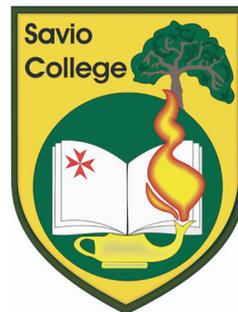
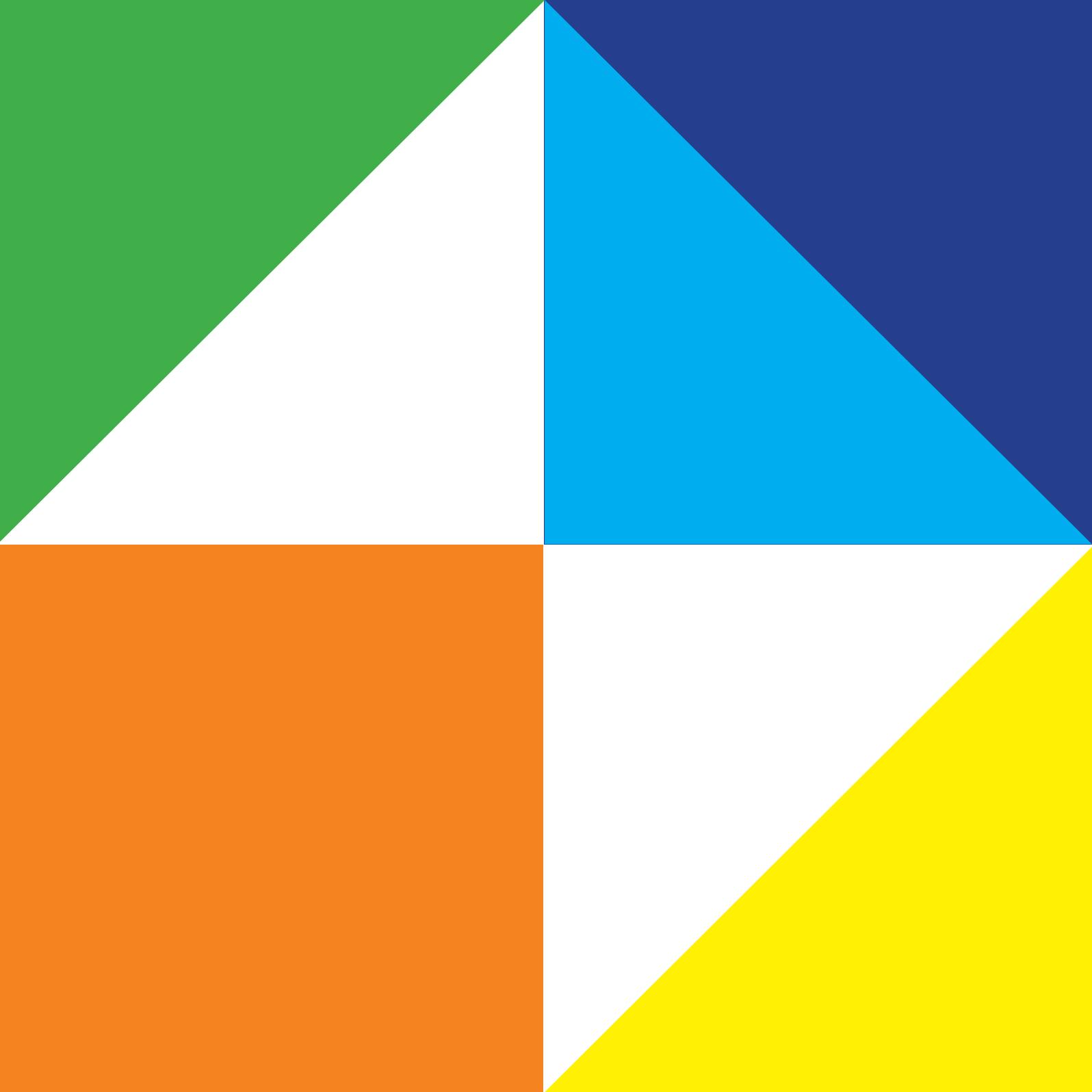


Logistics and Operations

School Year 2021-2022



SAVIO COLLEGE
SEPTEMBER 2021



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PRACTICING PREVENTIVE BEHAVIOURS

Students are to remain in their year bubble, i.e. one bubble of maximum 52 students for each year during the time when they arrive at school up to the time they get back on their van.

