



HAMILTON
International School

Student & Parent Welcome Pack



January 2022



Dear Hamilton Community,

I am so excited to welcome back our existing parents, as well as welcome our new parents to the Hamilton family. I believe this year is going to be amazing.

Our dedicated team has been working hard to ensure that we welcome our families back to a safe environment, and through this 'Welcome Pack' we are sharing the preliminary plans. As the global situation with Covid-19 changes we know that our plans may need to be modified accordingly. We assure you that we are very well placed to be responsive to the evolving situation.

Our plans will continue to be guided by our principles which include prioritizing the health and safety of our community, ensuring that learning is continuous and being able to offer you flexible learning options that are best suited for your family.

As we learn more from the MOEHE, and develop our plans further, we will continue to share updates. You will receive more personalized information for your children in the coming weeks. You are our partners, and we welcome your feedback. Please feel free to join us at one of our upcoming coffee mornings, so that we can answer any questions you may have.

We will continue to work together as a community to ensure a successful re-opening. We are excited to be able to welcome you back to Hamilton and I am looking forward to meeting you again soon.

Warm regards,

Terry Senior

CHAPTER

1

**LEARNING MUST CONTINUE WITH
HEALTH & SAFETY MEASURES IN PLACE**

HAMILTON RE-OPENING GUIDING PRINCIPLES

Hamilton is committed to Igniting the Passion for Learning in every child, and to ensure this our re-opening plans have been guided by the following principles.

- 1 Prioritize student and staff health, safety, and wellbeing
- 2 Learning must continue irrespective of mode of delivery – Onsite or Online
- 3 Offer the broadest curriculum possible
- 4 Promote practices and policies that reduce risk and remain agile when facing changing health circumstances
- 5 Strive to adhere to our Hamilton Mission and Values



OUR MISSION:

Igniting students' passion, to pursue their purpose and forever chase a limitless potential.








OUR VALUES:

We are committed to develop in our students the spirit of excellence and sound character, through an innovative, well-balanced education.

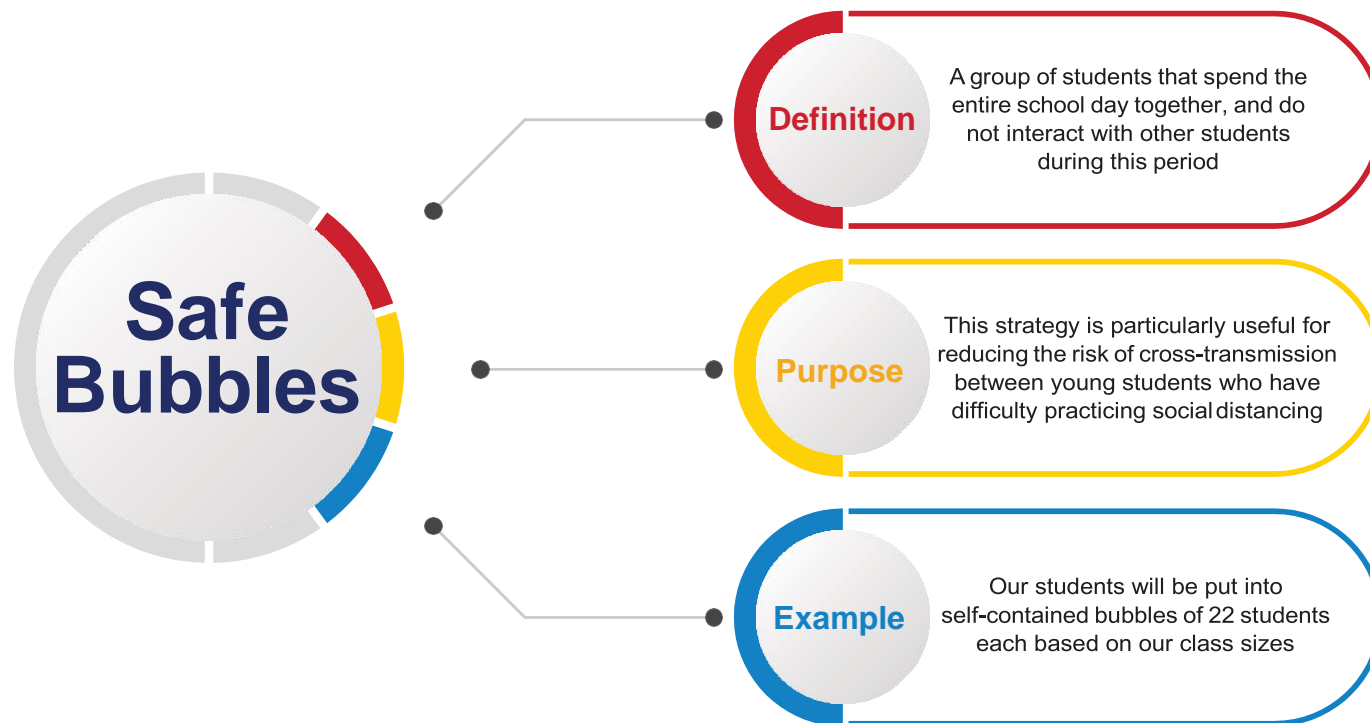
REGULATIONS AND GUIDANCE

Our protocols at Hamilton are based on guidance issued by local and global authorities, best practice from other Global ISP schools, and our own risk assessments.

