



GUIDELINES FOR TEACHING AND LEARNING IN SECONDARY (update 12.04.03.2021)

INTRODUCTION

On 23rd of March 2021, the Dutch authorities decided to extend the secondary school measures actually in force. The guidelines for secondary clarify the arrangements of teaching and learning for classes S1-S7. Students are asked to read the document carefully and follow the instructions in school. All secondary students are expected to follow the same guidelines and national rules, despite their age.

The arrangements and measures apply from **Monday April 12th onwards**.

This is an evolving document, based on the [Protocol of March 31st](https://www.vo-raad.nl/nieuws/protocol-onderwijs-tijdens-corona-geupdatet#:~:text=31%20maart%202021&text=OCW%20heeft%20na%20overleg%20met,net%20als%20bij%20de%20buitensport.) (<https://www.vo-raad.nl/nieuws/protocol-onderwijs-tijdens-corona-geupdatet#:~:text=31%20maart%202021&text=OCW%20heeft%20na%20overleg%20met,net%20als%20bij%20de%20buitensport.>).

The guidelines will be updated if necessary / if the *Protocol* is revised.

1. PRINCIPLE AND OBJECTIVES

Our objectives are to:

- incorporate safety measures to maximize the safety of the pupils and staff of the European School Bergen.
- maximize the pedagogical quality and efficiency of teaching and learning within the safety framework.

2. HEALTH, SAFETY and ORGANISATIONAL MEASURES

2.1. Health measures

Students must stay at home if

- they have symptoms of coronavirus disease (COVID-19);
- they have coronavirus;
- Someone they live with has symptoms of COVID-19 that include a fever and/or shortness of breath;
- Someone they live with has coronavirus;
- they have been in close contact with someone with coronavirus;
- they recently travelled to the Netherlands from abroad;
- they have received a notification from the CoronaMelder app.
- someone from the household is planning to be tested and/or awaiting a test result

All absences need to be reported to the school via child.absent@esbergen.org.

If symptoms of COVID-19 are suspected during the school day, the student concerned must contact the school nurse immediately, the nurse will contact the parents and the student is sent home.

If clarifications are needed on your current situation, please consult the 12+ decision three in attachment and available on the school website or contact the safety and security officer Ms Neuman marije.neuman@eursc.eu.

If a student has been in **quarantine, the return date must be discussed with the school.**

The student can only return to school after **written confirmation (of the return date) by the school.**

2.2. Safety measures

- A face mask must be put on before entering the school building.
- Students must disinfect their hands before entering the school building.
- No gatherings are allowed in front of the gate, in the school yard or inside the building.
- Always keep 1.5m distance from each other (no handshakes, hugs etc.).
- All students must always wear a face mask, also in the classroom during the lesson. All students are requested to bring 3 (clean) face masks daily, in a small zip-bag, with one additional zip-bag for the used mask(s).
- Wash hands regularly with soap and water for at least 20 seconds or use disinfectant if washing is not possible.
- Do not touch your face, mouth, eyes, nose.
- When coughing or sneezing keep the greatest possible distance to other people. Cough and sneeze on your arm.
- Do not share personal material with others (bottles, pencils, ruler, etc.).
- There is a one-way flow, follow the signs/arrow strips on the ground.

2.3. Organizational measures

Students follow their normal timetable.

- Only S7 students are allowed to use their locker during the school day.
- Teachers' focus will be on the students who are *in situ*.
- Students who study at home do the tasks given by the teacher. When instructed by the teacher, they can follow the lesson (or part of the lesson) on-line. All information for the students at home about the tasks is available on Teams/OneNote.
- Students who are expected to be in school must be present at school: following online lessons from home is not an alternative.
- **Students of S1-S6** are divided into three groups- A, B, C, and the group cohorts will come to school according to a fixed schedule. Siblings are in the same group.