Students are asked to wash their hands regularly (hand washing with soap for 20-30 seconds), especially after touching common objects such as door handles, light switches, etc.

Students are to avoid touching their eyes, nose, and mouth.

Students are to cough or sneeze into their elbows (or in a disposable tissue and dispose appropriately immediately).

Staff members and students are always to wear a mask and/or visor.

Students and staff members are to remain at home if feeling ill.

HOW CHILDREN CAN WEAR FABRIC MASKS

TO PROTECT YOURSELF AND OTHERS, REMEMBER TO:

- Keep at least 1 metre distance from others
- Clean your hands often
- Avoid touching your face and the front of the mask
- Wear the mask with the correct side up and out



Clean hands before touching the mask



Inspect the mask for damage or if dirty



Identify the inside of the mask which will touch the face and the upper part that will cover the nose



Adjust the mask without leaving gaps on the sides



Cover mouth, nose and chin



Avoid touching the front of the mask



Clean hands before removing the mask



Remove the mask by the straps



Store the mask in a clean bag or container



Clean hands after removing the mask



Wash the mask at least once a day, preferably with hot water



Do not share masks with others

START OF SCHOOL YEAR

The school year will commence as follows:

Monday 27th September

Whole school

SCHOOL DAY AND BELL RINGING TIMES

YEAR 7 - 11		
08:00 – 08:40	Lesson 1	40 mins
08:40 – 09:20	Lesson 2	40 mins
09:20 – 10:00	Lesson 3	40 mins
10:00 – 10:15	Break	15 mins
10:15 – 10:20	Movement time	5 mins
10:20 – 11:00	Lesson 4	40 mins
11:00 – 11:40	Lesson 5	40 mins
11:40 – 12:20	Lesson 6	40 mins
12:20 – 13:10	Break	50 mins
13:10 – 13:20	Movement time	10 mins
13:20 – 14:00	Lesson 7	40 mins
14:00 – 14:40	Lesson 8	40 mins
14:40 – 14:45	Movement time	5 mins

ARRIVAL TIME AND ENTRY FOR 1ST LESSON

All students must be dropped off in the school parking area. This applies for students who use the school transport as well as other forms of private commuting. Parents are to drop off their son next to the parking area gate to avoid confusion within the parking area.



Members of staff who are on morning assistance will be on school premises at 07:00. Entry into the school is strictly between 07:00 and 07:45 – punctuality is of utmost importance.

Students and staff members will have their temperature taken at point of entry from the car park area. Students with a higher than normal body temperature (37.2°C) will be kept in the isolation room (infirmary) and their parents/guardians or their designated family member will be asked to collect the student within an hour.

Staff members will be given precedence to get temperature checked. Staff members will go back home if they have an elevated body temperature.

The educator or other staff member who would be taking the body temperature needs to inform the Head of School or another SLT member of any student or staff member with an elevated body temperature. No person with an elevated body temperature will be allowed beyond this point into the school.

Following hand-sanitization students will move to a designated space to create a bubble according to the year group.

The same space will be used by the same group in the morning and end of school day (see end of school day) for the whole term as follows:

- Bubble 1 (Year 7): Games room
- Bubble 2 (Year 8): Volleyball court
- Bubble 3 (Year 9): Futsal court
in the sports pavilion
- Bubble 4 (Year 10): Turf football grounds
(basketball side)
- Bubble 5 (Year 11): Turf football grounds
(handball side)



Students are not allowed to play football or any other sports during this time.

Members of staff will assist students in each bubble according to the assistance schedule.

