

**DUDLEY HIGH SCHOOL**  
**SCHOOL REOPENING TERM 2 2020**  
**SCHOOL IMPROVEMENT PLAN**

**SCHOOL REOPENING**

The school reopens for Year 12 and 13 on Tuesday (30/06/20) and for Years 9, 10 and 11 on Monday (06/07/20).

The remaining term dates are as follows:

**Term 2** – 29 June to 18<sup>th</sup> September – 12 weeks

**Term 3** – 28<sup>th</sup> September to 18<sup>th</sup> December – 12 weeks

Dudley High School will operate under the following Standard Operating Procedures (SOP) to ensure that our school is COVID – 19 safety compliant when conducting any forms of activities in the school. The guidelines listed in this document needs to be strictly followed by all teachers, students, Ancillary staff, Management Board members and all the visitors to school. The guidelines are:

**1. Teaching and Learning**

- It is expected that the teachers of Dudley High School will play a vital role in ensuring that all the learning outcomes are successfully completed. The teachers will be warmly welcoming the students and provide them with the conducive environment so that learning and teaching can be effectively carried out. Let us all be the punctual to school and classes and make the positive difference in the lives of our children. **Remember, the focus will be teaching and learning only. Our targets remain the same – Year 9, 10, 11 is 50%, Year 12 is 60% and Year 13 is 80%.**
- The syllabi has been realigned and the HODs have been informed on coverage of work. We will be using the revised syllabi and necessary comments will need to be captured by teachers in the remarks column in the existing LTPs. More discussions during department meetings.
- The school will not participate in any extracurricular activities. However, PEMAC classes will be conducted as normal. The teachers will be allowed to borrow the PEMAC classes if there is a need for more time for coverage of work.
- Year 9, 10 and 11 coverage to be completed by 13/11/20, week 7 Term 3 and their internal examinations to be completed by 27/11/20, week 9 Term 3. Year 12 and 13 will have their external examinations in last 2 weeks of term 3 from 07/12/20 to 18/12/20 (week 11 and 12). The details of the coverage completion and internal examinations for Year 12 and 13 will be provided to you later this term.

- We will not be taking any extra classes. Therefore, teacher's punctuality and preparedness for classes will be the key in completion of work. Please plan your leaves well and all leave approval will be given by Principal and by VP in Principals absence. Family Care and Paternity Leaves are now reduced to 2 and it is expected that teachers will be in school regularly after a long break due to COVID – 19.
- Form Teachers and Assistant Form Teachers need to monitor daily student's attendance and inform Deans of student's irregular attendance and establish cause so that we can assist students with difficulties. Form Teachers have to call the parents of those students who have not returned to school by Friday of week 1 for Years 12/13 and week 2 for Years 9/10/11. Inform AP of the outcome who will inform the Principal for further follow up.
- The photocopied summarised notes for the next 2 strands will be made available for all the students. The Students will paste the notes and teachers will facilitate discussion. This will speed up coverage and will save students note writing time. The decision on way forward for other strand notes will be relayed to you later. Subject Teachers are therefore required to thoroughly discuss the notes, give sufficient activities and a short test at the end of the strand before proceeding to new strand. HODs will be monitoring the above.
- No Projects or IA tasks will be conducted this year.
- It is anticipated that 80% of the coverage is completed by end of Term 2.
- There will be a short test (40mksx50mins) for Year 12/13 only in week 6 and all levels will have a full scale Term 2 End Examination in week 12.

## **2. Physical Environment, Wellness and Infection prevention**

- Form Teachers, Assistant Form Teachers and Deans are responsible for:
  - Ensuring that the classrooms are cleaned thoroughly every day. Reporting to duties is compulsory for all Form Teachers and Assistant Form Teachers. Deans will have to monitor this and report to AP for necessary action if teachers failed to carry out this important task
  - Classroom windows need to be open and fans should be working so that the classroom is well ventilated all the time. While classroom cleaning, ensure that high touch areas such as doorknobs, desk, chairs, light/fan switches teaching aids etc are thoroughly cleaned.
  - Informing students on proper diet and the need to have good health all the time.
  - Identifying any students who is sick or has high temperatures and needs isolation. Student's to be placed in sick bay immediately after APs approval awaiting parental pick up. If parents could not be contacted, ensure that the child gets immediate medical attention

and the school will compensate for the fuel cost to any teacher using his or her transport. All sick students' details must be entered in the log book by the Form Teachers. Students who are sick and absent need to bring medical certificate when they return to classes.

