



Monday 17th August 2020

Dear Parents of Brookes Moscow & Saint Petersburg,

**RE: Welcome Back to the new Academic Year 2020/21**

To all our returning families and all our new families for the academic year 2020/21, please allow me to welcome you back to the start of a new year of learning for our students of Brookes Moscow & Saint Petersburg. I hope that all of you have managed to have a restful and enjoyable vacation, despite the restrictions that we have all faced globally.

Please allow me to begin my letter by expressing thanks to all staff and families for their flexibility, patience and acceptance of the restrictions we faced over the past 6 months with regard to the pandemic. Throughout this time we all learnt and faced together the challenges of continuing to work and learn in difficult circumstances.

As a school who follows strictly the regulations and guidelines of the Russian Authorities, I am writing to give you clarity on the restrictions we still face at this time and how we, as a school, are approaching these in the best interests of the students that we teach.

**Moscow School** - the current status of the Moscow School is that we will be opening for **ALL** students from Pre-Nursery to Year 12, on **Monday 31st August 2020**, and in compliance with all sanitary and epidemiological requirements. Families and students are invited to arrive at school on that day, according to the times below. Please note, that the bus service *will not* commence until **Tuesday 1st September 2020**:

Years Pre-Nursery - Years 2	Arrival from 08:30
Years 3 - 6	Arrival from 09:00
Years 7 - 12	Arrival from 09:30

**Saint Petersburg School** - the current status of the Saint Petersburg School is unknown. According to the authorities, and under the Government guidelines for additional educational establishments, we are unable to allow students into the building. We have served notice to the authorities requesting permission for us to open the school on Monday 31st August, and we await a response. I will update you as soon as I can, and open as soon as we are given clear permissions to do so.

As a result of this, we will operate 'Full Timetables' but on a distance learning basis. Timetables for this will be prepared and sent by the leadership and teaching staff of the school during the coming two weeks.

In both schools, we have secured a full complement of expatriate and local staff for the academic year ahead. A significant number of our teachers are already in both cities and are ready to start working in the schools. That said, there are many countries whereby the pandemic is causing them difficulties in reaching us. We are working as hard as we can with the authorities to bring these staff to Russia as soon as we can. Therefore, some classes across both schools will work under a hybrid model of education, whereby children will be receiving education in school (Moscow) and supervised accordingly by staff in school. The main teacher, however, may be teaching the lesson remotely from a different country at that time. As mentioned before, until we receive notice about Saint Petersburg opening, all lessons will be distance learning.



## For your information:

*Distance Learning* - the teacher and students connect remotely for all lessons through Google Meet, and lessons are undertaken fully online.

*Hybrid Learning* - the students will be in school and under the supervision of school educators; some teaching staff will teach from within the school, but some from a remote location.

Further information regarding any aspect of learning at either school will be sent and communicated to you by the three Principals:

John Downey - Upper & Senior School Principal for Brookes Moscow

Laura Rennard - Early Years & Lower School Principal for Brookes Moscow

Mark Broom - Principal for Saint Petersburg

A Family handbook for both schools is being finalised by our MarCom Department (Marketing & Communications) and will be sent to you all electronically on Monday 24th August 2020. This will be in Russian and English; a Korean translation will be provided later in September. In this handbook you will find essential information about the workings of the school and expectations for learning at both schools.

Some additional information and updates:

## Transportation

(Moscow) Due to some restrictions that we have been placed under, the school will be offering transport as from **Tuesday 1st September 2020**. The direct contact for arranging a place on our school bus service is Viktoria Klimenko and she can be contacted at: [schoolbus@moscow.brookes.org](mailto:schoolbus@moscow.brookes.org) We are limited this first half term to only 14 bus routes, and as such, Viktoria will be working hard to ensure that as many of our students transport requirements are met. The transport policy for Brookes Moscow will be located on our website for parents at: <https://moscow.brookes.org/procedures-and-policies/> Our transport service company will be operating under the regulations as set by Rospotrebnadzor.

