



MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD

(391277-M)

DISCOVERING POTENTIAL • LEARNING TO CARE • RESPECTING DIFFERENCES

26th October 2021

MIGS/ADM/T1/PRC/WS/PS/2021-0272

Dear Parents and Guardians,

MESSAGE FROM THE PRINCIPAL – SCHOOL UPDATES FOR REOPENING, 8TH NOV 2021

We are delighted to be in the final preparations to reopen school to our students on the 8th of November 2021. To maintain our levels of safety, entry will be staggered by year groups, to reduce contact. The system will operate on a rotation of year groups, with half of the school on campus learning face to face in classrooms, whilst all other students will remain at home and continue to utilise the Online Platform. Please observe the following table for year group entry.

Week beginning	Week	Student Group Rotations form on Campus or ONLINE	
		Year Groups in School	Year Groups - ONLINE
8 th November	1	1,3,5,7 & 9	2,4,6,8 & 10
15 th November	2	2,4,6,8 & 10	1,3,5,7 & 9
22 nd November	3	1,3,5,7 & 9	2,4,6,8 & 10
29 th November	4	2,4,6,8 & 10	1,3,5,7 & 9
The last week of term contain 5 days and will be allocated as follows			
6 th December	5	"Odd Year (1,3,5,7,9) on Odd days Therefore: - Monday (Day 1) and Wednesday (Day 3)"	"EVEN Year (2,4,6,8,10) on Even days Therefore: - Tuesday (Day 2) and Thursday (Day 4)"
		Friday the 10 th of December (the 5 th Day) will be allocated as Parent Teacher conferences for all	

Students in Early Years/Reception and those in Year 11, campus access will be on a full time basis without the need for rotation.

All teachers will be on campus and either deliver lessons face to face to those who are in school or deliver lessons remotely to those groups who are at home.

When we return to school students please ensure you have completed the self-declaration form shared via the Nurse's Office recently.

We will also continue with the staggered departure or dismissal times and currently there will be no CCA activities or Elective Activities after school for the first two weeks and perhaps the third and fourth week of school. An alternative CCA programme (following the MOE/MOH guidelines) will be shared with you from the PE department in the near future.

STUDENTS ARRIVAL

Our procedures remain the same as during our most recent opening where students in the Junior School will assemble on the grandstand if the weather conditions are suitable; during inclement weather we will usher students to the school Hall or directly to classrooms, avoiding close gathering at all times.

Please note that students who arrive via privately arranged buses must contact their provider to ensure that social distancing is maintained on the journeys to and from MIGS. I am sure we all wish to keep our students and community as safe as possible and also avoid the difficult, but necessary decision, to refuse entry to the private buses who have too many students inside.

From Monday 8th of November the dismissal times and exit routes will be as follows :-

The General flow of students will be to leave school through the **dining hall** (with the exceptions of Early Years and Year One who will go via the main entrance)

All the students below will use the *languages corridor* (passing Ms Asma's and Mr Yap's rooms) and cross the basketball court and not use the main entrance as an exit - the space in the corridor between my office and admin/the nurses station will be closed off to students. This will reduce the numbers of students passing in this relatively small space and avoid students congregating at the main entrance. As always all new procedures will be monitored and reviewed on a weekly basis. Although there are less students on campus due to the rotation of classes, it is still important that we create good habits for the full opening in the near future.

- **Years 2, 3 & 4** will cross the basketball court and go initially to the Dining Hall
- **Years 5 & 6** will go to the grandstand until called by a member of staff to enter the Dining Hall and then to the front porch.
- **Years 7, 8 & 9** (applying the staggered finish) will follow the same route as Years 5-6 (approximately 15-20 minutes behind) heading to the grandstand until called by a member of staff to enter the Dining Hall and then to the front porch.
- **Years 10-12** will go to the Dining Hall until parent cars arrive and **will not go through** the main entrance.

Dismissal Times From	Year Group(s)	Monday to Wednesday *	Thursday (if we have CCA)	Friday	Waiting Locations
8 th November until further notice	Reception	12:00	12:00	12:00	Priority passes for Friday dismissal
	Year 1 - Priority passes gate from 14:00	14:15	15:20	12:00	To wait on the outside Benches
	Years 2,3 & 4	14:25	15:30	12:10	students are to wait in the Dining hall until parents arrive or space has been created on the outside benches
	Years 5 & 6	14:30	15:40	12:20	students to wait on the grandstand

	Years 7, 8 & 9	14:45	16:00	12:30	students to wait on the grandstand (not in corridors)
	Year 10-12	15:00	16:00		

*When no CCA activities Thursday will also follow the Wednesday schedule.

Year One will continue to have a priority access pass and the gate will be opened for those cars displaying this permit at **14:00** and parents and or drivers will be requested to park in the bays at the front of school. These passes can be collected from the **Administration Department** on Monday morning of the 8th of November. All other parents please begin to arrive approximately 5-10 minutes ahead of your child's dismissal time.

For Junior students may I also take the opportunity to remind everyone that the ASC timetable software doesn't allow us to change the break time on the master schedule for a single day, hence the second break still appears on the schedule on Fridays, even though the school day actually concludes at 12:30.

Unfortunately, during pick-up time there may well be occasions when parents, guardians and drivers will arrive at the front of the queue and their children are not yet ready. Although this is less likely due to the reduced number on campus, in order to keep the traffic flowing, after a brief wait, please do take 'another round' or park in the temporary spaces on the right hand side parallel to the school building.

JUNIOR BREAKS

First break will be at the usual time (09:30-10:00) second break (12:00-12:30) food will continue to be served in the Dining Hall for 1 to Year 4, and Year 5 and Year 6 will again eat in the School hall same as last term. If your son/daughter has a particular food allergy, please update your class teachers on Monday the 8th of November.

JUNIOR SCHOOL UPDATES

EYFS have recently enjoyed a separate dining's space in the dining hall, from the 8th of November they will take their break and snacks in the room adjacent to their classroom.

SENIOR SCHOOL UPDATES

Senior School breaks will follow the same procedures as last term, with strict social distancing in place. All Senior school students will exit school via the languages corridor, passing through the dining hall.

Finally, should we be required to postpone the opening of school following any Government led announcements, we will naturally revert to utilise our Remote Learning Platforms.

I trust this finds everyone safe and well as we continue to navigate this ever changing landscape.

Best regards



JOHN P BIRCH
Principal