



المدرسة الإسبانية في أبوظبي
The Spanish School of Abu Dhabi

SSAD Parents Guidelines for School Reopening

Roles & Responsibilities for the Gradual Resumption of Face-to-Face Learning

Spanish School of Abu Dhabi (SSAD)



Introduction & Purpose

Introduction

Parents play a crucial role in ensuring a smooth and safe transition as face-to-face (F2F) learning gradually resumes.

Active participation and adherence to guidelines will directly support students throughout their daily journey to and from school.

Purpose

Establish clear procedures, safety protocols, and responsibilities.

Safeguard students, staff, and parents during potential risk scenarios.

Provide structural guidance on preparedness, response, and communication during alerts or emergencies.



Core Principles

Schools Reopening

- 1 | The safety of student and educational staff is the highest priority.
- 2 | Stay inside protected buildings or protected facilities as much as possible.
- 3 | Avoid windows, glass, and exposed areas.
- 4 | Move to internal and safe areas if needed.
- 5 | Immediate adherence to official instructions.
- 6 | Prevent crowding or uncontrolled movement.
- 7 | Reassure students and avoid spreading panic or fear during alerts.
- 8 | Photography, publishing, or sharing unofficial information during alerts is prohibited.
- 9 | Suspend movement, learning, and dismissal during an alert, and only resume once the alert is cleared.
- 10 | All external activities must be stopped.
- 11 | Educational, administrative staff, and supervisors must be trained on these procedures.
- 12 | Ensure full readiness to immediately suspend in-person learning at any time based on official directives



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School Reopening Plan & Official Approval (NOC)

Our school reopening has been carefully reviewed and approved based on a comprehensive readiness assessment, including:

- **Campus infrastructure and facilities** to ensure safe and effective operations
- **School layout and movement flow**, including access points, entry/exit routes, and location.
- **Health, safety, and emergency preparedness protocols** aligned with regulatory requirements
- **Student population and staffing capacity** to ensure safe supervision and continuity of learning
- **Flexible learning arrangements** to support both students returning to on-site learning and those remaining outside the UAE through distance learning. *This model ensures continuity of education while maintaining sustainable workloads and staff well-being.*

هيئة أبوظبي للدفاع المدني
ABU DHABI CIVIL DEFENCE
AUTHORITY



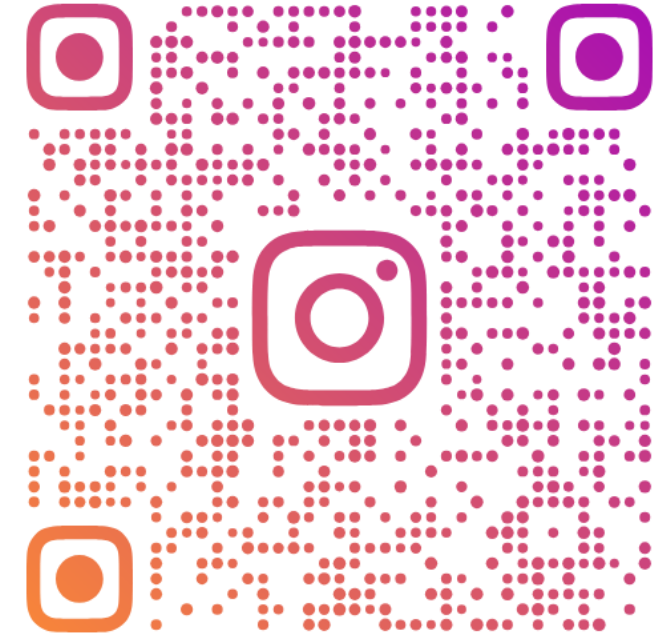
ADCMC

مركز إدارة الطوارئ والازمات والكوارث لإمارة أبوظبي
Emergencies, Crises and Disasters Management Centre Abu Dhabi

دائرة التعليم والمعرفة
DEPARTMENT OF EDUCATION
AND KNOWLEDGE



Our priority is a safe, organized, and smooth return to on-site learning for our entire school community



REEL SHARED ON APR 22, 2026

BY @ADCMC_AE

<https://www.instagram.com/reel/DXbafhDDMvP/?igsh=Mzd1YTRycHRiOTh4>

Before issuing the NOC, all schools underwent joint inspections, received required corrective actions, and completed follow-up compliance checks to ensure full readiness.



