



the **Montessori**  
School of Mallorca

## **CONTINGENCY PLAN COVID 19**

### **School Year 2020-21**

## **1. Prevention, Protection and Hygiene Measures during COVID times in our school**

---

### **1.1. Hygiene and cleaning of the School Premises**

1. **A hand sanitizer dispenser will be placed in those classes that do not have a hand washing basin with soap and water.** It must be taken into account that when the hands have visible dirt, the sanitizer gel is not enough, and it is necessary to use soap and water.
2. **The facilities of the school must be cleaned and disinfected at least once a day,** reinforcing them in those spaces that are highly transited. Special attention will be given to common use areas and the high-touch surfaces such as doorknobs, tables, furniture, handrails, floors, telephones, hangers, and other elements with similar characteristics.
3. **Use and cleaning of the bathroom and toilets.** The toilets will be cleaned properly according to the intensity of use and at least three times a day. In all the bathrooms of the centre there will be soap and paper dispensers available for drying hands, or, failing that, hand sanitizer dispensers. Students must wash their hands carefully every time they use the toilet.
4. The facilities must be **ventilated** periodically, at least once a day and for five minutes. **Windows and doors** will be kept open to allow optimal ventilation. Outdoor work will be encouraged.
5. **The Montessori School of Mallorca implements the following guidelines for cleaning and hygiene:**
  - a. All children must bring their own pencil case with one **writing pencil, a rubber, a pencil sharpener, colour pencils, and scissors.**
  - b. In the event that **classroom materials** will be used by children, they will be disinfected after each use.
  - c. **Books** will be available in the book corner but will be put in a 'read' box after being read once. Assistants will remove read books and replenish the shelves. 'Read' books will be able to go back on the shelves after 24 hours have passed.

- d. **Classroom materials** will be used by children but will be disinfected by assistants after each use.
  - e. Workstations must be cleaned and disinfected with special attention to the furniture and other elements susceptible to manipulation, especially those used by more than one worker.
  - f. Cleaning measures will also be extended to employees' private areas, such as changing rooms, lockers, toilets, kitchens, and rest areas.
  - g. Teachers in contact with different groups of children will change **clothes** between shifts.
  - h. **Cleanliness** of wastebaskets and soap, hand drying paper and hand sanitizer gel availability should be monitored frequently.
  - i. **Disinfectants** will be used as dilutions of freshly prepared bleach (1:50) or any of the disinfectants that kill germs on surfaces that are on the market and that have been authorized and registered by the Ministry of Health. Instruction of use on the label of these products will be always respected.
  - j. After each cleaning, the materials and the protective equipment used will be disposed safely, proceeding afterwards to hand washing.
6. **The use of paper documents and their circulation will be limited as much as possible.**
  7. **Disposable handkerchiefs used by staff and students to dry their hands** will be discarded in wastebaskets with bags or containers protected with a lid and, if possible, operated by pedal. These bins should be cleaned frequently.
  8. **All personal hygiene materials (masks, latex gloves, etc.) must be deposited in the indicated bin for trash separation** (grouping of household waste that is obtained after separate collections have been made).

## 1.2 Safety distance

9. **Classrooms occupation and other spaces. The minimum interpersonal distance will be 1.5 meters.** The school will provide classrooms and other spaces to accommodate students always respecting the interpersonal distance of 1.5 meters. Outdoor spaces will be prioritized as much as possible.
10. **At all educational levels, spaces and distribution of people will be organized to respect an interpersonal safety distance of 1.5 meters.** The flow of people's movement, the distribution of spaces, and the allocation of students will be organized respecting the interpersonal security distances required at all times by the Ministry of Health.
11. **Stairs** will preferably be used. If there is an elevator, its use will be limited to essential cases and maintaining the interpersonal safety distance. In those cases when people may require assistance, their companions are going to be allowed to use the elevator as well.
12. **Whenever possible, priority shall be given to commuting options** that best guarantee the interpersonal safety distance. For this reason, it is recommended to opt active transport (on foot or bicycle) and the school will try to promote safe routes to school, in collaboration with the municipalities.
13. **The movement of students through the centre will be reduced to a minimum**, being the teachers, as far as possible, who go to the reference classroom.
14. **The access and exits to classrooms and other spaces with an interpersonal distance of 1.5 meters** will be organized in a staggered manner.