-  Guidelines issued by WHO
-  Guidelines issued by MOPH
-  Guidelines issued by MOEHE
-  Examples of ‘best practice’ from ISP Schools that have already opened
-  Our own risk assessment based on local context while maintaining the ethos of Hamilton

KEY CONCEPTS

- Social distancing and hygiene standards are paramount to safety
- Create “**Safe Bubbles**” to manage the safe transition between home and school
- We need to **work together** – compliance is essential
- We must be able to support “Test – Trace – Isolate” efforts in the event of a confirmed case
- Our plans are
 - for the 2022 school year and the foreseeable future
 - sustainable
 - flexible to respond to future risk from COVID-19
- **We cannot eliminate risk, only seek to minimize it**



LEARNING WILL CONTINUE AT HAMILTON

We understand that some students may not be able to return to school right away or will have to stay at home at some point during the school year. **We aim to ensure that learning always continues for all students.**

LEARNING MODELS

The **flexible learning models** we use and/or the ratio of Onsite to Distance Learning will be determined by current health and safety precautions, as well as government regulations. This plan will allow us to move fluidly between learning models to maintain continuous, engaging, and meaningful student learning. With provisions and plans in place, we will be able to **adapt to any change in circumstances without disruption of education** delivery. All curriculum needs and specialty subjects will be met regardless of the model of learning you choose for your child.



ACADEMIC YEAR 2021/2022 DAY TIMINGS

PreKG - Gr 3

School gates open	Classroom Registration	L1	L2	Break	L3
7.00	7.20 – 7.40	7.40 - 8.30	8.30 – 9.20	9.20 – 9.40	9.40 – 10.30
L4	Lunch	L5	L6	Pick up	
10.30 – 11.20	11.20 – 12.10	12.10- 12.50	12.50 – 1.45	1.45pm	

Gr 4 - 9

School gates open	Classroom Registration	L1	L2	Break	L3
7.00	7.20 – 7.40	7.40 - 8.30	8.30 – 9.20	9.20 –9.40	9.40 –10.30
L4	Lunch	L5	L6	Optional Supervision	Pick up
10.30 – 11.20	11.20 –12.10	12.10-12.50	12.50 – 1.45	1.35–1.45	1.45pm

- Specific timings for break time and lunch time will be shared by the class teacher.

BACK TO SCHOOL RESOURCE LIST

In order to ensure we maintain a safe environment; it is critical to ensure you adhere to the guidelines for what to bring and what not to bring to school from the first day.

Pre KG – Grade 9

What is needed from home:

- Antigen Declaration
- 2 water bottles
- School lunch or Sodexo card to purchase lunch
- 2 x masks (one always kept in bag, 1 worn in school)
- School Uniform
- Any medical equipment (eg inhaler) to go directly to the nurse)
- Hamilton School cap
- Wear PE Kit on PE days only
- Hamilton jumpers / jackets

** All items need to be clearly named**

What will be given to the students when they arrive

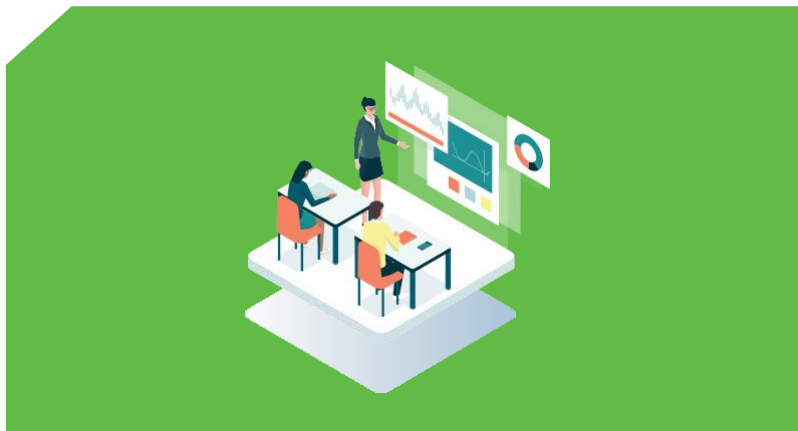
- School stationery pack
- School resources (reading book, exercise books)

