



**KINGSTON HIGH**  
Excel Through Knowledge

# School Reopening Protocol

## 2021 – 2022

*Last revised on 27 May, 2021.*

## BACKGROUND

All schools in Bengaluru were asked to be closed in March, 2020 due to the outbreak of the COVID-19 pandemic. It's over a year since the outburst of the pandemic, and we continue to bear the repercussions of it. As humans, we are always hopeful, and on that premise, we plan on reopening the school on 2nd June, 2021. We plan to have face-to-face learning on all days for Grades 9 and 10 while keeping in mind the safety measures that the school will take. We will be starting with virtual classes from LKG to Grade 8 and then move into face-to-face. This decision will be taken based on the directives given by the Government.

We will also be sharing a set of policies and guidelines for parents to ensure a smooth reopening of Kingston High and consider a 360° perspective in providing the students a model of learning that will best suit the school while keeping the safety of the children prime most.

Based on Government directives and keeping the safety standards of the school, Kingston High has decided on a protocol for the reopening, which includes procedures in providing a viable and safe environment for all students and staff of the school.

This document includes the educational learning model that will ensure the health and wellbeing of students and staff; maximize student academic growth and social, emotional learning; emphasize equity and access; provide support to teachers and staff.

## MODE of LEARNING

During the last academic session, the various examination boards decided on reducing the portions and making adjustments and modifications in the curriculum. We have no assurance that once the world is relieved of the pandemic, the boards will consort to continuing with the adjustments. For all we know, we may be asked to revert to the entire curriculum for each cohort. We are concerned that the gaps in the curriculum will be humungous and eventually be a monstrous task for both the children and the teachers to bridge the abyss. Hence, this year, Kingston High School has decided not to make any curriculum modifications, keeping in mind the students' good and allowing them to be at par with the curriculum expectations.

The reopening plan prioritizes the assumption that LKG students to Grade 8 begin with the virtual class model while Grades 9 and 10 return to a full face-to-face model. Should the Government permit face-to-face lessons for LKG to Grade 8 we will then switch to the model only after a fortnight to ensure smooth transitioning and minimal disruption of classes and preparing the school for the face-to-face lessons.

This model also purports to implement quick additional mitigation strategies to monitor, provide containment, and class cancellation plans, if needed, for a rapid transition to a full hybrid model. For the beginning of the next academic session, Kingston High shall adopt a blended mode of learning. Students will come to school as stated herewith and will also continue studying through the distance learning model.

### **Students of Grades LKG, UKG and Grades 1 to 8**

All students will have virtual lessons and follow a routine just as they would be doing in school. Each class will have an online support system after the school day for a duration of one hour to clarify any questions or to secure their understanding of the concepts taught for the day. Parents who wish to avail the online support are to inform the teacher via email and also send in your questions prior to the support session.

## **Students of Grades 9 and 10**

Further to the most recent announcement by the Government of Karnataka, all students will attend remote learning model till further notification.

The school shall have a full school day with core subjects and non-core subjects offered as part of the student learning. The students are expected to take part in all their lessons as per the communicated schedule.

### **Student Expectations**

Students:

- Will be required to attend all live events scheduled during their assigned class time. Students must keep their cameras and audio ON throughout the lesson or until the teacher releases the class.
- Will be responsible to complete all assignments posted.
- Will agree to the acceptable use policy for technology.
- May receive asynchronous instruction (videos, reading, etc) outside of assigned class times to engage in during their off day from the class.
- Need to communicate with teacher(s) any needs related to engaging in remote learning.
- Will wear the school uniform unless otherwise instructed by the school or your teacher.
- Will be ready with all the resources and materials required for the lesson.
- Will actively participate in lessons.
- Will participate in all formative, summative and continuous assessments.
- Will have their own devices (Desktop/Laptop/Tablet)

### **Parent Expectations**

Parents should:

- Encourage their child to complete assigned work.
- If your child is absent due to sickness, or for any other reason, parents need to send an email to the Home Room Teacher (Class Teacher) and report your student's absence prior to the beginning of the school day.
- If your child is sick, but still able to participate in remote learning, we ask that you still inform the Home Room Teacher.
- Communicate concerns with teachers, if you have any concerns, via email. Please do not consider your concern lightly. We will not be able to find a solution if you do not share your concern. So please do not hesitate to share your concern.
- Consider appropriate working conditions for your child(ren) to find success. Provide them with an exciting and conducive learning space.
- Support your child (ren)'s participation and engagement in Remote Learning each day.
- Ensure that the resources and paraphernalia required for the day's work is all kept ready to begin the class without any disruption.
- Not have any conversations with the teacher during the lesson. Any communication may be made via email at the end of the lesson.
- Provide their child with individual devices (Desktop/Laptop/Tablet). Mobiles are not recommended.