In partnership with Emergencies, Crises and Disasters Management Centre Abu Dhabi,

Abu Dhabi Department of Education and Knowledge and Abu Dhabi Civil Defence Authority inspect 480+ schools and nurseries to assess preparedness levels and strengthen safety standards across affiliated educational institutions

Inspections



Covered 480+ schools and nurseries across Abu Dhabi



Aimed to strengthen safety and prevention standards



Included review of evacuation plans, early warning systems, and readiness of response teams



Featured field exercises to verify compliance with approved standards



Assessed staff awareness of safety procedures



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DEPARTMENT OF EDUCATION AND KNOWLEDGE



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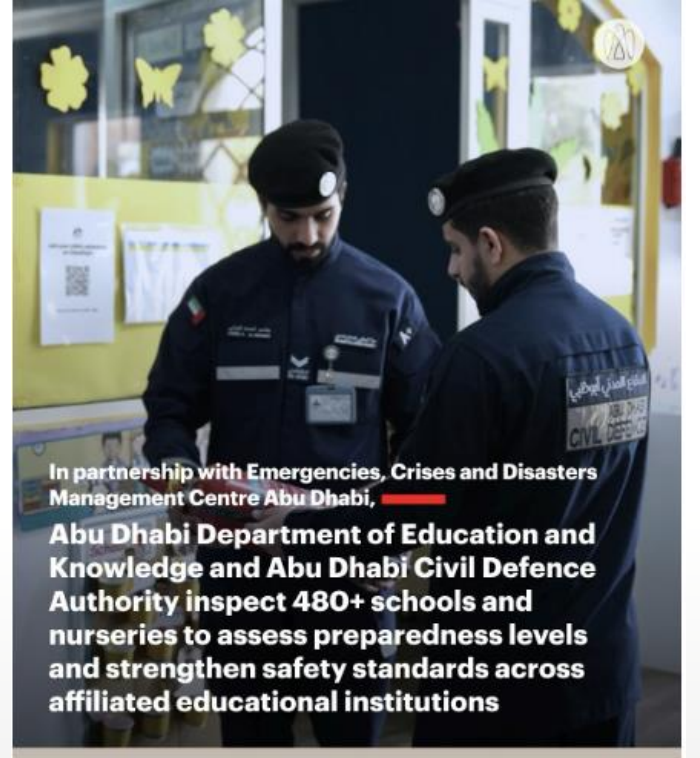
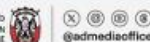
ضمان الالتزام بمعايير السلامة في المدارس والحضانات في أبوظبي

Ensuring safety standards met across Abu Dhabi's schools and nurseries

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From: Education Compliance Office <eco@adek.gov.ae>

Sent: Sunday, April 19, 2026 6:37:11 PM

Subject: No Objection Certificate (NOC) — Cleared to Reopen Monday, 20 April 2026



Dear Principal,

Following the validation visit conducted, we are pleased to confirm that your school has been granted a No Objection Certificate (NOC) to reopen and resume face-to-face learning on Monday 20 April 2026.

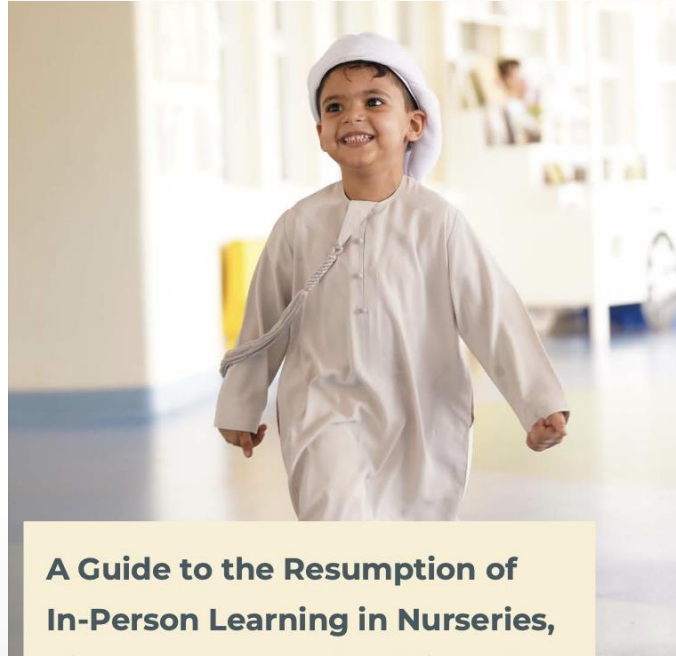
You must maintain all mandatory requirements to avoid non-compliance.

