



IISSA (SECONDARY) COMPREHENSIVE OPERATIONS COMMENCEMENT DUE TO THE IMPACT OF COVID-19 RESPONSE PLAN: SCHOOL REOPENING AND SUPPORTS DURING THE TIME OF COVID-19

بسم الله الرحمن الرحيم
السلام عليكم ورحمة الله وبركاته

Dear Parents of IISSA (Secondary),

Firstly, our heartfelt thoughts and prayers go out to those among you and around the world who have lost loved ones to this terrible pandemic, and others who are right now fighting and recovering from the virus.

Amidst this COVID-19 crisis, IISSA (Secondary) would like to reaffirm our commitment to looking after the education and welfare of all our students, parents, teachers and staff, and above all to ensure that we will emerge from the crisis stronger as a school community.

At this time, we would also like to thank our dedicated teachers and staff members. Through the MCO, CMCO and RMCO periods, all our teachers and staff have continued to work full time from home, in many cases juggling their own responsibilities as parents with their daily work as teachers offering online lessons and administrators ensuring the key systems of our school continue to function.

We want to take this opportunity to thank our parents who have also been part-teacher through these difficult times as well. The sustainability of our entire school community is essential to us and the reason why we have taken time to put this plan together.

Moving forward as we are anticipating reopening of school, IISSA (Secondary) Comprehensive Operations Commencement Due to the Impact of COVID-19 Response Plan will provide supports for parents and students in the following key areas:

- Academic Support
- Health and Safety Support
- Mental Health Support
- Financial Support

The COVID-19 crisis presents a unique opportunity for us to teach our students and children the power of compassion, support and love, and the best way to teach them is to demonstrate these virtues through our own conduct.

We implore all of us to come together as a school community, students, parents, teachers and staff, supporting each other and showing kindness during this crisis. If we do, our IISSA (Secondary) family will surely emerge stronger, together.

"For indeed, with hardship [will be] ease. Indeed, with hardship [will be] ease." [Al-Quran, 94:5-6]

Hj Mohd Shaiful Roseman
Headmaster, IISSA (Secondary)

Shawwal 19th, 1441H / June 11th, 2020

IISSA Primary (Seksyen 7)

Jalan Platinum 7/58, Seksyen 7, 40000 Shah Alam, Selangor Darul Ehsan

IISSA Primary (Seksyen 19)

Jalan Sulam Lima 19/14E, Seksyen 19, 40300 Shah Alam, Selangor Darul Ehsan

IISSA Secondary (Seksyen 20)

No 29-31, Suri Puteri Business Park Avenue, Persiaran Jubli Perak, Seksyen 20, 40300 Shah Alam, Selangor Darul Ehsan



FAQs ON SCHOOL COMPREHENSIVE OPERATIONS COMMENCEMENT DUE TO THE IMPACT OF COVID-19 (IISSA SECONDARY)

1. When will school reopen?

Following the announcement from the Ministry of Education (MOE), classes nationwide will reopen beginning June 24th, 2020. As preparation, IISSA (Secondary) will adhere the directive from MOE and will reopen tentatively on June 24th, 2020. However, we will monitor and follow closely all the SOPs prepared by the MOE, and will duly inform all parents regarding the specific dates of school reopening.

2. If the school reopens, do all students have to attend?

Following the MOE directives, the reopening of schools will only involve classes for public examinations comprising Sijil Pelajaran Malaysia (SPM), Sijil Vokasional Malaysia (SVM), Sijil Tinggi Persekolahan Malaysia (STPM), Sijil Tinggi Agama Malaysia (STAM), or their equivalent.

As for IISSA (Secondary), only students from Secondary 4 and Secondary 5 who will be sitting their International General Certificate for Secondary Education (IGCSE) and SPM will be allowed to attend school. Until further announcement is made, all Secondary 1 to 3 students will resume their learning through online platform.

3. What are the school plans of actions for returning students?

Student Affairs Department, IISSA (Secondary) will provide proper SOPs on students' health and safety while attending school, and it will be our utmost priority.

Our plan of actions includes ensuring that all our school premises and facilities are cleaned and disinfected so that when school eventually reopens, you can be assured that our school premises and facilities will be clean and safe, and continuing to uphold stringent guidelines and protocols after school reopens to reduce the risk of COVID-19 transmission.

Apart from practising optimum cleanliness level at all times, proper social distancing, good hand washing ethics, as well as wearing mask practice will also be observed throughout school hours.