What is not required

- Student's own stationery
- Student's own reading books
- Student's own personal bag
- Student's own cap
- Student's own toys
- Student's own jumpers / jackets
- Jewelry
- Make-up

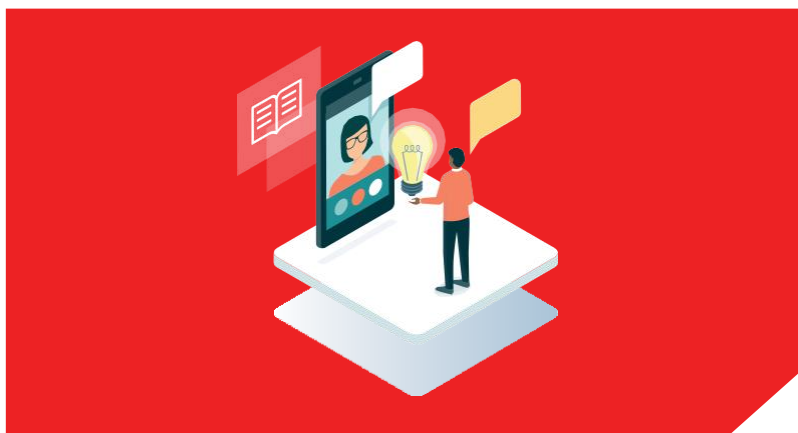


**HAMILTON SCHOOL UNIFORM
IS COMPULSORY**



ONSITE LEARNING MODEL

Students attend school in person five days a week, with Covid -19 Health and Safety Protocols in place. Hamilton is pleased to be offering onsite learning 5 days a week.



ONLINE DISTANCE LEARNING MODEL

This model continues to provide the **high-quality Distance Learning** that Hamilton has delivered to students. Teachers will use educational apps to ensure the students have access to the learning material, alongside live lesson and recorded activities. Class Dojo and Microsoft Teams will be our main platforms.

This model will be available to students as advised by MoEHE

ONSITE LEARNING

(Pre KG to KG1 self-contained classroom bubbles)

We are creating a self-contained bubble for Pre KG and KG1.

- Classrooms and furniture will be rearranged to appropriate social distancing requirements
- They will have dedicated hallways
- Maximum 22 students per classroom.
- A teacher will be responsible for a bubble group and there will be limited rotation of teachers
- Toys and learning materials will be cleaned regularly
- Where possible children will have individual resources
- Students are discouraged from bringing nonessential items from home
- Bubble groups will access the outdoor play areas at their designated time
- Pre KG - KG 1 will eat in their own classroom
- Student's will have their own table and chair in designated areas



ONSITE LEARNING

(KG2 to Grade 9 classroom bubbles)

Classes in Grades 1 to 9 will make separate “classroom bubbles”:

- Classrooms and furniture will be rearranged to appropriate social distancing requirements
- Bubble groups will be assigned to one room
- Maximum 22 students per classroom.
- Separate dedicated hallways
- Students will only leave their classroom for breaks and necessary specialist lessons.
- The use of learning resources and materials will be managed to avoid sharing.
- KG2 - Grade 9 will eat in their own classroom
- Student's will have their own table and chair in designated areas



DISTANCE LEARNING AT HAMILTON

As advised by MoEHE

43:57

Presenter mode

Stop presenting

Exit spotlight

Participants

Type a name

Share invite

Christopher Organizer

Abdulaziz AJ ME0600411

AM Ahmad AK ME0600687

Aisha T ME0600375

Alhussain H ME0600528

Aminah S ME0600483

CM Chrissy S ME0600754

Gianna R ME0600727

Imogen Y ME0600288

Isabella P ME0600039

Isabella P ME0600541

Maryam I ME0600592

RM Rohi S ME0600116

Sheryl M ME0600026

ZM Zayed A ME0600173

Others from chat (1)

Six-Figure Grid References

We can make our references even more precise by adding an extra number to both the easting and northing. This helps us to work out whereabouts in the square the feature you are looking for is.

Just imagine each square is actually a 10x10 grid. So if the feature is half way then the extra number will be 5!

This extra number helps to pinpoint a resource to a place within 100m on the map!

No Notes

49 of 97

46

47

48

49

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INCLUSIVE EDUCATION LEARNING SUPPORT AT HAMILTON

Each Student identified with Special Educational Needs will have an individualized Education Learning Plan (IELP). Our school collaboratively works with parents and students to decide the best plan of action for each of these students, inclusive of students who attend the Hamilton Hub. Our team will be in touch with these families on an individual basis.