### 1.3 Personal prevention measures

15. **Frequent and meticulous hands washing**, at least 40 seconds with soap and water or, failing that, with hand sanitizer gel. It should be borne in mind that when hands have visible dirt, the hand sanitizer gel is not enough, and it is necessary to use soap and water.
16. **Avoid touching nose, eyes and mouth, as hands facilitate transmission.**
17. When **coughing or sneezing**, mouth and nose must be covered with the elbow flexed.
18. Use disposable **tissues** to remove respiratory secretions and throw them away after use.
19. Avoid **shaking hands.**
20. The use of **gloves** is not **generally recommended**, but it is required for food handling, diaper changing and cleaning tasks.
21. The staff of the Montessori School of Mallorca and all its students **must use reusable hygienic masks**, in all areas of the school including the classroom.
22. The correct **use** of a mask must be explained, as its misuse can entail a higher risk of transmission.
23. All students or staff of the school who **start symptoms** while at the Montessori School of Mallorca will be taken as soon as possible to a separate place in the school compound and put on a mask.

### 1.3 People who are able to access The Montessori School of Mallorca

24. **People who present symptoms compatible with COVID-19** or who are completing home isolation due to a diagnosis of COVID-19, or who are in a period of home quarantine due to a close contact with any person with symptoms or diagnosed with COVID-19, **cannot** return to their job positions.
25. **People vulnerable to COVID-19** (for example, people with high blood pressure, cardiovascular disease, diabetes, chronic lung disease, cancer or immunosuppression) may return to work if their clinical and health conditions are controlled and they are allowed to do so. It is also required to maintain all the protection measures rigorously. In case of doubts, the health service of the occupational risk prevention must evaluate the existence of workers especially sensitive to coronavirus infection. Then they must issue a report on the prevention, adaptation and protection measures needed at the workplace, always following the Action Procedure for the Occupational Risk Prevention Services against exposure to SARS-CoV-2.
26. **Families will be informed that children with symptoms compatible with COVID-19** or diagnosed with COVID-19, or who are in a home quarantine period due to having contact with someone with symptoms or diagnosed with COVID-19 cannot attend the Educational Centre. In order to monitor this, families will measure the temperature of the children every day before leaving their homes to go to the educational centre. If the student has a fever or symptoms compatible with COVID-19, they should not attend the centre and they should call their health centre or the telephone number enabled in their autonomous community for COVID-19.
27. **Students with health conditions that make them more vulnerable to COVID-19** (such as cardiovascular diseases, diabetes, chronic lung diseases, cancer, immunosuppression or high blood pressure), may attend the centre if their clinical and health conditions are controlled and they are allowed to do so. It is also required to maintain all the protection measures rigorously.
28. **It is recommended to avoid crowds.** Families may only enter the school premises and buildings in case of need or by request of the faculty or admin staff, always complying with prevention and hygiene measures.

## 1.4 Actions to be taken when symptoms appear in a person present in The Montessori School of Mallorca

29. **The most common symptoms compatible with COVID-19 include fever, cough, and feeling short of breath.** In some cases, there may also be decreased smell and taste, chills, sore throat, muscle aches, headache, general weakness, diarrhoea, or vomiting.
30. **When a student starts with symptoms or the symptoms are detected by a staff member** during their school day, the student will be taken to a separate space. A surgical mask will be provided for him/her and another one for the adult person who takes care of him / her until their parents or guardians arrive. The student will be taken to an individual room previously chosen. It must have an adequate ventilation and a pedal trash can with a bag, where the student can throw away the mask and disposable tissues. The family will be notified that they should contact their health centre or their autonomous community reference telephone number so the case can be evaluated.
31. **Similarly, the personnel attending the case will have to wear an FFP2 mask** in case the person with symptoms cannot wear a surgical mask. The person responsible for covid-19 at the center will then contact the health authorities, as well as the parents in case the suspect is a minor for collection. If you are a worker, you can also contact the Occupational Risk Prevention Service. The symptomatic person must be quarantined until the results of the tests, in which positive case they must remain in isolation after 3 days from the end of the clinical picture and 10 from the appearance of symptoms.
32. **Employees who start with symptoms will go to a separate space and put on a surgical mask.** They will contact their health centre or the Occupational Risk Prevention Service or call the autonomous community reference telephone number and follow their instructions.
33. **In the case that the person who starts with symptoms is in a serious situation or has breathing problems, staff members must call 112.**