Thank you.

Education Compliance Office



Educational Institutions Readiness Guide



A Guide to the Resumption of In-Person Learning in Nurseries, Kindergartens and Public and Private Schools

Academic year 2025 - 2026 ————— Version 1.0

School Reopening Guiding Documents



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Core Specifications and Standards for Safe Zones

All educational institutions (nurseries, kindergartens and public and private schools) are required to designate and prepare safe zones within indoor areas on their premises. These areas shall be subject to a thorough assessment to ensure the highest levels of preparedness for rapid response to emergencies and official alerts. The selection and preparation of such zones must comply with the following standards and specifications:



Safe zones shall be located indoors and positioned away from external facades and windows.



They shall be situated in locations that allow easy access without the need to cross exposed areas, and within a maximum reach time of one minute.



They shall feature robust structural elements (reinforced concrete) that provide maximum protection against external impacts, while ensuring adequate ventilation.



They must be integrated into approved operational procedures within the educational institution's emergency response plan.



Provide enough safe zones capable of accommodating all students, educational staff, and on-site personnel within the building.

General Operational Controls

The Ministry of Education considers the safety of students and educational staff to be a paramount priority. Accordingly, nurseries, kindergartens, and public and private schools are required to adhere to the following operational controls during the resumption of in-person learning, to ensure a safe and stable learning environment:



Granting operational flexibility in arrival and dismissal times between, in a manner that ensures the safety of students, educational staff, and parents.



Suspending outdoor morning assemblies and adopting suitable indoor alternatives in accordance with each school's available facilities.



Restricting activities to indoor facilities and prohibiting gatherings within nurseries, kindergartens, or school premises.



Maintaining a safe distance from windows and glass façades.



Minimizing movement in outdoor areas and between classrooms during breaks and between lessons.



Organizing arrival, dismissal, and internal movement within the educational institution in a manner that prevents overcrowding and queuing at entrances and outdoor areas.



Incorporating educational awareness content in schools during the first week of the phased return to in-person learning, tailored to different age groups and reinforcing safety procedures.

Additional Mandatory Controls for Nurseries

All licensed nurseries are required to implement a set of strict and non-negotiable additional measures and controls, as follows:



Child drop-off and pick-up shall be done exclusively at the external gates of the facility, with a strict prohibition on the entry of visitors and suppliers.



Parents' on-site presence shall be limited to essential necessity only and for the shortest possible duration.



A daily, accurately maintained log shall be kept, documenting the child's and parent/guardian's details, as well as precise attendance and departure times.



Compliance with the approved child-to-supervisor ratios is mandatory, ensuring effective evacuation capacity to safe zones and the adequate provision of care and essential needs for all children.



Continuous and direct supervision by caregivers must be maintained throughout the entire duration of children's presence, with a strict prohibition on leaving any child unattended under any circumstances.

Note: All nursery staff must be familiar with all parents' contact information.

Reopening Guidelines Applicable to SSAD

01

Guardians'/ Parents' role in ensuring student safety



Readiness Overview:



Always follow official instructions and do not act on your own, such as going to the school or picking up your child, unless the school asks you to



Help your child feel calm, safe, and supported by preparing them emotionally and reassuring them about their safety



Help your child understand the importance of following school instructions and guidance



Follow only the official communication channels (messages, applications, and email)



Ensure your contact details are up to date with the school so you can receive important updates without delay



Do not spread rumors or share unverified information on social media

Readiness Guide: When an Alert Is Issued



Help build your child's awareness of safety procedures, such as staying calm, following instructions, and remaining in a safe place



Avoid gathering near schools or buses and adhere to the designated pickup points and timings



If an alert is issued, do not send your child to school. They should only return once the "all clear" message is received and normal activities have resumed, following the official instructions from the relevant authorities



Follow the approved safety procedures from the relevant authorities when you are inside the school or nearby



Support your child's emotional well-being and help reassure them following any incident or alert



Parents' Responsibilities: Before School



Drop-off Procedures: Adhere strictly to school drop-off procedures and assigned arrival schedules.