CHAPTER

2

COMMUNITY PARTNERSHIP

OVERVIEW

The 2022-2023 academic year will see many changes in the form of the **health and safety protocols** we are enforcing due to COVID. All protocols that are being put in place will ensure **Hamilton remains a safe environment for our entire community.**

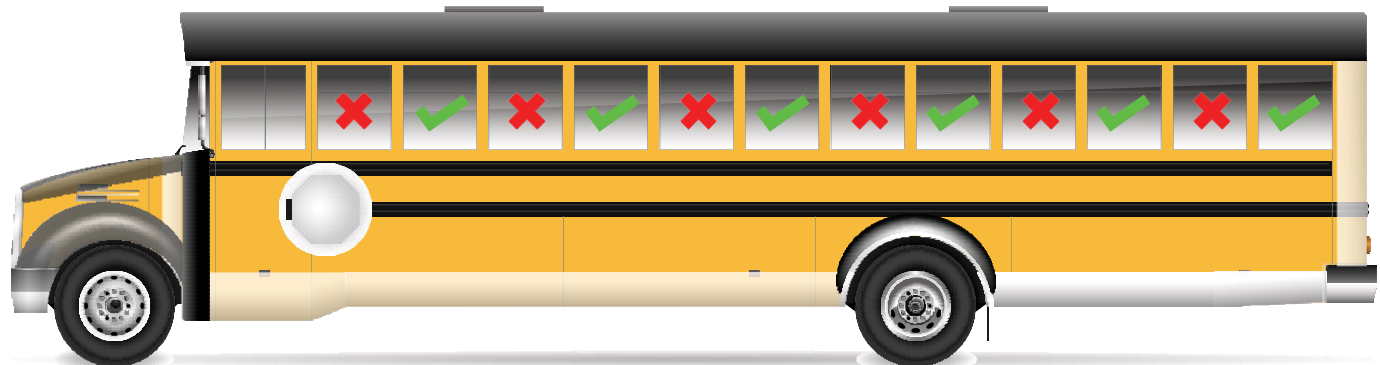
Here are some of the changes we are making based on the safety guidelines issued by the MOEHE and other authorities. We will continue to share more information and address questions that you may have.

BUS SERVICE

The Hamilton International School now **provides its own transportation service. We have partnered with Mowasalat Karwa** to provide a safe and user-friendly transportation bus service for families that opted to utilize this additional service. Mowasalat has a reputation of running school buses for more than 470 schools with 2000 different routes across the country, because their buses adhere to strict safety guidelines, which other private coach buses may not meet. Hamilton is planning the dedicated routes to meet the needs of our community.

Our school transportation service will operate within the prescribed Qatar government communication guidelines, and will be continuously updated as more changes come up; below are some of the measures to be taken:

- Antigen test declaration or access card must be shown before being allowed onto the bus.
- Bus attendance on each trip will be taken and a summary compiled daily, to enable contact tracing if someone tests positive for COVID-19
- The bus capacity will be operated as per prescribed guidelines
- Mandatory wearing of masks for all children is required
- Non-contact temperature checks and hand sanitization before boarding
- Bus riders showing a temperature exceeding 37.5 °C will not be allowed to board the bus; and parents or guardians will be notified immediately
- The assigned bus monitor on each bus will enforce social distancing during the ride
- Each student will be allocated a seat, alternating left, and right positions
- Seats will be marked and labelled to show where students are to sit
- No food or drink (other than water) can be consumed on the bus
- Complete disinfection of the bus after every trip

