stops.

2. It is important that parents wait until their children have passed the entry screening at the bus stop and do not just drop their children off.
3. Face masks should be worn at all times (and are mandatory for the duration of the bus journey)
4. Each student will have their temperature taken before they are allowed to enter and ride on the school bus. Students who have temperatures below 37.5°C can proceed to enter the bus.
5. Students who have temperatures above 37.5°C will not be allowed to enter the bus. As a courtesy the temperature will be taken a second time to ensure there was no error in the initial reading. If a student does not meet the requirements that student will not be allowed on the bus and should not come to school. We suggest in such cases the parents follow the protocols set out by the Barbados Government with regards to monitoring that scenario.
6. The school urges your cooperation, patience and support with regards to the buses. It is a slower process than normal which will be made easier with everyone's support, assistance and positivity. In the unfortunate case where a child is not allowed on the bus, the school would ask that this decision is accepted in a respectful manner. The drivers have been informed that there can be no deviations from the protocol and any questions/concerns you have with this should be directed to the School.

Step 2c – Students who use Embassy or private buses

With regards to Embassy and private buses, all protocols and procedures from Step 2b above will apply. These will be the responsibility of the Embassy and private bus companies

Departing from School

Students who are picked up by their parents

1. Parents who are picking up students should look to arrive by 2:50 p.m.
2. Parents should wait in the area near the church. Parents will not be allowed on campus.
3. Students who we know are going with parents will be escorted or make their way to the entrance by the church (under the tents) and can be collected by parents.
4. Students should continue to wear face masks until they are in the vehicle.

Students who take the Aquatic/Holetown buses

1. Students will be escorted or get on their respective buses as usual.
2. Only students who have signed up for the buses can travel on them.
3. Face masks will be worn at all times on the bus.
4. Parents need to be at the respective bus stops to collect their children when the bus arrives.

Students who take the Embassy buses

1. As normal, students will make their way/ be escorted to the relevant Embassy buses

2. The Embassy bus drivers will take over from there and ensure all protocols are in place and adhered to.

Campus Access

- Access to the School Campus will initially be limited to staff and students.
- Parents and other visitors may enter campus by appointment only.
- Any persons entering the campus must do so via the “church” entrance and will be subject to all health and screening protocols.

Physical distancing Guidelines

- Whilst moving around campus, every effort must be made to maintain 1 – 2 metres of physical distance.
- We encourage everyone to stay on the right hand side of all walkways and corridors.
- “Cohorting” and “Bubbles” will be apparent at breaks and lunch times.
- Physical contact should be avoided at all times.

Classrooms

- Classroom layouts will be modified to increase the distancing between students.
- Desks will be turned to face in the same direction (rather than facing each other).
- Classes may, at times, use other areas such as non-routine classrooms, the hall, the multi-purpose room (MPR) and/or outdoor spaces for instruction/activities.
- Student movement within a classroom setting will be limited due to the protocols in place.
- Students need to ensure that laptops are fully charged overnight, as due to social distancing, avoiding contact with objects/surfaces and hygiene, they will not be able to do so on campus.

Temperature Screening

Throughout this time, the school will partake in frequent and enhanced temperature monitoring. These will occur as follows:

- Parents should take their children’s temperature at home each morning before setting off for school.
- For those students travelling on buses, temperatures will be taken before they get on the bus.
- Student’s temperatures will be taken as they arrive on campus.
- Student temperatures may be taken at any time throughout the day.

If a student’s temperature is above 37.5°C he/she will not be allowed to attend school. If that student is in school at the time, they will be immediately quarantined on campus and the parents will be called to pick them up as soon as possible. In either of the two above cases a student will need to be checked out

by a medical professional and will not be allowed to return to school unless he/she has medical clearance.

Enhanced Sanitization

1. Facilities cleaning prior to reopening

The school campus will undergo a deep cleaning and disinfecting before school reopens.

2. Facilities cleaning after reopening

- Upon the reopening of school, all classrooms and facilities will be cleaned and disinfected on a regular basis by our Building and Grounds staff.
- Cleaning staff will wipe and disinfect the following surfaces and areas regularly throughout the day - desks, chairs, doorknobs, handrails, bathrooms and sinks.
- All cleaning staff will wear face masks and/or face shields during normal working hours.
- Each individual classroom will have hand cleaner and extra face masks available.