## 1.5 Actions to be taken in case of a COVID 19 outbreak in the school

34. **Notification procedure:** The public health epidemiological surveillance services of the autonomous communities will have to obtain information on the cases when they are confirmed. Until this confirmation, the close contacts will not be acted upon, and the teaching activity will continue normally. Once a positive has been obtained, Public Health will contact the educational centres and families to initiate the epidemiological investigation, establishing the main control measures, and assessing with the centres the measures to be taken in the affected schools.
35. **Management of contacts:** If positive, a study of contacts will be carried out inside and outside the centre through the protocols of each autonomous community. If the positive belongs to a group with stable coexistence, close contact will be considered to the entire group. Otherwise, close contact will be considered to be any person who has been located within two meters without a mask –except for students between 6 and 11 years old, who will be considered contact regardless of their use. In this way, the person in charge of covid-19 of the centre must provide a list of people who meet these requirements in the 48 hours prior to the appearance of symptoms. After establishing contacts, they will be quarantined for 14 days, regardless of the PCR result, although the contact may undergo an additional PCR after the last encounter with the symptomatic person ten days, in order to reduce isolation in case the test is negative.
36. **Outbreak management:** Any group of three or more cases with active infection will be considered an outbreak. However, the scenarios can be highly variable:
37. If there is an outbreak in one classroom, or in several without an epidemiological link, the cases will be isolated, close contacts will be identified, and if they belong to the same coexistence group, the teaching activity will be suspended for 14 days. In the event that there

is no coexistence group, the teaching activity will continue for the rest of the students who are not close contacts.

38. If the outbreak occurs in several classrooms and presents an epidemiological link, additional measures will be taken, such as the extension of the forty and the suspension of teaching activity for 14 days or the time indicated, even closing complete lines, cycles, or even the educational stage.
39. In the event of uncontrolled transmission, the public health services of each community will assess the measures to be taken, including the temporary closure of the center until the situation is controlled.

## 2. Organizational Planning and Logistics

---

### 2.1 Drop off and pick up of students at The Montessori School of Mallorca

#### Drop off

40. Parents must drop their children in the **parking area** of the school
41. A staff member will be placed at the entrance at arrival and departure of students to ensure that no crowds are formed and the entrance to the school premises is done in an orderly manner. **Children can come** into the premises from **8.40 to 9.00 am**.
42. Before entering the school premises, each student will be given **disinfecting gel**. Children will disinfect the shoes by stepping on a tray with a disinfectant solution.

#### Pick up

43. Before leaving the school premises, each student will **wash hands** thoroughly and change in their **outdoor shoes**.
44. Staff members will accompany students to the designated areas in the **parking lot** of the school. Parents must collect their children in time from the parking area of the school.
45. The times for pick up for each classroom-bubble group are stated in the Transition schedules.

### 2.2 Classroom and Space organization

#### Justification

We base our proposal of Classroom and Space organization on the *Resolucio Conjunta de la Conselleria d' Educacio I la Conselleria de Salut del 27 d'agost del 2020* and specifically on *Apartat III. 2*. This chapter provides the possibility that:

*In early childhood education and up to the fourth year of primary education, or up to 6th in the case of schools with incomplete lines, the schools will be able to adopt an alternative to establish stable groups of coexistence of the students until the maximum of the legally valid ratios, which, together with the group tutor, will make up stable coexistence groups. Members of this group will be able to socialize and play with each other without having to keep your interpersonal distance in strict terms. These groups of stable coexistence should avoid interaction with other groups in the school, limiting the number of contacts. This alternative will make it possible to study contacts quickly and more simply if any case occurred. All teaching and non-teaching staff that intervene in the stable group must wear a mask.*

The rationale behind this distribution has taken into account the health and safety of our students together with the best possible learning environment given the current restrictions.