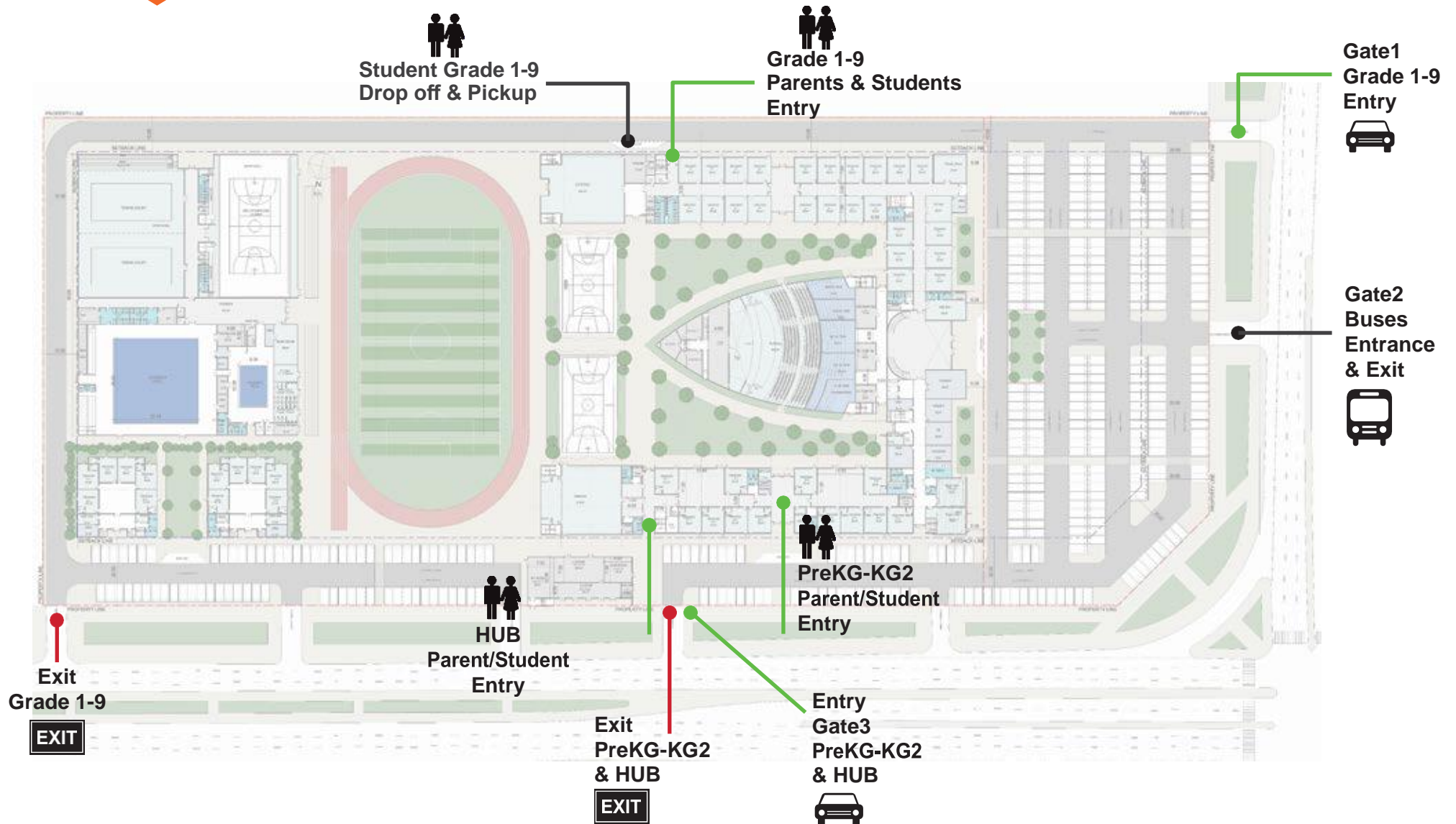


ENTRY AND EXIT TO HAMILTON CAMPUS

The school has placed the following control measures for all persons entering the school:

- ✓ Antigen test declaration must be shown or the weekly Hamilton Antigen declaration access card, which each student will receive in exchange for the week antigen declaration, must be shown by each student at the gate along with parents or drivers' Ehteraz application, only green with gold border code holders are to be allowed in.
- ✓ Persons not wearing a recommended face mask will not be permitted entry into the school
- ✓ Visitors and staff are required to wear a mask while in the school
- ✓ All visitor's temperature will be checked upon arrival; individuals with a temperature higher than 37.5 °C will not gain access into the school
- ✓ Only one parent or guardian wearing the THIS lanyard will be allowed to come to school for pick up or drop off purposes
- ✓ Designated entrances for students based on class location in school
- ✓ An elderly person or an at-risk individual, that may include pregnant ladies and those with chronic diseases are advised not to enter the school premises
- ✓ Hand sanitizers are located throughout the school premises
- ✓ The school community is to maintain a safe distance of no less than 1 meters from other individuals always; safe distancing stickers have been placed on the school's floor
- ✓ Once on campus, students may not leave and re-enter unless parents are signing them out
- ✓ Parents and visitors are advised to make appointments with teachers, administrators, and school personnel ahead of time
- ✓ The school facilities, including administrative offices, classrooms, and affiliated transportation facilities are regularly sterilized

ENTRY AND EXIT TO HAMILTON PLAN



DESIGNATED PLAY AREAS

Our students will be able to access the play areas within their bubbles. Some of the precautions that will be taken in these areas include:

- Social Distancing will be upheld during lessons
- Use of play areas will be staggered to ensure sanitization in-between use
- There will be regular disinfection
- Outdoor areas will be utilized when the weather is cooler. Parents will be notified closer to the time
- Hand sanitization will be recommended before going on any apparatus
- Students will be reminded of break time expectations before each break