Preparation: Ensure children come fully prepared with all required learning materials for the day.



Hydration: Pack an adequate supply of water to last the entire school day without needing refills.



Nutrition: Provide food that strictly aligns with the school's healthy eating policy.



Health Checks: Conduct daily health checks; do not send children if they are unwell or show any symptoms.



Parents' Responsibilities: During School Day



Contact Information: Maintain updated, reachable contact information with the school for prompt communication in emergencies.



Safety Instructions: Reinforce the importance of remaining calm, listening to staff, and proceeding to designated safe areas.



Monitoring Updates: Monitor official school communication channels (email, SMS, Google Classroom) regularly for alerts.



Scheduling Appointments: Make an appointment for any meetings with staff or school officials; avoid unannounced visits.



Communication Channels



Official Channels

Email: Primary channel for updates, detailed procedures, and official school communications. All communications are regularly updated on the school's web page.

New!

SMS Will be utilized for urgent alerts, rapid notifications, and immediate updates.

Google Classroom Notifications for Communications- Instant Messages in Stream

Google Classroom: Classroom and teacher-specific updates, instructional information, and student progress.



Actions for Parents

Check all official communication channels regularly to stay informed of any updates, alerts, or procedural changes.

Keep your contact details current with the school administration to ensure prompt communication, especially during Red Alerts or early pick-up scenarios.

Ensure you have access to Google Classroom and are receiving school emails without them going to spam.



Pick-up, Dismissal & Safety



Dismissal Schedules: Follow assigned dismissal schedules and specific pick-up procedures strictly.



Avoid Crowding: Minimize gathering or prolonged stay on campus during drop-off and pick-up times.



Cooperation: Cooperate fully with staff and security during drills, alerts, or any emergency situations.



Safe Areas: Familiarize yourself with designated safe areas (SA) when visiting the campus.



Compliance: Comply with all directives from relevant authorities; be ready for Red Alerts (immediate suspension of F2F learning).



Scenario 1

Before Arrival at School

If no alert occurs:

Child leaves for school normally with parent/guardian.

Sudden alert before leaving:

Child stays at home in a safe internal place away from windows/glass.

Wait for the all-clear message.

Alert received while enroute:

Follow the official message immediately.

Do not drop the child off in exposed areas.

Proceed to a safe place or return home.

Important At This Stage

Do not send the child to school during alerts.

Do not stop or drop off in open areas.

The official message is your main reference.

Scenario 2

Arrival & Handover

If no alert occurs:

Children shall enter the building directly.

No morning assembly.

No gathering at gates, yards, or sidewalks.

When an alert is in place:

The parent/guardian and child must enter the building immediately, if it is safe.

Do not wait outside.

Avoid crowding and clittings.

Important At This Stage

Minimize time spent outside.

Do not hand over/pick up in open areas.

Make safety the guiding principle.

Scenario 3

Inside the School

If no alert occurs:

Classes continue as usual.

No activities in exposed areas or near glass, including break time (must be inside).

When an alert is in place:

All activities stop immediately.

Stay in a safe area. Keep students engaged to prevent panic.

Sit in a low position away from windows/glass.

If staff are outside:

Go to the nearest safe internal facility immediately.

Important At This Stage

Indoor sheltering is essential.

Outdoor activities must be suspended.

Maintaining calm is more important than speed.

Scenario 4

Dismissal & Return

If no alert occurs:

Dismissal is orderly, swift, and staggered with parents/guardians.

Sudden alert before leaving:

Suspend dismissal immediately.

Do not evacuate students.

Alert during dismissal:

Move to a safe place.

Do not stand in exposed areas.

When alert is lifted:

Dismissal resumes staggered.

Hand over organized; no crowds.

Important At This Stage

No handover during danger.

No gatherings at gates.

Protection continues until safe arrival.



Safe Area — What Is a Safe Area?

Definition:

A designated interior space within the nursery building, carefully selected and equipped to provide temporary protection for children and staff during emergencies or security threats.

- The safe area must be integrated into the nursery/school emergency protocol.
- Clear labeling and signage of safe areas must be in place.
- Student and staff must be trained on these safe areas.