Classes	Number of students	Spaces to be used	Operational Proposal
<b>Casa (3 to 6 years old)</b>	30	Classroom of 80 m2.  Independent building with private toilets for the group.  Outdoor space-classroom with tables and work area of 50 m2.	Bubble group of 30 students  We will place 20 students indoor and 10 on the outdoor space on a rotation scheme.  Lunch will be held in the classroom and outdoor space on a rotation scheme to ensure that there are no more than 20 students in the indoor classroom at the same time.  The patio will be done within the bubble group.
<b>Lower Primary (6 to 9 years old)</b>	30	Classroom of 80 m2 approximately.  Independent building with private toilets for the group.  Outdoor space-classroom with tables and work area of 80 m2.	Bubble group of 30 students  We will place 20 students indoor and 10 on the outdoor space on a rotation scheme.  Lunch will be held in the classroom and outdoor space on a rotation scheme to ensure that there are no more than 20 students in the indoor classroom at the same time.  The patio will be done within the bubble group.
<b>Upper Primary (9 to 12 years old)</b>	20	Classroom of 100 m2  Independent building with private toilets for the group  Outdoor space-classroom with tables and work area of 100 m2.	Bubble group of 20 students.  Work at the outdoor space will be prioritized whenever possible.  The patio will be done within the bubble group.
<b>Secondary (12 to 13 years old)</b>	14	Classroom of 100 m2.  Outdoor space-classroom with tables and work area of 100 m2.	Bubble group of 20 students.  Work at the outdoor space will be prioritized whenever possible.  The patio will be done within the bubble group.

## 3. Curricular Planning

---

### Casa and Primary

Our school follows the British Curriculum and adopts a Montessori approach to learning the subjects taught and developing the knowledge, skills and understanding required in each learning area. The learning areas are:

**Literacy**

**Mathematics**

**Understanding the World**

**Expressive arts and design**

The subjects covered in the Primary Phase (KS1 and 2) and Lower Secondary KS3 are:

- English (Literature and Language)
- Maths
- Science
- History
- Geography
- Spanish and Catalan
- Art, design and technology
- Music
- Physical education
- Citizenship
- Computing

### ***Covid-19 teaching:***

Pupils will also develop their understanding of the importance of personal hygiene skills and an awareness of covid-19 within a local and global context (an obligatory requirement made by the Spanish authorities). This will be incorporated age appropriately into citizenship and will run across the sciences in which there will be the opportunity to study viral spread and the implications for the human body in biology.

As a school we are committed to fulfilling all statutory requirements of the British Curriculum. Following initial assessments, under the current circumstances due to Covid-19 we are preparing for the following three scenarios.

1. Full opening of school with all pupils and staff
2. Partial opening of school and blended learning online
3. Full lock-down and online learning

### **Scenario 1:**

Pupils will gain a deep knowledge of all subject areas and all elements of the course (see appendix 1) will be covered.

### **Scenario 2:**

In class, small group sessions to teach the key elements of each area with online follow-up tasks and extension work. The blended approach will include an independent aspect using folders on Google Education Suite where teachers will set work and provide feedback. Teachers will provide some online feedback and there will be time allocated in the classroom to go over work completed at home via tutorial sessions. There will be some online lessons streamed to pupils, online tutorials, and the opportunity to share resources (power-points, assessments, etc).

Whilst we will provide all the resources and teaching to cover the statutory requirements of the British Curriculum, the success of this will depend upon the commitment of the individual pupils and parental support to complete and access all teaching given. All work set will be differentiated according to ability and age. All SEN children will be supported according to their need and one to one tutorial will be provided, as necessary.

We will also be support with additional specialist lessons online, provided by a variety of subject specific staff.

### **Scenario 3:**

Full online learning using Google Educational Suite to ensure all statutory requirements are met. All staff will have access to the online learning platform and will include:

- Pupils will complete weekly work plans (except for Early Years Foundation Stage)
- Weekly, online parent meetings
- Weekly, whole class meetings
- Lead teachers will write an email to all parents to inform them of updates
- Learning timetable set (except for Early Years Foundation Stage)
- Teachers will provide subject folders for pupils online with tasks set
- Feedback and targets set after work is submitted by pupils (except for Early Years Foundation Stage and Primary)
- Live, online classes
- Pre-recorded lessons and introductory explanation video clips of new topics for pupils to watch at their leisure (except for Early Years Foundation Stage)

Some hands-on subjects will have to take place in the home environment, e.g. cooking, DT tasks, Science experiments.