This includes but not restricted to:

1. Completing homework as required tasks.
2. Actively participate in lessons.
3. Sit for all formative, summative and continuous assessments.
4. Submit projects and any assigned tasks on time.
5. Adhere to all classroom and online learning policies.

## LEARNING PLATFORM

Kingston High School is now a Google Workspace for Education school and henceforth we will be using the Google platform for conducting virtual classes. A video tutorial will be shared with parents and students well in advance.

The school now has official school email addresses and will use Google suite for effective and professional communication. We request you to please contact all school personnel on their official emails starting 1st May, 2021. Please find the contact details in Annexure A of this document.

## EDUCATION PLAN

School will reopen with instructional schedules and models that are flexible and based on current transmission levels. We understand that we may start the school under one model, and as new information becomes available about health and safety, we may need to transition to a different model. We have designed our reopening plan to ensure transitions between risk levels are seamless and predictable with daily schedules, teacher and course assignments, curricular expectations, technology integration and assessment and grading practices remaining constant.

## CLASS SIZE

Depending upon the size of the classrooms, the student capacity will be arranged keeping a 1.5 m difference between each child and a distance of 2 m between the teacher and the child.

## STRUCTURE AND SCHEDULING OF CLASSROOMS

Be it virtual or face to face learning modes, students will follow the same class schedule, with the same teachers and classmates that they would in the face-to-face model. This will allow for a seamless transition back into the face-to-face model if there are directives to continue with virtual lessons, and also allow for teachers to follow a similar model to their classroom, in case there is another shutdown of schools and all students are fully virtual.

Students who require support from time to time, will be provided with service hours via an integral co-teaching approach where appropriate. Additional support will be provided in addition to the live instruction.

**Technology integration:** Teachers will use Google Classroom as the repository for content, lessons and assignments. Teachers will use Google Meet as their video platform and method of recording lessons.

**Scheduling for Specialist Subjects such as Art and PE:** School will continue to provide access to students to the Specialist subjects so that there is a continuum.

**Parent Engagement and Support:** Teachers will communicate with students and parents via the email and Edumerge, the school's Software Management System. Parents will have video tutorials for digital literacy support.

## CONNECTING PARENTS

Kingston High firmly believes that parental involvement is a prerequisite and not a matter of choice. Parental involvement is essential for student development. Having parents and teachers communicate more helps students feel more motivated in their classes and their self-esteem and attitudes in class improve.

With this philosophy, we will hold monthly Parent Teacher Conference with the students' Home Room Teacher and subject teachers who will provide you with a feedback about your child and will not be limited to academics only. We want to share with you all the wonderful things that are happening with your child and also share with you the challenges that they may be experiencing so that you can support the school in our action plans and also support you in implementing actions to be taken at home, if required.

The teachers will also require you to send your child's notebooks/journals every month to ensure that they are at par with the required curriculum standards prescribed by the board.

## LESSON ROUTINE

- All classes will have a routine so that the lessons will go through smoothly and with the least movement possible.
- Lessons are continuous and one lesson will flow into the other with a break in between each lesson.
- All students will have a schedule for the online sessions. The schedule will be shared with the parents closer to the reopening of the school.
- Students who have online support sessions on a particular day when they will be given one hour at the end of the school day to clarify any questions they may have on the topics/concepts taught during that particular day. Please inform your teacher by the end of the day's lessons, if your desire to have a brief meeting with your child's teacher during that time.
- Please find the availability of teachers herewith. This is time when you can interact with your child's teacher virtually.