## Uniform

Michael Mitin, our new Marketing and Development Director has secured the services of a new company for uniforms, who act with immediate effect. The uniform service, as a result, will now be fully online and within the next week, a link to the online shop will be sent to all parents. Uniforms are delivered by this company the same or next day. Please note, that all uniform is compulsory and the full requirements can be found in the uniform policy, which is available on our website: <https://moscow.brookes.org/procedures-and-policies/> The new uniform for both schools will carry the logo 'Brookes Russia' and some of the styles and materials have been upgraded and improved. Families with existing uniforms that fits, are not required to buy the new uniform straight away. We fully appreciate that with a new uniform company and procedure (as well as stocked items) that uniform may not all be in place by the start of the academic year. It is with this in mind, that we aim to ensure that all students are in the correct uniform by the 28th September 2020.

## Catering



Our catering company will continue this year in both schools and under the experienced and outstanding leadership of OOO “Pravilnaya Kukhnya” and its dedicated team. Konstantin Krivoshonok (one of the directors of the catering company) has spent the summer upgrading the menu and provision of catering, as well as new equipment for both sites. Furthermore, he is delighted to open a dedicated parent cafe in Saint Petersburg.

## Academic Fee Payments

With the new academic year commencing on Monday 31st August 2020, I kindly ask that all existing and new families who have yet to settle their fees for the new year, do so by Friday 24th August. After this point, contact will be made individually to settle the upcoming terms fees.

## COVID-19

To prepare for the return to school, whilst still under the regulatory guidance for COVID-19, I am pleased to report that we will be adopting precautionary measures to ensure the safety of all families and staff of our community. These can be found at the end of my letter in the addendum.

We are extremely excited to be returning for the new year, our new staff are on their way, procedures and policies have been refined and we have focussed hard on raising standards in every aspect of our school life. Welcome to our new families, welcome back to our existing families - we are almost ready to begin a fantastic year ahead; it just remains for me to say.....

Be Brookes!

Best wishes,

**Charley King**  
Director of Schools



## Addendum

### Recommendations for organizing activities of educational organizations in the context of persisting risks of COVID – 19

In accordance to Federal Service for supervision in the fields of consumer rights protection and human well-being and other Russian authorities

(Educational process are highlighted in blue)

1. Cleaning and disinfection of both schools before the start of the school year;
2. Children will study in their home/classrooms (except for special subjects) Exclusion of physical communication between different classes (grades)
3. Maintaining the desired number of children in each class;
4. Exclusion of uniting children from different classes in after school activities;
5. Exclusion of mass events;
6. Morning filters (temperatures will be taken on entry and an inspection for signs of respiratory illness) children and parents should not crowd during the morning filter at any of the entrances;
7. Sanitizers with antiseptics have been installed at the entrance to the building;
8. Revision of the schedule - students will not all eat or play together at break times.
9. Ensuring immediate isolation of children with signs of respiratory illness before the arrival of medics or before the child is taken by the parents;
10. Maximizing the opportunity for children being in the fresh air (taking into account weather conditions) No PE lessons inside;
11. Disinfection of the classrooms will occur during breaks (processing of door handles, surfaces)
12. Devices for air disinfection are installed across the school;
13. Airing during the break (in the absence of children)
14. Cleaning of dining tables before and after using;
15. All canteen dishes must be washed in the dishwasher;
16. Canteen staff will wear masks and gloves;
17. Water: disinfection of coolers;
18. Ensuring the availability of soap, toilet paper and hand sanitizers in toilets;
19. All visitors and families are requested to wear masks whilst in the communal areas of the school building and whilst travelling between such areas.
20. Staff are all provided with masks to wear; There is no requirement for pupils to wear masks. (In accordance to Sergey Sobyenin's (Mayor of Moscow) interview with the channel "Russia 24" (VGTRK)



on Thursday). Parents who would like their children to wear masks at school, we ask to make provision of masks for their children.

21. Hygienic education will be part of the pastoral care and learning provided to the children.
22. Staff will regularly be monitored and compulsory undergo the COVID tests every two weeks as required by the Rospotrebnadzor.