At 7:55 am the Head of School or a member of the SLT (in his absence) will call each bubble one by one. Students will be accompanied by the first lesson teacher in order to ensure that students enter their classes in an orderly manner respecting norms of social distancing as much as possible. The following order will be followed:

- 1st: Year 8: Volleyball pitch
- 2nd: Year 7: Games room
- 3rd: Year 9: Sports Pavilion
- 4th: Year 10: Turf Football pitch left side
- 5th: Year 11: Turf Football pitch right side

The following entrances must be used (see colour of arrows):

- Year 7 Emergency exit on the ground floor
- Year 8 Door near Cafeteria
- Year 9 Emergency exit on the ground floor
- Year 10 Door near Cafeteria
- Year 11 Door next to the Art room



Once they enter their classroom students will sanitize their hands using personal sanitizers or others provided by the school.

When it is rainy students are to stay in the following areas:

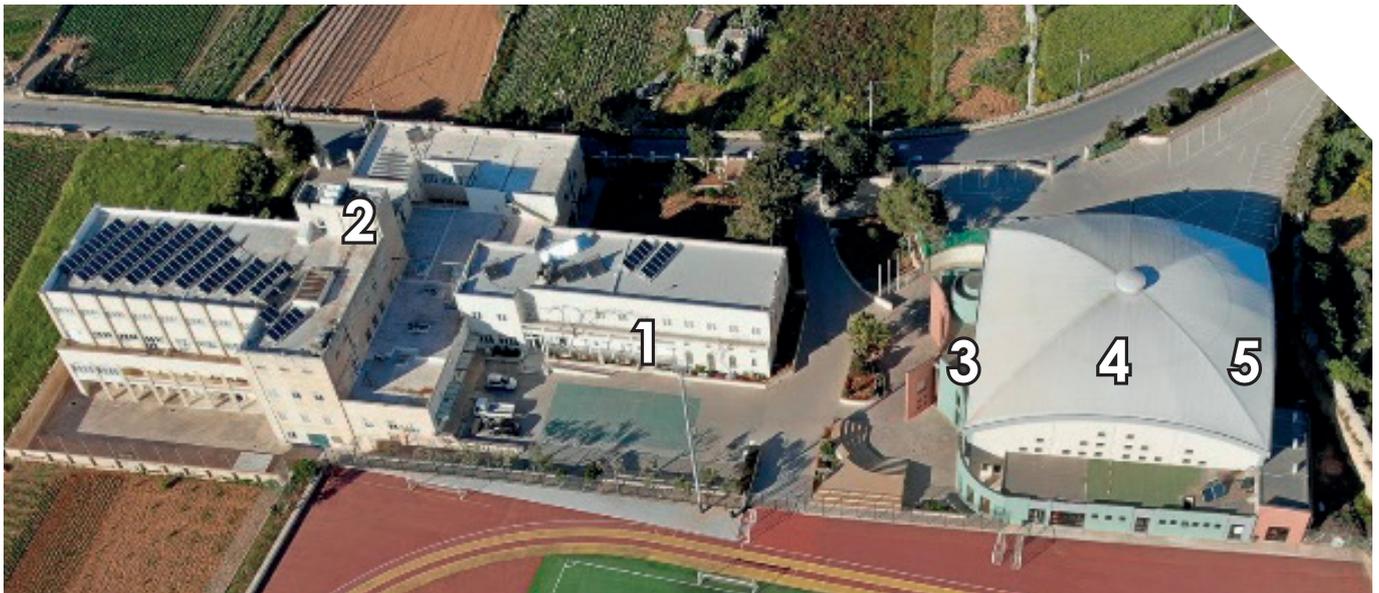
Bubble 1 (Year 7): Sheltered corridor near the volleyball court

Bubble 2 (Year 8): School main hall

Bubble 3 (Year 9): Games room

Bubble 4 (Year 10): Seating stands in the sports pavilion

Bubble 5 (Year 11): Futsal court in the sports pavilion



LESSONS AND CLASSROOMS

Maximum effort is made to keep a social distance of 1.5m between students and 2m between students and educators or other staff members in class.

In order to ensure social distancing, all chairs are to be kept on the marked location.



Every time students enter a new classroom they are to sanitize their hands.

Each classroom is divided into an **educators' zone** and a **student zone**. This is clearly marked on the floor.



At no time should a student go in the teacher zone. Teachers are recommended to avoid going in the students' zone.