Features of a safe area:

- 1** | **Indoor Location**
Away from external facades and windows
- 2** | **Structural Strength**
Reduces impact and blast waves
- 3** | **Hazard-Free & Spacious**
Safe internally and fits all occupants
- 4** | **Fast & Easy Access**
Can be accessed within 1 minutes
- 5** | **Approved Operational Procedures**
Linked to the nursery's emergency plan



SAFE AREAS OVERVIEW & ASSIGNMENTS



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What is a Safe Area (SA)?

Internal, protected spaces centrally located away from windows/glass. Must be structurally strong, hazard-free, spacious, and **accessible within one minute**. They are clearly marked and communicated. Examples include corridors, interior rooms, or covered underground parking.

All outdoor activities are restricted. During alerts, all members of the community seek the nearest shelter area

SA-1

KG Block GF Hall
Corridors below staircase

Designated space for each group is marked

Pre-KG-A & Pre-KG-B
KG1-A & KG1-B
KG2-A & KG2-B

SA-2

Primary GF Hall
Corridors below staircase

Designated space for each group is marked

GR1-A & GR1-B
GR2-A & GR2-B

SA-3

KG Block 1st Floor Hall
Corridors next to staircase

Designated space for each group is marked

GR-5
GR-6

SA-4

1st Floor-SLC Wing-Prayer Room Corridor (female) and Storage Rooms (male)

Designated space for each group is marked

GR-7
GR-8

SA-5

Auditorium
Stage, Backstage, Bleachers & Dressing Room

Students during PE sessions

Parents and staff (if alarm raised during drop-off/pickup)

Security Staff

SA-6

Canteen Hallway

Parents and staff

Clinic staff

Operation staff

Housekeeping Staff

SA-7

Admin Hallway

Admin staff

Reception Staff

Reception Security

CCTV Security-in-Charge

SA-8

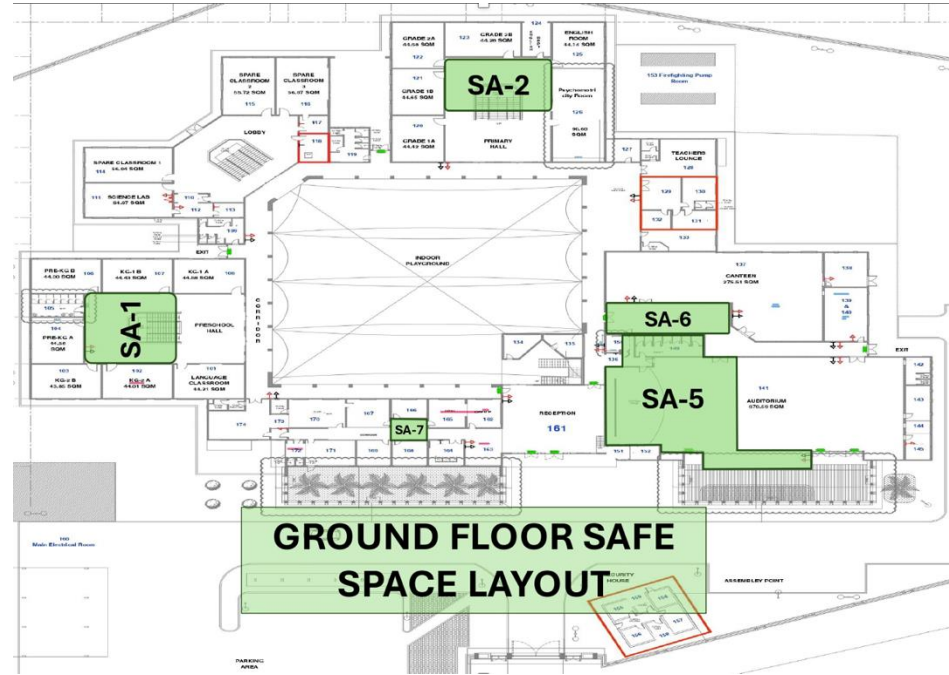
Primary 1st Floor Hall
Corridors next to staircase

