



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.



Scope & Key Definitions



Scope

Applies to all SSAD parents; covers the full student journey from pre-arrival to dismissal, including required actions under varying risk levels and emergency alerts (e.g., shelter-in-place procedures).



Safe Areas (SA)

Defined as internal, protected spaces within the school; centrally located and away from windows or glass.

Must be structurally strong, hazard-free, and spacious.

Accessible within one minute; clearly marked and communicated to all.

May include corridors, interior rooms, or underground parking (if covered).



Operational Risk Levels

Green

Low risk / stable environment

Yellow

Medium risk situation

Red

Direct danger — Immediate shift to remote learning and work required.



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.



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).



Communication Channels



Official Channels

Email: Primary channel for updates, detailed procedures, and official school communications.

SMS (New!): Will be utilized for urgent alerts, rapid notifications, and immediate updates.

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.



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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.