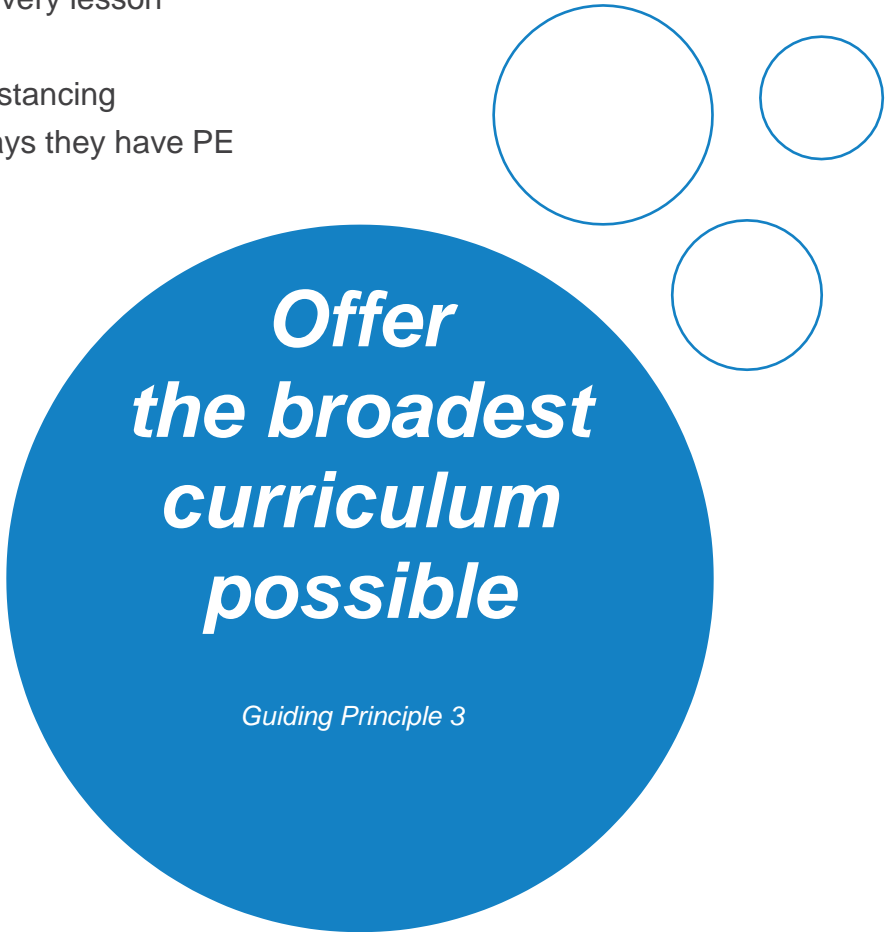
PHYSICAL EDUCATION

Understanding the importance of physical activity, we will hold PE lessons for students, but will be using the guidelines when issued by the MOEHE. These will likely include:

- Ensuring Social Distancing rules are upheld during lessons
 - Stickers will remind students of the distance required
- Masks are worn by children and removed when engaged in a strenuous activity in their personal designated area
- PE class times will be staggered to ensure sanitization can happen between every lesson
- All equipment will be sanitized before and after every class
- Students will engage in PE activities that can be done by maintaining social distancing
- Changing rooms will be closed, so students are to wear their PE kits on the days they have PE
- Swimming will not take place as part of PE until further notice

ECA, ASA AND OTHER ACTIVITIES

Details about the delivery of afterschool activities will be shared with you at a later date, following guidelines from the MOEHE.



***Offer
the broadest
curriculum
possible***

Guiding Principle 3

WORKING TOGETHER FOR HAMILTON

Understandably, each of us has a different response to the Covid - 19 safety measures that have been put in place around us. We ask that you please support and respect each other, regardless of your personal opinions. While you are on premise at Hamilton, we kindly ask you to respect the measures that have been put in place and do your part to ensure a safe environment for everyone.

We are in this together, therefore, we will rely on you to:

- Reinforce the same safety messages and protocols at home
- Help your child understand and be comfortable with the changes
- Respect the boundaries and rules we may need to put in place at school
- Continue to work in partnership with us so that our school is able to provide the best learning environment possible
- Take precautions when:
 - Attending crowded social events
 - Allowing children to go out to socialize with their peers
 - Visiting markets and other venues where physical distancing isn't possible
 - Travelling / having visitors from abroad
- Please share concerns you may have of behaviors that could put our community at risk

We welcome your feedback, so that we can make the experience even better for our community.

We are working closely with the MOEHE, but the key to a safe and healthy school for our children is going to be our continued partnership and compliance by everyone.



CHAPTER

3

**KEY COVID HEALTH & SAFETY
PROTOCOLS AT THIS**

WEARING OF MASKS

At Hamilton our school reopening plans address adherence to behaviors that prevent the spread of Covid-19.