3. Hand sanitizing/washing

- All students will sanitize as they enter the school campus.
- Students will be encouraged to wash their hands regularly throughout the day.
- Students will be required to also bring small, personal hand sanitizing bottles.

4. Face masks

- Face masks must be worn on school buses.
- Face masks must be worn in school unless instructed by a faculty member.
- Face masks must comply with current regulations.
- While we hope that children will not be required to be in masks the entire day, parents and students should prepare for that possibility

5. Respiratory Etiquette

Staff and students must cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

6. Classrooms

- Each student will have an assigned seat/working area to limit contact with others.
- There will be a minimum of one metre between desks.

- Teaching and learning will be designed with physical distancing measures of one metre in mind.
- Learning resources such as pencils, pens, laptops, calculators cannot be shared.
- Classrooms will be cleaned and disinfected on a regular basis throughout the school day.

7. Bathrooms

- Bathrooms will be cleaned and disinfected on a regular basis.
- The number of students using bathrooms at a given time will be restricted.

8. Students personal sanitizing equipment

- All students must come to school with two face masks.
- Also students must ensure they have personal sanitizing items with them (disposable tissues, small hand sanitizer, spare mask, etc.)
- Students should also bring a water bottle to school.

Café

The school cafe will be **closed** until half term. Therefore all students will need to bring a packed lunch from home. Please note that there will be no facilities to heat food for students throughout the school.

The situation will be re-assessed on the 16th October with the hope of resuming Café services after half term. If that is the case the relevant email with regards to sign up will be sent to all parents in a timely fashion.

Swimming

Given the current situation and the fact that the swimming facilities are an external environment, managed and monitored by external facilitators we will be postponing the beginning of the swimming programme until the second term.

Enrichments

Enrichment activities will not be held in the first term. Our hope is that we will be able begin in Term 2.

After School Tutoring (Secondary School)

After School tutoring will not be held in the first term. Our hope is that we will be able begin in Term 2.

Expectations of Community Members

1. Students

- Students must sanitize hands when entering the school campus and wash their hands frequently while on campus.
- Students must adhere to the social distancing protocols in place.
- Students are to bring to school only the minimal supplies and materials that are needed.
- Students must wear face masks except when instructed by a teacher that they may remove them

2. Parents

- Parents who drop off and pick up their children should do so from the barriers at the school entrance near the church.
- Parents should not enter campus without an appointment or without permission from the Leadership Team.
- All parents entering the campus are subject to the same procedures and protocols as students and faculty.
- Parents must wear a face mask on campus at all times.
- Parents must check their children's temperature before school. Students must be symptom free, with a temperature below 37.5°C (without the use of fever reducing medication) to be able to attend school. Children who do not meet both these criteria or are unwell must stay at home.
- If parents are contacted throughout the school day to come and collect their children, we respectfully you to do so in a timely manner.
- If any member of your family is identified as positive with regards to COVID 19, you need to notify the school immediately

3. Faculty and Staff

- Must sanitize their hands when entering campus and wash their hands frequently while on campus.
- Must adhere to the physical distancing requirements when interacting with adults.
- Must adhere to the physical distancing requirements when interacting with students.
- Wear a face mask/shield at all times except in circumstances outlined in the Government-issued school protocols.
- Encourage and ensure students follow the school protocols with regards to hygiene.
- If any member of your family is identified as positive with regards to COVID 19, you need to notify the school immediately

Overseas Travel

Due to the unique nature of our community, many members may have travelled over the summer break or may just be returning to Barbados before school starts. If this applies to your family then you will need to satisfy the following criteria before returning to school:

1. Persons arriving in Barbados from certain countries and regions will need to adhere to and satisfy the rules and regulations ([Barbados Travel Protocols](#)) set out by the Barbadian Government with regards to testing, monitoring and quarantining.
2. An added precaution from the school is that any persons returning from overseas will not be able to attend school for a period of seven (7) days from the date that they land. This should provide suitable time for monitoring of any post PCR and travel symptoms to be detected.
3. We are aware that a number of parents may need to travel or there may be visitors from outside of Barbados during the school year. In those instances, students will not be able to return to school for a period of seven (7) days from the date on which the parent or visitor lands on island, unless parents or visitors are able to self-isolate and quarantine away from their family for a period of seven (7) days. This applies to Medium, Low and Very Low risk countries. Given the recent changes in Barbadian immigration protocols for High Risk countries this period will need to be extended to fourteen (14) days, unless they show proof that they have completed a seven (7) day quarantine and a second "negative" PCR test.