During lessons, group work is to be avoided as much as possible.

Rooms are to be well ventilated: windows and doors are always to be kept open.

Wherever and whenever possible, lessons can be done outside, e.g. on the stairs in the volleyball pitch, in the Greek theatre, in the area in front of the Saint Dominic Savio statue etc. The minimum distances mentioned above need to be maintained.

Students are always to have a clipboard with them to be able to write as needed when outdoors.

Students are encouraged to bring sanitizing alcohol wipes and sanitizer to school so that they can clean desks, keyboards, and mice after they use them in between change of lessons. Before leaving class, they are to dispose of it on their way out.

No lending or borrowing of books or school stationery will be allowed.

Hard copy homeworks will be left quarantined for two days.



CHANGE OF LESSON AND WALKING IN CORRIDORS

At the end of each lesson, students are to go out of the classroom as instructed by the teacher. Before going out, they are encouraged to disinfect the desk with an alcohol wipe and dispose of it on their way out.

It is recommended that the teacher stops the lesson around 3 minutes before the end so that students have time to pack their bag and disinfect the table. The teacher is to call students out row by row and send them out of class for an orderly dismissal. The teacher should be the last one to go out of class.

There will be signage in corridors and stairways to show the path of movement that is to be followed. The *Keep Left rule* will be applied in all areas, where students walk always on the left-hand side of the corridor. Similarly, one side of the stairway will be for climbing up the stairs and the other side is for climbing down.

In the meantime, the students of the next lesson who are arriving in the classroom, are to wait outside in line by the side of the corridor, according to the markings on the floor. Whilst queuing, social distancing is to be kept as much as possible. As soon as the teacher goes out, the students of the next lesson can slowly enter the classroom.



WALK



WALK



LABORATORIES, MUSIC, SPORTS AND FORM MASS

In computer labs, Year 9-11 students can share a computer. One user per computer applies for Years 7 and 8.

Music lessons involving wind instrument lessons may present additional risks in view of the potential of aerosol generation. Additional measures should be adopted during these lessons such as preferably holding these lessons outdoors, increasing the physical distances between students. Other instruments, like string instruments (guitars) and percussion (drums) are not recommended to be shared. If any sharing of instruments occurs, the student needs to wipe surfaces with provided alcohol wipes under the supervision of the teacher.

In the case of the piano lessons, an electric keyboard will be used (rather than the upright piano) and the user is to thoroughly clean it with an alcohol wipe after use.

In Science, Applied Award in Robotics and Single Board Computers, Home Economics laboratories it will be possible to conduct laboratory experiments, in which multiple students will be interacting with apparatus and equipment. Proper and reasonable social distancing measures should be maintained.

All sports/games activities carried out during school are to be guided by the guidelines regulating sports activities. The use of gymnasiums is also permissible and relevant guidelines should be followed (see official documents). It is recommended that students engage in games and/or activities within the same group in their cluster/class. Masks should be worn before and after sports activity with adequate hand hygiene before handling one's mask. When students are going to be using shared resources, these should be sanitised between each successive group of students.

The Class Mass will be celebrated outside where possible. When not possible, it will be held in the changing room in the basement that is to be converted in a makeshift chapel.

1 https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-andguidances/Obligatory_Conditions_And_Guidelines_For_Gymnasiums_And_Fitness_Centres.pdf 19

2 https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-andguidances/Obligatory_Conditions_And_Guidelines_For_The_Return_To_Sport_In_Malta.pdf 10

SHORT BREAK

In the third lesson, students will be asked by the teacher who is in class to leave the classroom in an orderly fashion in small groups of 4-5 students, e.g. per row. Teachers exit last ensuring all students have left the classroom.

Students will take their schoolbag with them and leave them in the area assigned to them where they will have their short break in their own year bubble.

Students are to exit to their designated area as follows (same as morning entrance):

Year 7 Emergency exit on the ground floor

Year 8 Door near Cafeteria

Year 9 Emergency exit on the ground floor

Year 10 Door near Cafeteria

Year 11 Door next to the Art room

Students will remain in their year bubble as follows:

Year 7 Greek Theatre

Year 8 Volleyball pitch

Year 9 Rubber area near ramp

Year 10 Rubber area basketball court side

Year 11 Rubber area handball court side

The football turf pitch during the small break is out of bounds.