Based on the latest Ministry guidance:

“School students are required to wear masks in the classroom and around school”

"School students must maintain social distancing and not mix with each other"

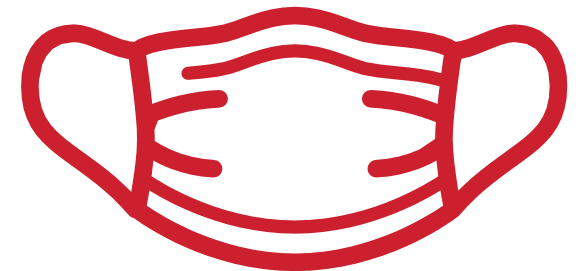
Source: Press Conference 13th August 2020

Scenarios for compulsory face masks application:

- Students (from Grade 1 on upwards), parents and staff entering and exiting school.
- When students, parents and staff are transitioning around school.
- Students, parents and staff are seated less than 1-meters apart while riding a school transportation bus.
- Students, parents and staff are less than 1-meters apart while entering or exiting school (e.g., drop off/pick up) or while transitioning around school.
- Students, parents and staff are seated less than 1-meter apart in the classroom or are engaging in learning stations or circle time that require close contact.
- Students, parents and staff are less than 6 feet apart while transitioning between classes or to other activities during the school day.
- Students, parents and staff participating in an assembly or event that requires close contact.
- Student, parents and staff are receiving one-on-one services or instruction.

Scenarios where the face mask may be considered optional:

- Students are in physical education class.
- Students are in band, choir, or music class.
- Students has severe asthma or breathing problems.
- Student is deaf or hard of hearing or relies on lip reading to communicate – clear face screens will be provided.



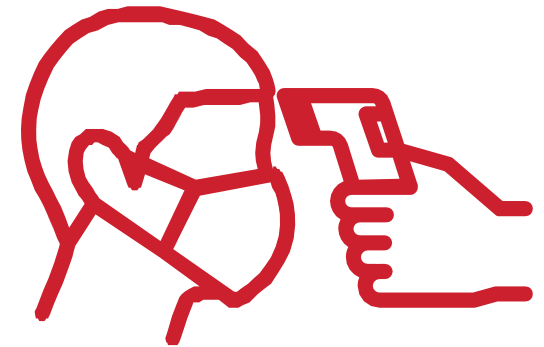
TEMPERATURE CHECKS

Temperature Screening Thermographic Thermal & Optical Bi-spectrum Network Bullet Camera is in place at our school.

Our policy on temperature checks follows the guidelines provided by the authorities. Some of the policies we will be enforcing at THIS include:

- All students, staff and visitors will always be required to have temperature checks on entry into the school and/or bus.
- Thermal & Optical Bi-spectrum Network Bullet Camera will be used at all designated entry points of the school.
- Non-contact thermometers will be used on all school buses.
- Any staff, visitor or student with temperatures exceeding 37.5 degrees will not be allowed into the school and will be requested to return home.

Your cooperation is greatly appreciated in keeping our Hamilton community safe.



HANDWASHING

At Hamilton we enforce all the guidelines to prevent the transmission of Covid-19 by urging the washing of hands constantly as a key to preventative measure against the virus; in addition we have installed several hand sanitation dispensers at different areas around school.

At Hamilton we will have:

- Hand sanitizing dispensers in classrooms and other high traffic areas and facilities.
- Teachers model and guide students on hand washing regimes.
- Handwash breaks worked into the timetable for all students – before and after breaks including snack time in the classroom.
- Those entering the school will be required to sanitize their hands upon entry.



SOCIAL DISTANCING

Social Distancing measures have been put in place around the world and in Qatar. Hamilton will be no different.

Below are our measures to reduce COVID-19 transmission in the school using a low-resource international recognized setting.

Personal controls:

- A safe distance of 1 m must be always maintained. This applies to students and teachers/school staff.
- The school ensures that a minimum distance of 1 m between students/staff desks in classrooms.
- The school ensures that enough supervision and monitoring for students of all ages to ensure adherence to physical distancing in classrooms.
- Students from different classes are kept in their bubbles and do not mix with other students during recess or other activities.
- Our teachers rotate between classes, not the students.
- We, cohort classes, to minimize crossover among children and adults within the school.



INFECTION PREVENTION AND CONTROL

- Masks should be worn by all parents, visitors, teachers, and admin staff all the time.
- All students from 1st grade onwards must always wear face masks.
- The school provides handwashing and/or hand sanitizers at multiple locations across the schools and in the classrooms.
- The school ensures good ventilation in place in all rooms.
- The school disinfects the facilities such as benches, desks, chairs at the beginning and end of the day.
- Students suspected of having COVID-19 are isolated in a separate room and the parents are informed immediately by the school nurse.