Designated space for each group is marked

GR3-A & GR3-B
GR4-A & GR4-B



Ground Floor Plan

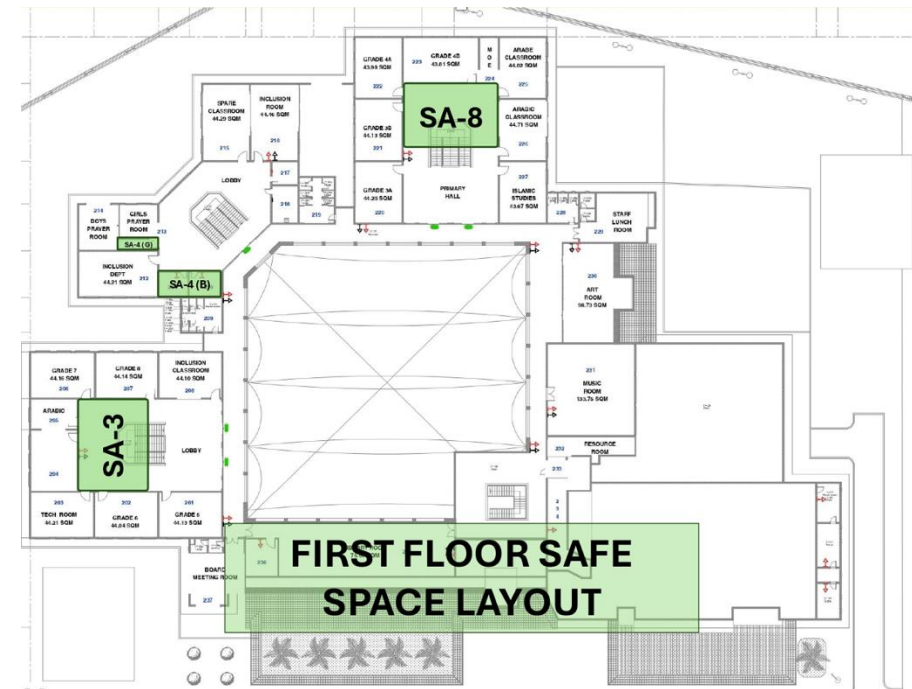


Designated Safe Areas (Ground Floor)

- SA-1** KG Block GF Hall
- SA-2** Primary GF Hall
- SA-2** Canteen Hallway
- SA-5** Auditorium
- SA-7** Admin Hallway

! Important: The Canteen and the Science Lab are not approved as safe, so restricted use is enforced.

First Floor Plan



Designated Safe Areas (First Floor)

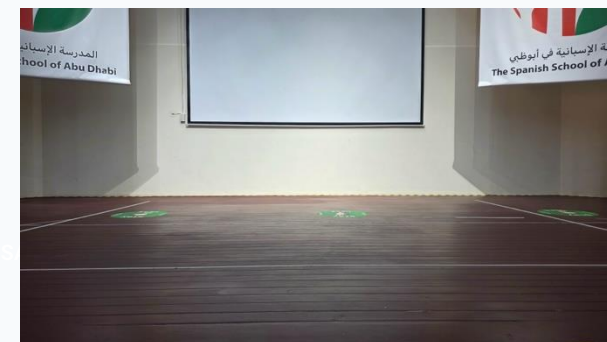
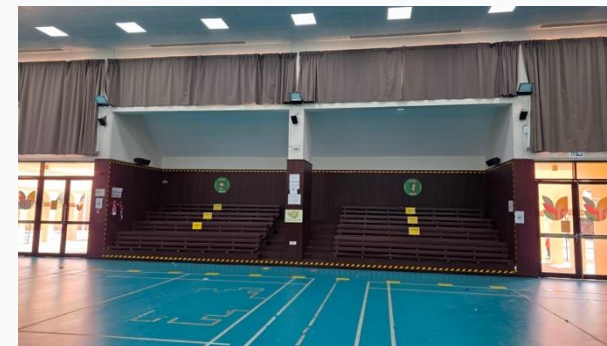
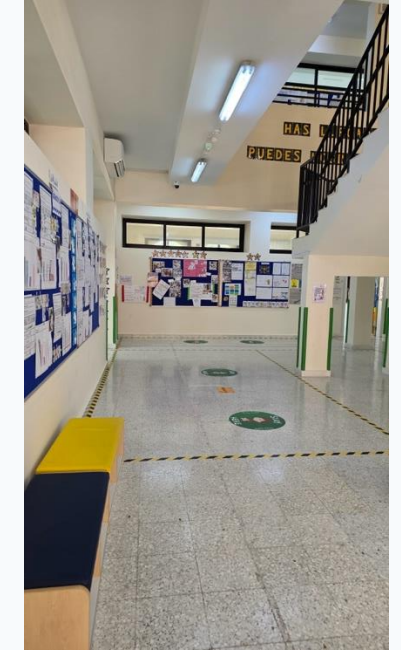
- SA-3** KG Block 1st Floor Hall
Hall corridor next to staircase
- SA-4** SLC Block 1st Floor Hall
(male /female segregated)
- SA-8** Primary 1st Floor Hall