Year 8

Year 7

Year 9

Year 10

Year 11

OUT OF BOUNDS

When the break finishes, the Head of School will call the years one by one as follows (same exit as before):

Year 7 Enter class via the emergency exit ground floor

Year 8 Enter class via the door near the cafeteria

Year 9 Enter class via the emergency exit ground floor

Year 10 enter class via the door near the cafeteria

Year 11 enter class via the door next to the Art Room

Assistant Heads will wait on the ground and second floor respectively to ensure smooth re-entry back into class.

During rainy days, the location where students will have their break will be as follows:

Year 7: Year 9G and 9Y

Year 8: Year 8G and Year 8Y

Year 9: Sheltered corridors near garages

Year 10: Sheltered corridor near the volleyball court

Year 11: School main hall

All areas where students will have their break will be assisted and supervised by a staff member.



LONG BREAK

This break will be for all years at the same time.

At the end of the sixth lesson, students will be asked by the teacher who is in class to leave the classroom in an orderly fashion in small groups of 4-5 students, e.g. per row. Teacher will exit the class after all students have left the classroom. Students will take their schoolbag with them and leave them near the zone where they will have their long break in their own year bubble.

Years will use the same points of entry/exit as for the short break.

Year 7 Emergency exit on the ground floor

Year 8 Door near Cafeteria

Year 9 Emergency exit on the ground floor

Year 10 Door near Cafeteria

Year 11 Door next to the Art room

Students will not be required to change and can proceed to the designated playing area.



Students will remain in their own year bubble as follows:

1



GROUP 1 SPORTS PAVILION - MONDAY

Group 1 – Year 10
Group 2 – Year 11
Group 3 – Year 7
Group 4 – Year 8
Group 5 – Year 9

2



GROUP 2 VOLLEYBALL PITCH - TUESDAY

Group 1 – Year 11
Group 2 – Year 7
Group 3 – Year 8
Group 4 – Year 9
Group 5 – Year 10

3



GROUP 3 FOOTBALL PITCH (LEFT HAND PART) - WEDNESDAY

Group 1 – Year 7
Group 2 – Year 8
Group 3 – Year 9
Group 4 – Year 10
Group 5 – Year 11

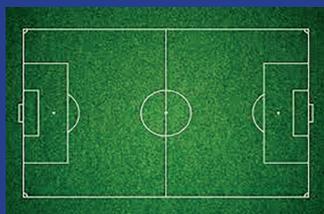
4



GROUP 4 FOOTBALL PITCH (MIDDLE PART) - THURSDAY

Group 1 – Year 9
Group 2 – Year 10
Group 3 – Year 11
Group 4 – Year 7
Group 5 – Year 8

5



GROUP 5 FOOTBALL PITCH (RIGHT HAND PART) - FRIDAY

Group 1 – Year 8
Group 2 – Year 9
Group 3 – Year 10
Group 4 – Year 11
Group 5 – Year 7

Students should remain within the assigned break area for the duration of the break. Students and members of staff should refrain from using the track.

At 13:05 the Head of School will call the years one by one so that they can proceed to classrooms.

Years will use the same points of entry/exit as for the short break.

Assistant Heads will wait on the ground and second floor respectively to ensure smooth re-entry back into class.

During rainy days the long break will be changed to adapt to an indoor reality whilst maintaining students to stay in their year bubble:

Year 7: School main hall (video)

Year 8: In their home class (video)

Year 9: In their home class (video)

Year 10: In their home class (video)

Year 11: Games room and indoor pitch in the sports pavilion

If the rain proceeds for more than one consecutive days, Year 10 and Year 11 can alternate where they have their long break. This will be communicated by members of SLT.

All areas where students will have their break will be assisted and supervised by members of staff.



END OF SCHOOL DAY

On non-rainy days, the last lesson will end at 14:40.

Each classroom and lab will have a list of transport routes. These will also be sent in PDF format so that educators can keep as reference.