MONTHLY SUPPORT CLASS TIMETABLE				
Day	LKG to Grade 2	GRADE 3 to 5	GRADE 6 to 8	GRADE 9 & 10
Monday		Science	Bio/Chem/Phy	Bio/Chem/Phy
Tuesday		Math	Math	Math
Wednesday	II Language - Hindi	English/Hindi	English/Hindi	English/Hindi
Thursday	II Language - Kannada	Computers/Kannada	Computers/Kannada	Computers/Kannada
Friday	All Subjects	Social Studies	History/Geography	History/Geography

## School Routine

Grades 1 and 2		LKG and UKG	
9.45 – 10.00 a.m.	Circle Time and Registration	9.50 – 10.00 a.m.	Circle Time and Registration
10.00 – 10.30 a.m.	Period 1	10.00 – 10.20 a.m. / 11.30 – 11.50 a.m.	Period 1
10.35 – 11.05 a.m.	Period 2	10.25 – 10.45 a.m. / 11.55 a.m. – 12.15 p.m.	Period 2
11.10 – 11.40 a.m.	Period 3	10.50 a.m. – 11.10 p.m./ 12.20 – 12.40 p.m.	Period 3
3.30 – 4.30 p.m.	Support		

Grades 3 - 5		Grades 6 - 10	
8.00 – 8.20 a.m.	Morning Assembly and Registration	8.00 – 8.20 a.m.	Morning Assembly and Registration
8.30 – 9.20 a.m.	Period 1	8.30 – 9.20 a.m.	Period 1
9.30 – 10.20 a.m.	Period 2	9.30 – 10.20 a.m.	Period 2
10.30 – 11.20 a.m.	Period 3	10.30 – 11.20 a.m.	Period 3
11.30 a.m. – 12.20 p.m.	Period 4	11.30 a.m. – 12.20 p.m.	Period 4
		12.30 – 1.20 p.m.	Period 5
3.30 – 4.30 p.m.	Support	3.30 – 4.30 p.m.	Support

### Staggered Start

2nd June, 2021	– Grades 6 - 10
7th June, 2021	– Grades 1 - 5
9th June, 2021	– LKG & UKG

## STUDENT ATTENDANCE

All Kingston High students are expected to attend school as per the mode of learning offered. Not attending school is not an option: parents/guardians are not allowed to decide not to have their children attend school, either face-to-face or distance learning.

Attendance is compulsory during all modes of learning (face-to-face or distance learning). A student is marked absent if they fail to attend classes.

In case of distance learning, Kingston High requires distance learning students to "check-in" every period to keep track of attendance, as per the required mode of attendance checking.

Attendance/absence records shall be maintained daily by the school. Daily absence/lateness notes will be sent to parents/guardians.

An absence is only authorized for the following reasons, confirmed by a signed letter from Parents/Guardians or by way of official documents to attest for the full duration of the absence:

- ✓ Illness
- ✓ Death of a first- or second-degree family member
- ✓ Scheduled doctor appointment (Kingston High strongly advised parents/guardians to schedule these appointments after school hours, if possible.
- ✓ Official task (official letter must be provided to the school)
- ✓ Mandatory appearance before an official body (official document required)
- ✓ Essential urgent family travel for matters such as medical treatment or the death of a family member (official documents are required).

Parents shall notify the school in advance of any planned absences and submit the required documentation.

#### NOTE 1:

In any case, students' absence, authorized or unauthorized, **MUST** not exceed 15 school days in the whole academic year. The Admissions Officer shall communicate all absence/lateness records with parents at regular intervals via message and email. A special letter/email will be sent to parents when a student reaches 5 days of absence. A remote meeting with parents will be held to discuss the child's absence if required. A warning letter/email shall be sent to parents when student reaches 10 days of absence. Parents will be required to sign an undertaking that they are aware of their child/children's absence record. When a student reaches 15 days of absence, the school shall send a notification letter to parents. Final undertaking letter shall be signed by parents.

If a student exceeds 15 school days of absence, parents will be called for a meeting with the Principal.

#### NOTE 2:

Lateness is considered as dangerous to a student's learning as absence. Students are required to be in school and in lessons on time to take advantage of the whole learning experience. Parents/guardians are required to ensure that their child/children are in school as per the announced times.

Being late to school means:

- ✓ Arriving to school or joining virtual lessons after the start of the Assembly.
- ✓ Arriving to school after the start of the first lesson. It does not matter if it were a minute or ten minutes: being late is being late.
- ✓ Joining online lessons late, even if it is a minute.

### **BOOKS AND UNIFORM PURCHASES**

An information will be sent to all parents with details regarding the purchase of text books and uniforms at the earliest. We understand that you may still have unused note books and hence you may buy notebooks as per your requirement. The text book list with cost and the required number of notebook list will be sent as well. We suggest that you buy the formal uniform and the PE uniform may be bought at a later date if you so desire. However, it is mandatory for students to attend the school wearing their full school uniform which will establish a classroom decorum while holding virtual lessons.