All **S7 students** are expected to be in school every school day; when class groups are too big, students will be placed in two groups. In that case, one group will follow normal lessons in class, the other will go the library where they will report for attendance and follow their lesson online or make the requested class work.

Entering and leaving the school premises

- The school gate opens at 08:30 for secondary students.
- Parents are not allowed to enter the school premises.
- Students must go directly to their classroom, go inside and sit down. The doors of classrooms will be unlocked. No pupils should wait in the corridors or Entrance hall.
- If the weather is bad the mobile hangers in the Entrance hall and the hall next to Entrance 2 (see the plan) are used to hang the wet clothes up.
- - Students who have a lesson period 1 in the Languages /Humanities wing of the school use the Entrance 2_(see the school plan attached).
- - Students who have a lesson period 1 in the Sciences and Maths wing of the school, use the Main Entrance.
- Students are asked to come to school for their first timetabled lesson and not earlier (except the students coming by bus).

Students who have a free period at the end of the school day are asked to leave school after the last timetabled lesson (except students coming by bus).

Short Breaks and Lunch breaks

- During the 15 minutes break no students are allowed in the corridors.
- Students are encouraged to go **outside**:
S1-S2 - Basketball field
S3-S5 - Grass field
S6-S7 - Front yard
- When the weather is bad students are asked to use the determined places:
S1 - Study Hall
S2 - Library
S3 - S4 - S5 Aula
S6 - S7 Entrance Hall
- Staff on duty are present, walk around and check whether the students follow the rules of social distancing.
- Students are NOT allowed to go out of school to buy food.

Free periods

- S1 - S3 students must always be in the Study hall during their free periods before the lunch break. From period 7 onwards the students are encouraged to go the sports field.
- S4 - S7 students are asked to stay in the Aula or Entrance hall where tables with distancing have been provided.
- S4 - S7 students can study in the Library or be outside (front yard or sports field).
- Social distancing (1.5m) must be respected.
- S4 - S7 students are NOT allowed to leave the school during their free periods.

Safety and hygiene in the classrooms

- Classrooms and materials are cleaned to conform with the rules and expectations of the RIVM.
- The teacher organizes the seating in the classroom in a way that maintains the distance of 1.5m between the students and students must respect the instructions given by the teacher.
- The room must be aired regularly, and this means that between lessons and at the start of the day the windows must be opened, and preferably left open during lessons if the weather is suitable.
- The doors of the classrooms should be kept unlocked and left open during the lessons to minimize touching the door handles.
- Students clean their hands with disinfectant at the beginning of each lesson. There are paper towels, disinfectant available in all classrooms.
- The tables are cleaned at the beginning of each lesson by the students under the supervision of the teacher and the teacher must do the same.
- The bins in the classrooms are emptied during the short break, lunch break and at the end of the day.
- The ICT rooms can be used. Each keyboard and mouse must be cleaned with disinfectant by the user at the beginning of the lesson.
- In the Art and Music classes all the instruments /equipment/tools must be cleaned by the user under the supervision of the teacher.
- Regarding the changing rooms, the students must follow the instructions given by the PE teachers.

Safety and hygiene in the Library and Study Hall

- The instructions given by the Librarian/Educational Advisers must be always followed.
- A maximum of 17 students are allowed in at one time.
- Follow the arrows to enter and leave the Library/Study Hall.
- The computers can be used, the keyboard and mouse will be disinfected before and after each use.
- Social distancing (1.5m) must be respected.
- There are paper towels and disinfectant available.

Safety and hygiene in the corridors, transitions between lessons

- In the corridors, the routes are clearly marked. Arrow strips on the floor / wall show the direction in which people are expected to walk.
- The staircase next to the lift will be used in one direction only. Follow the signs on the wall.
- It is not allowed to use the lift.
- Students and staff are expected to always walk in lines (and not next to each other), to assure there is enough distance. All show patience when walking in line.
- Students will have to wait in the classrooms until there is sufficient space in the corridors to leave. Teachers will monitor this.