As soon as the bell goes at 14:40, teachers will start sending students out of class route by route according to the list. Students who are picked up by parents or designated family members are to be sent out of class last.

Since we do not know as yet which transport route vans will come earlier than others, for the first few days, students will be sent in ascending order of routes, starting with route 1 first and then going up to the last route. There should be a few seconds between sending students from one route to the next.

Students should exit from the closest point of exit.

Students will go on their transport van immediately. When the van is full it will leave the school premises.

If the van is not on school premises, students are to proceed to their designated area as per year bubble which is the same designated area as in the morning bubble.

Students are to wait in the designated area until a staff member calls the route name.

Students who are to be picked up by their parents will leave school premises as the last bell goes. They are to proceed to the parking area and leave with the parent or designated family member. Punctuality is essential to prevent unnecessary contact between students. Parents or designated family members are not to enter the school premises.

If a student who normally uses the school transport is to be picked up by a parent or designated family member, the Head of School is to be notified by SMS well in advance of this.

Should it be raining during the last lesson, then this will end at 14:30.

Students will be asked to leave class like on non-rainy days. SLT members and other designated staff members will help the students either go into their van if already present or to proceed to their designated waiting area as follows (like the morning during rainy days):

Bubble 1 (Year 7): Sheltered corridor near the volleyball court

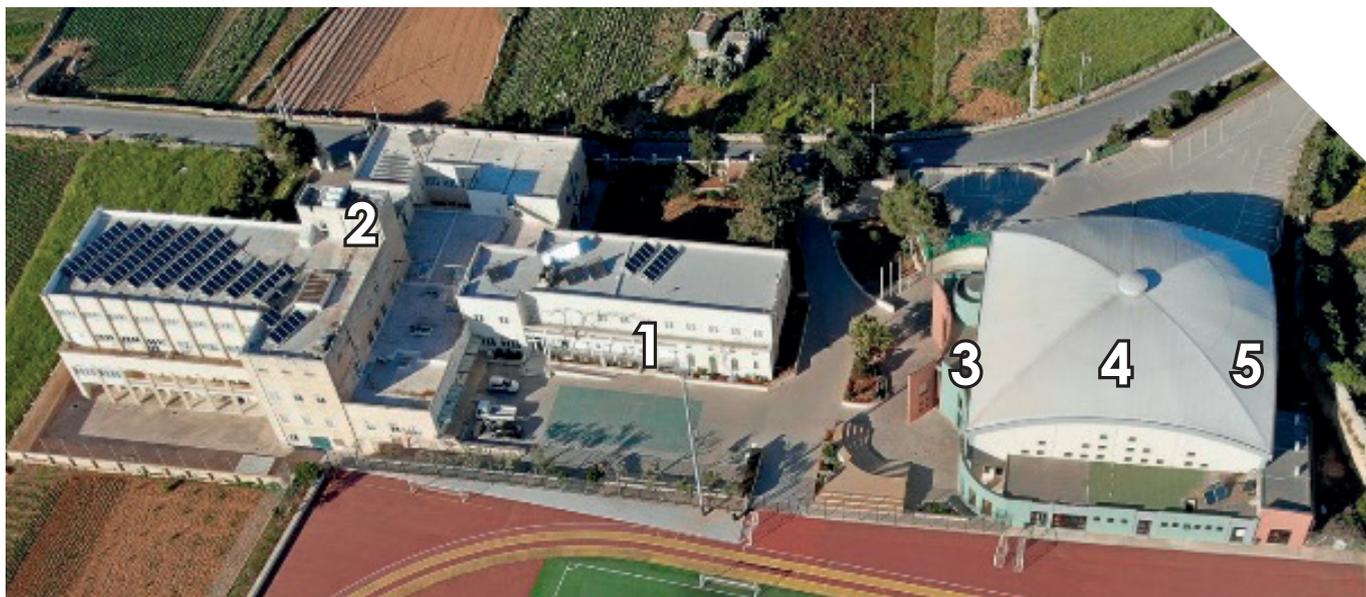
Bubble 2 (Year 8): School main hall

Bubble 3 (Year 9): Games room

Bubble 4 (Year 10): Seating stand in the sports pavilion

Bubble 5 (Year 11): Playing area in the sports pavilion

Again, students are to wait in the designated area until a staff member calls the route.