Please note that these policies are for the safety of the whole community. We ask that you support and strictly adhere to the above.

Absent Students

If a student is unable to return to school when the rest of his/her class is due to OR has to be absent due to the above COVID related policies, the following arrangements will be made:

Primary Students – PYP teachers will issue a weekly plan of class work for those students absent from campus, but will not be available for face-to-face Zoom sessions due to their class commitments. They will however, be able to follow-up via email to students in this situation.

Secondary Students - Ms. Vicky will liaise with the family. Secondary School will approach student absence like it did prior to "lockdown", in that it will do all that it can to share resources & tasks via ManageBac and this may well be able to be accompanied by one to one support from teachers too. Please note that the approach it took when it had to work completely online, with bespoke daily class emails showing all lesson plans and all that went with those, will no longer be in effect, as normal school will have resumed. However please be assured that the Secondary School will do all it can to minimize the impact of interrupted attendance due to a student having to remain away from school for a period of days following travel or travel of (a) family member(s).

School Response to a Confirmed Case of COVID 19

The following outlines the process should the School receive notice of a positive COVID-19 case involving a student, faculty/staff member, or parent/family member who may be contagious.

Scenario	Action to be taken by School
A student/faculty member is identified as COVID 19 positive	<ol style="list-style-type: none"> 1. School closes immediately for five (5) school days 2. Instruction will revert to online learning 3. The campus is deep cleaned 4. Ministry of Health will be informed
A family member of a student/faculty is identified as COVID 19 positive and has had exposure to a student/faculty member in the last 14 days	<ol style="list-style-type: none"> 1. School closes immediately for five (5) school days 2. Instruction will revert to online learning 3. The campus is deep cleaned 4. Ministry of Health will be informed
The Barbadian Government decrees that schools need to close for a period of time.	<ol style="list-style-type: none"> 1. School closes immediately 2. Instruction will revert to online learning 3. School will reopen when decreed by the Authorities.

Please be aware that the timeframes set out above will be contingent on Ministry of Health approval and guidelines, which is likely to be determined on a case by case basis.

School Events

1. Back to School BBQ

The Back to School Barbecue, scheduled for Sunday 30th August will be cancelled. New students and families will be notified separately with regards to orientation meetings and presentations.

2. Parent Workshops

Parent workshops are an important part of the academic calendar. These will continue but may be in a small group format or virtual in nature.

3. Field Trips

Field trips are an important element in student learning and an integral part of the curriculum at Codrington. As such, we will seek for these to continue, but will naturally be very selective with

regards to the number of field trips, location and suitability given these times. As always, risk analysis and appropriateness will be paramount with regards to field trips and the health and well-being of students will not be compromised under any circumstances.

4. International day

This is set for Friday October 16th. Our current plans and hope is that this can happen. Naturally a decision will be made closer to the time and be contingent on the situation in Barbados and in liaison with the Barbadian authorities.

Valuable Resources

1. Barbados Government resources

[GIS](#)
[Ministry of Education](#)

2. Pandemic and medical information

[PAHO](#)
[CDC](#)
[World Health Organization Coronavirus](#)
[Boston Children's Hospital](#)

3. Resources to help children understand the pandemic

[Brainpop: Coronavirus](#)
[Child Mind Institute: Talking to Kids about the Coronavirus Crisis](#)
[PBS: How to talk to your kids about coronavirus](#)

4. Wellness resources

[Blog by Play Therapy Oberursel](#)
[CDC: Coping with Stress](#)
[PBS: How you and your kids can de-stress during coronavirus](#)
[NYT: Handling your kid's disappointment when everything is cancelled](#)
[Understanding the Mental Health and Social Impact of the Coronavirus](#)
[UNICEF Parenting Tips - Talking about COVID 19](#)
[Vibrant Emotional Health](#) (for teens)