## **Secondary**

Our school follows the British Curriculum and adopts a Montessori approach to learning the subjects taught and developing the knowledge, skills and understanding required in each learning area. The learning areas are:

### **Literacy**

### **Mathematics**

### **Understanding the World**

## Expressive arts and design

The subjects covered in the Primary Phase (KS1 and 2) and Lower Secondary KS3 are:

- English (Literature and Language)
- Maths
- Science
- History
- Geography
- Spanish and Catalan
- Art, design and technology
- Music
- Physical education
- Citizenship
- Computing

Covid-19 teaching:

Pupils will also develop their understanding of the importance of personal hygiene skills and an awareness of covid-19 within a local and global context (an obligatory requirement made by the Spanish authorities). This will be incorporated into citizenship and will run across the sciences in which there will be the opportunity to study viral spread and the implications for the human body in biology.

As a school we are committed to fulfilling all of the statutory requirements of the British Curriculum. Following initial assessments, under the current circumstances due to COVID-19 we are preparing for the following three scenarios.

4. Full opening of school with all pupils and staff
5. Partial opening of school and blended learning online
6. Full lock-down and online learning

### Scenario 1:

Pupils will gain a deep knowledge of all subject areas and all elements of the course (see appendix 1) will be covered.

Meetings with parents will be carried out as normal.

Staff meetings will be carried out as normal.

### Scenario 2:

In class, small group sessions to teach the key elements of each area with online follow-up tasks and extension work. The blended approach will include an independent aspect using folders on Google Education Suite where teachers will set work and provide feedback. Teachers will provide some online feedback and there will be time allocated in the classroom to go over work completed at home via tutorial sessions. There will be some online lessons streamed to pupils, online tutorials and the opportunity to share resources (PowerPoints, assessments, etc).

Whilst we will provide all the resources and teaching to cover the statutory requirements of the British Curriculum, the success of this will depend upon the commitment of the individual pupils and parental support to complete and access all teaching given. All work set will be differentiated according to ability and age. All SEN children will be supported according to their need and one to one tutorial will be provided, as necessary.

We will also be support with additional specialist lessons online, provided by a variety of subject specific staff.

Meetings with parents will be carried out weekly on site and will adhere to social distancing measures and with face masks. When necessary, meetings will be carried out virtually.

Staff meetings will be carried out on site according to a timetable and will adhere to social distancing measures and with face masks. When necessary, meetings will be carried out virtually.

### **Scenario 3:**

Full online learning using Google Educational Suite to ensure all statutory requirements are met. All staff will have access to the online learning platform and will include:

- Pupils will complete weekly work plans (except for Early Years Foundation Stage)
- Weekly, online parent meetings
- Weekly, whole class meetings
- Lead teachers will write an email to all parents to inform them of updates
- Learning timetable set (except for Early Years Foundation Stage)
- Teachers will provide individual subject folders for pupils online with tasks set
- Feedback and targets set after work is submitted by pupils
- Live, online classes
- Pre-recorded lessons and introductory explanations of new topics for pupils to watch at their leisure

Some hands-on subjects will have to take place in the home environment, eg: cooking, DT tasks, Science experiments.

Meetings between staff and parents and staff only meetings will be carried out virtually according to the school timetable and calendar.

## 4. Transition Plan / First three weeks of school

---

School opens as planned on the 7<sup>th</sup> September 2020.

Due to COVID-19 regulations, we adjusted the plan for the transition phase at the start of the 1<sup>st</sup> term 2020/21. Please find the detailed drop-off and pick-up times on the following pages.

### Transition

For a smooth transition from the summer vacations, school hours are reduced during the first few days, and gradually increase. For our children in Casa – and especially our children of three years of age – we provide a particularly graduate transition to regular school hours. For that purpose, our youngest children are separated into two groups (A and B). In week three, we apply regular school hours for all students. For details, see the tables below.