! Important: Music, Art, Computer Lab & Library Rooms are not approved as safe, so restricted use is enforced.

DESIGNATED SAFE AREAS FLOOR PLANS



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MANDATORY ENFORCEMENT OF CLASSROOM LAYOUTS
Distance from Windows and Safety Protective Film on Glass



SA-1

MANDATORY ENFORCEMENT OF RESTRICTED AREAS



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Key Reminders for Parents



Safety First

Follow school and authority directives at all times during the resumption of F2F learning.



Be Prepared

Ensure students have all required materials, healthy food, and sufficient water daily.



Be Punctual

Adhere strictly to staggered arrival and dismissal schedules to prevent crowding.



Stay Informed

Regularly monitor email, SMS, and Google Classroom for critical updates and alerts.



Cooperate Calmly

Support school staff and security personnel during safety drills and emergency alerts.

Ministerio de Educación y Formación Profesional



المدرسة الإسبانية في أبوظبي
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School Reopening Guidelines

Timetable organization and curriculum compliance for Spanish Schools
Abroad (Primary Education)

Focus: Operational flexibility for reopening while ensuring curriculum compliance.



Regulatory Framework

- ✓ **Reference:** Order EFP/678/2022 establishes the general framework for curriculum delivery, minimum teaching requirements, and timetable organization.
- ✓ **Scope:** Applies to Spanish Schools Abroad (Acción Educativa Exterior) operating under direct Ministry management.
- ✓ **Principle:** Ensures full compliance with the Spanish curriculum while allowing structural flexibility for contextual adaptation in international educational settings.
- ✓ **Compliance Lens:** Curriculum adherence should be measured against total annual instructional time rather than rigid adherence to weekly timetable grids.



School Calendar and Annual Load

Standard Calendar (Spain)

175

teaching days

SSAD Calendar

182

teaching days (+7)

- **Additional instructional time** ensures full compliance.
- **Flexibility** to redistribute teaching time when adjustments are needed.
- **Resilience** for reopening and special operational circumstances.

Key Principle

Curriculum compliance should not be measured only through weekly timetables, but through the overall annual instructional time and curriculum objectives compliance..



Weekly Timetables, Sessions and Teacher Load



Session Duration Options

Educational inspection allows schools to structure lessons into:

- ✓ 45-minute sessions
- ✓ 50-minute sessions
- ✓ 60-minute sessions (can split into 30m slots)

Maximum Teaching Load

23

direct teaching hours per week

For teachers in Spanish Schools Abroad

Baseline Framework: The Spanish weekly timetable is generally organized into 25 weekly sessions in Kg and Primary and 30 sessions in secondary , which includes designated break times for students.

Operational Flexibility: Schools are permitted to adapt and regroup session structures according to operational needs, accommodating student flow and reopening logistics.



Flexible Allocation Time

Spanish schools abroad have greater flexibility in the use of timetable allocation compared to mainstream schools in Spain. **Main purposes include:**



Second Foreign Language

Can be introduced at any stage of primary education.

In our case Arabic is treated by the Spanish Ministry of Education as the second foreign language



Cross-Curricular Areas

Time may be allocated to strengthen key competencies:

- ✓ Digital competence
- ✓ Oral communication
- ✓ Project-based learning



Local Language and Culture

Allocated to fulfill host-country educational requirements.

Ensures dual compliance with both Spanish and essential local curricular mandates.

In our case MOE Curriculum requirements must be fully met.