CLEANING AND DISINFECTING

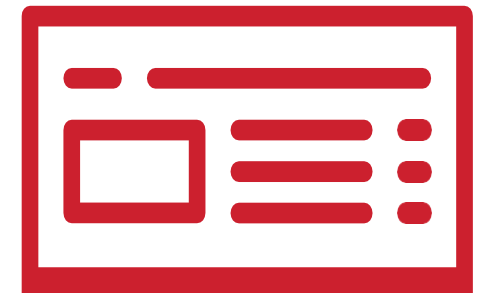
At the school we **understand that cleaning, disinfecting, and sanitizing is part of a broad approach to prevent the spread of infectious diseases. Therefore, protocols have been put in place at regular intervals every day in line with MoPH guidelines.**

- We have put in place cleaning, disinfecting, and sanitizing schedules as a measure to control and prevent infectious diseases at the school.
- Clean, disinfect and sanitize surfaces and objects that are touched often.
- Scheduled routine cleaning, disinfecting, and sanitizing practices using correct chemicals that will not have a negative impact on the school facilities end-users in the long run.
- Handle generated waste properly.
- Signage of how best to dispose of masks and gloves.
- Wipes and sanitizers available in every classroom.



ATTENDANCE AND TRACKING RECORDS

- Appointments are shared with security team on a daily basis.
- Attendance is compulsory during all modes of learning.
- Elementary students' attendance is taken daily with information being uploaded on Engage.
- Secondary students' attendance is taken at the beginning of every class and uploaded on Engage
- Students participating in Distance Learning will "check-in" every day.
- Attendance school bus riders taken per route daily.



MEDICAL CONCERNS

At THIS we enforce strict protocols for handling medical concerns at school as shown below:

A “stay at home if unwell” protocol.

Parents are asked to keep their children at home if they show any of the following cold or flu like symptoms:

- A fever >37.5 degrees Celsius
- Cough
- Body ache or fatigue
- Shortness of breath
- Sore throat
- Runny nose
- Diarrhea and Nausea
- Headache
- Loss of sense of smell or taste

Any student, member of staff or visitor while on school campus showing any symptoms related to COVID will be isolated immediately and referred to designated medical centers.

- For any suspected case we will follow the protocols issued by the MOPH and other government entities.
- All staff members are aware of emergency protocols for COVID 19 in the school.
- Entry to our First AID Unit is limited to students requiring medical attention.
- Two isolation rooms have been put in place to be used by anyone showing potential symptoms.
- Anyone showing unacceptable temperature will be held in the isolation room until protocols can be followed.
- Bus riders showing unacceptable temperature will not be allowed to board the bus.
- The school management is notified if someone is suspected as being COVID positive.
- The school implements a “Track -Trace - Isolate” protocol
- Anyone returning to school after a **confirmed COVID Case** provide a **clearance certificate from the MOPH.**



FAQs

Q: How many children will be in each bubble?

A: Our self-contained bubbles have a maximum of 22 students.

Q: Will I be able to choose the mode of learning for my child?

A: We strive to offer you your preferred choice. We are, however, governed by MOEHE so must follow their guidelines.

Q: Will there be a discount on fees for Online Model at THIS?

A: No. All school tuition fees will remain the same regardless of educational model used.

Q: Will there be changes to the curriculum in order to accommodate the different learning models?

A: Learning will not stop at Hamilton. All international and local curriculum requirements will continue to be met.

Q: Do students have to wear masks to school?

A: As per the guidelines issued by the MOEHE, all staff, visitors and students are required to wear masks while at school. Please see page 28 for more details regarding our guidelines about masks.

Q: Will the school provide masks for students?

A: Parents are asked to ensure students have their own masks, including a spare mask in their bag.

Q: How will students wear masks if they are doing PE?

A: If students are engaged in high intensity activities, they will not be required to wear masks in PE class.

Q: Is the school prepared in case there is a COVID emergency or the MOEHE announces school closure again?

A: Yes. With provisions and plans in place, we can adapt to any change in circumstances without disruption of education delivery. We can ensure that learning will continue in any circumstance. Parents will be notified on Class Dojo and Engage.

Q. Will I be notified if anyone in the school is a confirmed case of COVID-19?

A: We will immediately follow all the guidelines provided by the authorities regarding tracking and tracing based on confirmed cases.

Q: If my child has a runny nose is it okay to send them to school?

A: We are enforcing a “stay at home if unwell” protocol at Hamilton. We ask that you keep your child at home if they are feeling unwell.



Igniting passion,
purpose and potential



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Mesaimeer Area
(Near the Religious Complex)
Doha, State of Qatar

Part of