### Drop-off

Please drop your child off at the **main school gate** in the carpark. Children of Lower Primary, Upper Primary and Secondary will walk to their classroom. For children in Casa, please drop you child in the designated '**bubble zone**' in the **car park**. One of Casa's lead teachers, Catherine or Maddy, will pick up your child and lead her/him to their class.

Due to COVID-19 restrictions, parents are not permitted on the school grounds during drop off or pick up.

The gate of the carpark will be open from 08:40 – 09:00am.

### Pick-up

In the afternoon, our staff members will lead the children to their classroom '**bubble zone**' in the **carpark**. Please collect your child from their zone.

## WEEK 1 (September 7<sup>th</sup> – 11<sup>th</sup>)

Casa (3-6 years)		Lower Primary (6-9 years)	Upper Primary (9-12 years)	Secondary (12-14 years)
C3 (3 year olds)	C4 & C5 (4-6 year olds)			
<b>Monday 7th</b>				
<i>SCHOOL TOUR CANCELLED so no C3 children</i>	All C4 including new C4 children Drop off: <b>08:40-09:00</b> Pick up: <b>10:00</b>  All C5 including new C5 children Drop off: <b>10:30</b> Pick up: <b>11:50</b>	All Lower Primary children Drop off: <b>08:40-09:00</b> Pick up: <b>11:55</b>	All Upper Primary children Drop off: <b>08:40-09:00</b> Pick up: <b>12:00</b>	All Secondary children Drop off: <b>08:40-09:00</b> Pick up: <b>12:10</b>
<b>Tuesday 8th</b>				
<b>Group 1*</b> Drop off: <b>08:40-09:00</b> Pick up: <b>10:00</b>	All C4 and C5 Drop off: <b>10:30</b> Pick up: <b>11:50</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>11:55</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>12:00</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>12:10</b>
<b>Wednesday 9th</b>				
<b>Group 2*</b> Drop off: <b>08:40-09:00</b> Pick up: <b>10:00</b>	All C4 and C5 Drop off: <b>10:30</b> Pick up: <b>11:50</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>11:55</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>12:00</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>12:10</b>
<b>Thursday 10th</b>				
<b>Group 1*</b> Drop off: <b>08:40-09:00</b> Pick up: <b>10:00</b>	All C4 and C5 Drop off: <b>10:30</b> Pick up: <b>15:20</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>15:25</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>15:35</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>16:15</b>
<b>Friday 11th</b>				
<b>Group 2*</b> Drop off: <b>08:40-09:00</b> Pick up: <b>10:00</b>	All C4 and C5 Drop off: <b>10:30</b> Pick up: <b>13:20</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>13:25</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>13:30</b>	Drop off: <b>08:40-09:00</b> Pick up: <b>14:30</b>

## WEEK 2 (September 14<sup>th</sup> – 17<sup>th</sup>)

Casa (3-6 years)		Lower Primary (6-9 years)	Upper Primary (9-12 years)	Secondary (12-14 years)
C3 (3 year olds)	C4 & C5 (4-6 year olds)			
<b>Monday 14th</b>				
<b>Group 1</b> Drop off: 08:40-09:00 Pick up: 13:00	Drop off: 10:30 Pick up: 15:20	Drop off: 8:40-9:00 Pick up: 15:25	Drop off: 8:40-9:00 Pick up: 15:35	Drop off: 8:40-9:00 Pick up: 16:15
<b>Tuesday 15th</b>				
<b>Group 2</b> Drop off: 08:40-09:00 Pick up: 13:00	Drop off: 10:30 Pick up: 15:20	Drop off: 8:40-9:00 Pick up: 15:25	Drop off: 8:40-9:00 Pick up: 15:35	Drop off: 8:40-9:00 Pick up: 16:15
<b>Wednesday 16th</b>				
<b>Group 1</b> Drop off: 08:40-09:00 Pick up: 13:00	Drop off: 10:30 Pick up: 15:20	Drop off: 8:40-9:00 Pick up: 15:25	Drop off: 8:40-9:00 Pick up: 15:35	Drop off: 8:40-9:00 Pick up: 16:15
<b>Thursday 17th</b>				
<b>Group 2</b> Drop off: 08:40-09:00 Pick up: 13:00	Drop off: 10:30 Pick up: 15:20	Drop off: 8:40-9:00 Pick up: 15:25	Drop off: 8:40-9:00 Pick up: 15:35	Drop off: 8:40-9:00 Pick up: 16:15
<b>Friday 18th</b>				
<b>Groups 1 &amp; 2</b> Drop off: 08:40-09:00 Pick up: 13:20	Drop off: 08:40-09:00 Pick up: 13:20	Drop off: 8:40-9:00 Pick up: 13:25	Drop off: 8:40-9:00 Pick up: 13:35	Drop off: 8:40-09:00 Pick up: 14:30