Comparative Weekly Teaching Load

Subject Area	Spanish Curriculum	SSAD Usual	SSAD Adapted*
Spanish Language and Literature	4-5	5	4
Mathematics	4	5	4
English Language	3	5	4
Science (Conocimiento del Medio)	3-4	4	3
Arts Education (Music & Art)	2	3	2
Physical Education	2	3	2
Religion / Alternative Education	1	2-3	2
Moral Education / Values Education	1	1	1
Arabic (Second Foreign Language)	—	5	4
UAE Social Studies	—	1	1
STEAM / Technology	—	1	1

* SSAD Adapted schedule applies during specific extraordinary circumstances (e.g., Ramadan, Online, Reopening)



Adjustments to Weekly Schedule

Effective this week

Hours (Mo-Th)	NEW SCHEDULE G1-G8						Hours (Friday)	
	Session	Monday	Tuesday	Wednesday	Thursday	Friday		
7:55 8:15	7:55 8:15	Assembly / Intervention / PBL / Tutorship / Wellbeing...				7:55 8:10	Assembly / PBL learning time	7:55 8:10
8:15 9:05	1					1		8:10 8:40
9:05 9:50	2					2		8:40 9:10
9:50 10:35	3					3		9:10 9:40
10:35 11:05	BREAK / SNACK-LUNCH					SNACK		9:40 9:55
11:05 11:55	4					4		9:55 10:25
11:55 12:40	5					5		10:25 10:55
12:40 13:25	6					BREAK		10:55 11:10
13:25 14:00	BREAK /SNACK-LUNCH							

Further Adjustments are being made as regulations relax and will be implemented based on enforced guidelines and parents' responses to feedback survey



Current Drop-Off and Pick-Up Timings

Monday through Thursday

YOUNGEST CHILD'S SCHEDULE (Use this schedule for your child if you have multiple children in different grades.)						
YOUNGEST CHILD'S SCHEDULE	Pre-K	KG1	KG2	Grade 1 and Grade 2	Grade 3 and Grade 4	Grade 5 to Grade 8
ARRIVAL (morning)	8:15	8:15	8:15	8:10	8:00	7:50
PICK-UP (afternoon)	1:40	1:40	1:40	2:00	2:10	2:20
BUSES (all grades)	ARRIVAL: 8:10 PICK-UP: 2:00	ARRIVAL: 8:10 PICK-UP: 2:00	ARRIVAL: 8:10 PICK-UP: 2:00	ARRIVAL: 8:10 PICK-UP: 2:00	ARRIVAL: 8:10 PICK-UP: 2:00	ARRIVAL: 8:10 PICK-UP: 2:00

Fridays

Pre-KG- KG1-KG2	Grades 1-2	Grades 3-4	Grades 5 to 8	School Bus- All Grades
10:40	11:00	11:10	11:20	11:00

ATTENTION FAMILIES! In the case of siblings, the pick-up of all of them will be done together at the corresponding schedule of the youngest sibling.



Reopening Implementation — Key Principles



Plan with Annual Minutes

Use the 182-day calendar to balance temporary reductions. Curriculum compliance is based on overall annual instructional time, not just weekly grids.



Use Authorized Flexibility

Group subjects and adjust session lengths within EFP/678/2022 guidelines. Document all changes and seek necessary approvals from authorities.



Protect Essentials

Ensure mandatory time commitments are upheld, specifically daily reading time (min 30 mins) and values education embedded in different curriculum areas across all year groups.



Integrate MOE Curriculum Requirements

Meet local educational mandates (e.g., local language, history, geography, Islamic Studies) while safeguarding Spanish minimum curriculum requirements.



Manage Staffing

Respect the 23-hour teaching cap for instructional staff. Build strategic buffers into schedules to accommodate transitions and support well-being.



Apply Adaptations Carefully

Timetable adaptations are reserved for specific, extraordinary circumstances (e.g., reopening, online learning) and require formal prior approval.



Your Opinion Matters!

As part of our continuous review of the reopening plan, we are gathering family input on key operational aspects within the framework established by current regulations.

Please note:

- All options comply with current protocols (no canteen, limited movement, restricted access to certain areas, fixed student groups).
- The current timetable has been carefully adjusted to ensure curriculum coverage and no loss of learning.
- **Any adjustments will be based on overall community feedback and operational feasibility.**
- We will review our internal protocols as guidelines are updated by educational authorities.

<https://forms.gle/7jG17DqQVhhCtyxi7>