COLLECTION OF MONEY

When teachers/LSE collect money for workbooks or notes, students are to bring the exact amount to avoid giving change.

TUCK-SHOP & LOCKERS

The tuck shop will be open only on certain days for specific bubbles.

Students are asked to get food from home.

Lockers will not be used until further notice. The locker room will be temporarily converted into a chapel.

MOBILE PHONES

It is the school policy that mobile phones should not be brought to school. Mobiles can only be brought to school for a valid reason as agreed with the Head of School.

LIBRARY

Library books cannot be re-borrowed prior to 2 days after being returned. Library books will be only exchangeable during library lessons to avoid mixing of year bubbles.

Library lessons cannot be conducted in the library due to lack of space.

The use of e-books is encouraged.

TOILETS

Students will NOT be allowed to go to the bathroom between change of lessons or movement time. They can **only** do so during lesson time where they will be sent **one** student at a time.

Students will use the toilet facilities closest to their classroom; those having lessons on the first floor (labs and music room) will go to the toilet facilities on the second floor.

Toilet facilities will be cleaned three times a day.

Soap dispensers will be available in bathrooms (per sink)



SCHOOL BAGS

School bags must always be carried by the students and should **never** to be left in any classroom, not even during breaktime.

During break time, they should place the bags in the designated area within the bubble.

VISITORS

Any request to have an onsite meeting needs to be made by appointment.

All visitors (i.e. other than students and staff members) also need to have their temperature taken and asked to sanitize their hands before being allowed entry into the school premises.

They are to use a mask or visor when entering school premises.

A record of all visitors, i.e. Name, ID card and mobile number, is to be kept.

Visitors are to be accompanied to the respective area they need to visit by a Salesian or a member of staff.

MEETINGS

Assemblies will be held in small groups.

Parent meetings will be held face-to-face when approved by Health Authorities. Other meetings will be held online.

STAFF ROOM

Staff are to remove their mask/visor only to eat or drink.

As much as possible and weather permitting, it is recommended that educators spend time outdoors within the school premises during non-contact time.

Social distancing of 2m is to be kept in the staff room. In view of this there will be three staff rooms: the existing one, Room 29 and Room 30.

Doors and windows are to be kept open as much as possible.



VIRTUAL LEARNING ENVIRONMENT (VLE)

The closure of schools in 2019-2020 has shown educators, students, and parents the benefits of having at least part of the learning process done digitally. Nothing replaces face to face learning for secondary school students however many other aspects of learning can be done digitally.

It is anticipated that prior to an effective vaccine being found and most of the population being vaccinated, the possibility of schools' full or partial closure is real. In this sense educators are encouraged to use the first weeks of school to prepare students to quickly adapt to an online learning environment should this be required.



When schools were closed, learning occurred digitally as follows:

- a) Online Live lessons using MS Teams
- b) Recorded lessons and then sent to students
- c) Assignments were entered into MySchool – this meant that students could access the set work digitally and submit their work digitally back to teachers. Parents also had access to see which work was done and which was not by their son. Students, parents, and LSEs had a digital HW diary to consult.
- d) Grades and comments of digitally submitted work were entered into MySchool and both students and parents could view these grades and comments.

Whilst the school is open, online learning processes (c) and (d) above are to be kept in effect.

Assessments are to be created directly into MySchool.

Grades and and feedback are to be entered into MySchool.

Teaching and learning processes that may be conducted online whilst the school is open for learning include the following:

- Uploading of notes and resources into MySchool VLE
- Sending of any recorded lessons (where these are available)
- Accepting student submission digitally via MySchool or MS Teams
- Sending back corrected student work digitally via MySchool or MS Teams (when this feature becomes available)

Should the college be closed for a definite or indefinite period, the SLT will make sure that the transition to online teaching and learning will be as smooth as possible.

OUTINGS

Educational outings and school fieldworks can and should take place in accordance with general guidance on cohorting, social distancing, masking and use of sanitization. Care should be taken to respect these principles even when planning transport to and from the venue. In deciding on the outing, one should assess the risks of the proposed outing, avoiding situations where there may be crowding and interaction with other persons including both other bubbles, or persons from the public.