## WEEK 3 and subsequent weeks (starting September 25<sup>th</sup>)

Regular schedule for 1<sup>st</sup> term 2020/21

*Transition completed for Casa*

Casa (3-6 years)		Lower Primary (6-9 years)	Upper (9-12 years)	Secondary (12-14 years)
C3 (3 year olds)	C4 & C5 (4-6 year olds)			
<b>Monday - Thursday</b>				
Drop off: 08:40-09:00  Optional pick up: 13:30  Pick up: 15:20	Drop off: 08:40-09:00  Pick up: 15:20	Drop off: 08:40-09:00  Pick up: 15:25	Drop off: 08:40-09:00  Pick up: 15:35	Drop off: 08:40-09:00  Pick up: 16:15
<b>Friday 18th</b>				
Drop off: 08:40-09:00  Pick up: 13:20	Drop off: 08:40-09:00  Pick up: 13:20	Drop off: 08:40-09:00  Pick up: 13:25	Drop off: 08:40-09:00  Pick up: 13:35	Drop off: 08:40-09:00  Pick up: 14:30

## 5. Health Coordination

---

Health Education activities related to COVID 19 prevention will be developed by the lead teachers to educate the students about the measures that will be implemented in school.

Age appropriate updates will be shared in the classroom to ensure children know all the procedures related to COVID 19 prevention measures.

The pastoral support teacher together with the lead teachers of each classroom will coordinate to ensure full implementation of the Health Education Programme in our school.

The school director will appoint a COVID 19 focal person who will be responsible for coordinating the COVID 19 response in our school.

A good and fluid communication channel will be established between the school and the health centre of the health basic zone. The main purpose of this is to answer doubts and solve problems in relation to the actions to be taken with cases with symptoms compatible with COVID-19 and the prevention, hygiene and health promotion measures. Health care corresponds to the person's reference health centre, which does not have to coincide with that of the basic health area where the educational centre is located.

The school will have for the teaching staff and the administration and services staff, hygienic masks, preferably reusable and surgical masks, FFP2 valves without valves, face shields and disposable gowns for those cases in which a student with symptoms cannot put a surgical mask.

## 6. Digital Contingency Plan (under development)

---

In the event of another lockdown we have decided to use the **Google Classroom** application as a common tool throughout the school.

We did use this tool during the past months of confinement, and we think it is the best tool to communicate with both students and families. It allows an effective return, by the tutorials and specialties of the tasks performed in a simple and comfortable way. It also allows for a very practical structure and organization of content by tutoring and families. It brings everything together in one place and facilitates interaction.

**Training:** During the month of September all teachers will receive training to learn the potential of Google Classroom so that in the event of another lockdown or scenario B, we can resort to Google Classroom to send homework, schedule video conferences, communication with families, etc. Once the training has taken place, we will further develop the programme for scenario B and C.

Our **IT support focal point** will create new users with our schools' domain (@montessorimallorca.org) for all those children that did not have one.

We will organise an **inventory** of the computers that are currently available in the school and will elaborate a list with the computer supplies that are needed to complement what we already have.

## 7. Letters for Parents

---

- Authorisation for PCR testing – will be prepared and signed on the first week of school.
- Declaration of Responsibility – will be prepared and signed on the first week of school.

***Based on guidelines by the Conselleria d' Educacio I Universitats de les Illes Balears and the Ministry of Health.***