## FEES

The fee details will be sent to you along with the information regarding books and uniform. Considering the pandemic and the repercussions of it, we have provided parents with a five-installment payment plan unlike in the earlier years when parents had to pay over four installments

## HYGIENE

Fighting COVID-19 requires all people to adhere to strict hygiene measures. Kingston High requires all students, staff and parents to adhere to the personal hygiene practices. They are strongly encouraged to wash their hands many times during the day, each time for at least 20 seconds:

- ✓ When hands are visibly soiled
- ✓ Before eating
- ✓ After using the toilet
- ✓ After touching high-touch surfaces such as doorknobs, handrails etc.
- ✓ After coughing or sneezing

Kingston High students and staff will be encouraged to dry their hands properly after hand washing as moist hands may breed germs. If hand washing is not possible, students may clean their hands using hand sanitizer and wash their hands as soon as they have access to a hand washing facility. When coughing and sneezing, you should use a tissue or paper towel to cover their face. This paper must be disposed of properly in a covered bin (re-usage is strongly discouraged) and wash their hands immediately with soap and water for 20 seconds (or sanitize their hands with gel if a washing station is not nearby). If a tissue or paper towel is not available, students should sneeze or cough into their elbows, and sanitize their hands if possible.

## CONCLUSION

This protocol will be amended based on the observations made and on the basis of any requirements that may arise after the school reopens and the school is in operation as per the suggested model mentioned herewith, which the school plans to adhere to.

Should such a situation arise that will lead to amendment of the protocol, the same will be notified to all stakeholders accordingly.

**People who are crazy enough to  
think they can change the world, are  
the ones who do.**

**ROB SILTANEN**



### Annexure A: Contact Email of Staff

Name	Position	Email
Michael Thomas	Director	director@kingstonhigh.in
Nitasha Nilkanth	Academic Director	academicdirector@kingstonhigh.in
Joseph David	Principal	principal@kingstonhigh.in
Francis D'Souza	Accountant	accounts@kingstonhigh.in
Nirmala George	Admissions Officer	admissions@kingstonhigh.in
Rajini Nair	Executive Assistant to Principal	ea2principal@kingstonhigh.in
Margaret John	School Nurse	infirmary@kingstonhigh.in
<b>TEACHING STAFF</b>		
Akhilesh Kumar	Physics Teacher	akhilesh@kingstonhigh.in
Amrita Sinha	Teacher of Hindi	amrita@kingstonhigh.in
Anita Matthews	Teacher of Hindi	anita@kingstonhigh.in
Anthony Mario Premraj	Physical Education Teacher	anthony@kingstonhigh.in
Aradhana Rai	Teacher of Hindi	aradhana@kingstonhigh.in
Arpita K.	Chemistry Teacher	arpita@kingstonhigh.in
Ayesha Abernathy	Grade 1A Home Room Teacher	ayasha@kingstonhigh.in
Catherine Banu	Teacher Librarian	librarian@kingstonhigh.in
Clarita Pereira	LKG Home Room Teacher	clarita@kingstonhigh.in
Deborah D'Cruz	Grade 2B Home Room Teacher	deborah@kingstonhigh.in
Mamatha Balachandra	Biology Teacher	mamatha@kingstonhigh.in
Marina Juans	Geography Teacher	marina@kingstonhigh.in
Nikitha Ganesh	Computer Science Teacher	nikitha@kingstonhigh.in
Nikita Singh	Science and Math Teacher	nikita@kingstonhigh.in
Priscilla Francis	History Teacher	priscilla@kingstonhigh.in
Rajni Sharma	Math Teacher	rajni@kingstonhigh.in
Rebekah Sonia	Visual Art and SUPW Teacher	rebekah@kingstonhigh.in
Ruby Goveas	UKG Home Room Teacher	ruby@kingstonhigh.in

Sandra Browne	Grade 1B Home Room Teacher	sandra@kingstonhigh.in
Saritha Sudershan	Teacher of Kannada	saritha@kingstonhigh.in
Shuba Rao	Teacher of Kannada	shubha@kingstonhigh.in
Vadana Kumari	Grade 2A Home Room Teacher	vadana@kingstonhigh.in