SICK STUDENTS

Students should stay at home when they are sick.

A doctor (General Practitioner) must provide a certificate upon the student's return to school. Days when a student was sick need to be noted down.

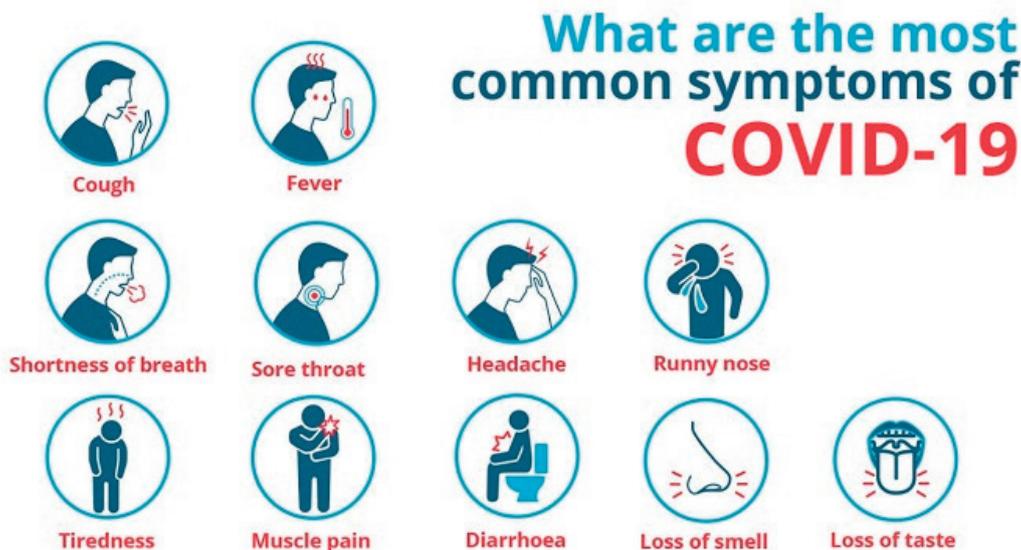
Medical certificates can be sent as a hard copy or electronic scan.

No student will be obliged by the school to take a swab. Only GPs are in a position to write a referral for a swab.

SYMPTOMATIC STUDENTS

Students who show visible COVID like symptoms are to be reported tactfully to an SLT member who will then evaluate the matter and take the necessary actions.

The parents/guardians or their designated family member are to **wait in the car park** and call the headmaster or the school secretary to inform them about their arrival. One of the SLT members will assist the student to the car park.



CLEANING OF PREMISES

The cleaning of all the school premises will fall under the remit of the administrator. A detailed cleaning protocol will be issued that manages how the cleaning staff will clean the school premises on all school days.



TRANSPORT

A few days prior to the commencement of school, COOP will send AM and PM route lists with names of students to the school administration.

The same cohort/cluster of students will be retained on every journey. This is essential to allow for proper contact tracing. Accurate records of all students will be kept on each trip including their seating positions. No student will be allowed to change route unless there is a formal arrangement agreed with the Senior Leadership Team.

Safe physical distancing will be maintained between students to decrease the number of occupants in the vehicle.

All students and staff are to wear masks and/or visors at all times. Sanitizers will be available in the vehicle while proper cleaning of the vehicle between journeys will be done.

Parents of students must take temperature of their children in the morning before attending school. If there are signs of illness, the students should not go to school.

COVID CONTACT PERSON

The COVID contact person is the Head of School. In his absence or if he is not immediately reachable at any one point in time, any other member of the SLT is to be contacted for any COVID related matters.

The page features a background composed of several large, solid-colored triangles meeting at the center. The top-left triangle is dark blue, the top-right is bright blue, the bottom-left is green, and the bottom-right is yellow. A white triangle is also present, formed by the negative space between the dark blue, bright blue, and green triangles. The disclaimer text is located within this white triangle.

DISCLAIMER:
This document is subject to
change depending on advice
from health and educational
authorities.