- Displaying COVID – 19 simple instructions in classroom notice board and ensure that students are following it. Simple instructions will be provided to all the Form Teachers from the office. Teachers who develop high temperatures need to notify Head of school immediately so that medical assistance is sought. Teachers travelling by public transport also need to wear face covering.
- Students to board their buses straight after the school closure and not to roam around in the city. Principal will be making rounds and no students to be seen at the bus stand after 4.00 pm.
- Identify those students whose parents have lost job and are now earning less than \$16,000. They are eligible for bus fare assistance. Form Teachers to collect the forms from the FEMIS Officer, Litia Soko and ask students to complete, endorsed by JP and submit to Office for processing. This needs to be done by Friday (03/07/20) week 1 for Years 12/13 and Friday (10/07/20) week 2 for Years 9/10/11.
- Students need to wash their hands during recess, lunch, after PE classes, gardening, handling tools, completing duties and visiting toilets. The provision for soap and hand sanitizers will be made by the school and more taps will be installed in all areas to avoid overcrowding of students. This will be facilitated as soon as we receive our Term 2 grants.
- All rubbish is disposed well and students wash their hands straight away.
- Students need to use a clean face covering while travelling in public transport.
- No groupings of students are allowed inside and outside the classrooms.
- **Duty Teachers are responsible for the following:**
  - Students recess and lunch will be staggered. Years 9/10 will have breaks together while Years 11/12/13 will have different times as indicated in the new siren timetable. TODs need to work with the prefects and ensure that either teachers or prefects are stationed at tap areas, washroom areas and canteen so that there is no overcrowding at one particular time.
  - The student's dispersal to be properly monitored and students should leave in an orderly manner so that overcrowding is avoided. Period 6 teachers are responsible for student's dispersal in the afternoon

together with TODs. There will be no school assemblies or dispersal assemblies and all communication will be done through Form Teachers. Please read the reminders board daily in the Office and keep your students informed accordingly during form time. The reminders to students will have to be entered in the Log book by Form Teachers daily and submitted to Deans every afternoon. The Deans will check and return to the Form Teachers early next morning. All Log book will be submitted to AP every Friday by Form Teachers.

- Special duty areas are attended to and thoroughly cleaned as well- staff room, office, Library, Computer Labs, Science Labs, Home Economics rooms, Industrial Arts block etc. While cleaning, ensure that stools, tables, keyboards, sink area, stair railings etc are thoroughly cleaned.
- All rubbish is disposed well and students wash their hands straight away.
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- **The 2 Handyman of the school will:**

- Do the general compound cleaning, disinfect the school compound regularly and disinfect all school railings daily.
- Clean the wash rooms in the morning, after recess and after lunch – 3 times a day.
- Dispose rubbish properly on daily basis.
- Ensure hand washing facilities are available in all areas.

### **3. Emotional Wellbeing of teachers and students**

- We as teachers of Dudley High School are required to be vigilant at all times. Please identify students who may be suffering mentally or physically due to hardship at home by parental job losses and liaise with Form teachers and level Deans and refer the child to Deaconess for counselling and AP/Principal for other assistance. Wherever, possible try your best to assist the students in your classes/ Forms.
- Teachers, please take note that some students may be progressing slowly due to the holidays and situations at home. Please do consider them and ensure that they are not left out or penalised in any way.
- The worksheets were given to keep students occupied during the break. We will use them to just recap term 1 work in week 1 and 2 respectively. If students have not completed, they can do it during recap session. Do not place pressure on them if it was not done but assist them in completing while in school. It will be used as recap of work before we proceed with new coverage.
- Students who do not have textbooks, exercise books, stationery, shoes etc need to be given time and not to be humiliated by teachers and

students. Teachers should deal with the situation in a sensitive, practical and professional manner.

- Form Teachers and Deans to provide a welcoming environment so that students feel secure to discuss problems they are facing openly and without fear.
- Teachers facing any emotional and psychological issues to discuss with HODs or Administrators for assistance. The female teachers can get assistance from VP, the male teachers can see the AP while any teacher can see the Principal. The Head of School is available to render support to all teachers so that teaching and learning is not affected. The confidentiality will be maintained at all times.

#### **4. Parents and School community**

- All Form Teachers should update parental/ Guardians contact and home address list. Please see that current parental contact details are available so that they are easily communicated in times of emergency. Necessary data collection of individual students will be done by Form Teachers in period 1 and 2 on Tuesday (30/06/20) for Year 12/13 and on Monday (06/07/20) for Years 9/10/11.
- All parents/Guardians reporting to school will have to report to office and they will be served from there. Form Teachers to remind students to inform their parents.
- Teachers are not allowed to meet any visitors without the permission of the Principal. This is because a record keeping is required for contact tracing purpose. The Head of School is required to send weekly visitor's record to MOE.
- All teachers must download careFIJI app and activate Bluetooth at all times. Parents will also be encouraged to do so through a newsletter in a few weeks time.

#### **5. Conclusion**

It is anticipated that the above standard operating procedure will help teachers, students and other stakeholders in achieving a contained COVID – 19 environment at Dudley High School. Teachers are required to familiarise themselves with all the SOPs and also inform the students accordingly. Let us all be united and keep our focus directed towards the theme we set at the beginning **“YEAR OF POSITIVE CHANGE”**.

Mr. Sanjay Prasad  
Principal