Any enquiries and clarifications should be directed to Student Affairs Coordinator (Mr Ku Zulhelmy Ku Yahaya) at zulhelmy.yahaya@gmail.com.



4. For boarding students, will the hostel accommodation be offered?

IISSA Board of Governors, with the advice of IISSA (Secondary) Coaches has decided not to offer hostel accommodation for boarding students throughout this remaining year. Proper transportation arrangement should be made by parents as the hostel will be closed.

5. When will the new dates for IGCSE and SPM be?

Since the IGCSE 2nd Sitting (Secondary 5) has been cancelled, IISSA (Secondary) has taken the advice from Dwi Emas International School as our examination centre for IGCSE to reschedule the examination to October-November 2020.

IGCSE 1st Sitting (Secondary 4) will commence as scheduled, which is on October-November 2020.

Following the announcement from MOE, SPM 2020 is rescheduled to January-March 2021.

Examination	Previous Date	New Date
IGCSE 2 nd Sitting (Secondary 5) <i>Physics, Chemistry, Biology, Additional Mathematics, Malay - First Language and Arabic - Foreign Language</i>	April-May 2020	October-November 2020
IGCSE 1 st Sitting (Secondary 4) <i>Mathematics, Islamic Studies, English - Second Language and ICT</i>	October-November 2020	October-November 2020
SPM <i>All subjects</i>	October-November 2020	January-March 2021

Should you have any enquiries and further clarifications, please direct your questions to Head of Academic (Ms Noor Asmah Hashim) at noorasmahhashim85@gmail.com, or IGCSE Coordinator (Ms Faradibah Sudari) at faradibahsudari@yahoo.com.



6. For Secondary 1 to 3, would there still be examination for this year?

As announced earlier, Semester 1 Examination which was scheduled from April 23rd, 2020 to May 8th, 2020 has been cancelled. However, other forms of assessments, graded assignments and projects which are still in progress will be conducted as usual through online platform with appropriate modifications. All ongoing marks for all other forms of assessments, graded assignments and projects will be carried forward to Semester 2, and will be cumulatively added to Final Examination.

Since the conventional examination method is not possible to be used due to school closure, Academic Department, IISSA (Secondary) has decided that all graded assessments, assignments and projects contribute in the range of 30% - 40% towards the total marks for Final Examination, as these components still evaluate certain important learning objectives and outcomes.

As for Semester 2, all other assessments and evaluations will be executed with adjustment to suit with the current situation. All assessments and evaluations will be carried out online. However, we will consider the current situation when considering any possible enforcement actions in regards to student assessments and evaluation.

7. For Secondary 1 to Secondary 3 students, how does the school justify the quality of online remote learning?

The quality and scale of online remote learning will inevitably vary as compared to in-class faced-to-face lesson. We however believe that through our virtual home learning programmes, students are being provided with the teaching experience commensurate with what they would receive through being faced-to-face onsite in classes at school.

The main platform for our online teaching and learning process is through **Google Classroom** on daily and weekly basis. It is monitored frequently by the Academic Department. However, some teachers may opt for other methods. Please liaise with the respective subject teachers.

We strongly believe that our teachers competency can actually deliver very good outcomes for our students during the period of school closure.



8. Does IISSA (Secondary) provide mental health support for students?

We realise that this period of time may be potentially stressful, depressing and disruptive, and so our objective is to ensure the mental wellbeing of our students.

Hence, Student Affairs Department, through its Guidance, Counselling & Student Wellbeing Unit is setting up Mental Health Taskforce, which will be chaired by the Headmaster of IISSA (Secondary). Its main purpose is to identify mental health services that can be provided to students to help them adjust to life after the MCO.

For that, we are making available virtual counselling sessions to all students who wish to make appointments with our school counsellor during this RMCO.

In addition, we are also working closely with Tarbiyah Department in ensuring students' spiritual needs are fulfilled throughout this trying time.

- Ms Fariza Hj Hussain (School Counsellor): farista75@gmail.com
- Mr Ku Zulhelmy Ku Yahaya (Student Affairs Coordinator): zulhelmy.yahaya@gmail.com
- Mr Ahmad Naim Mohd Rais (Tarbiyah Coordinator): mrnaimrais@gmail.com
- Ms Nurul Isdiyantie Ilias (Tarbiyah): wardahaddeen90@gmail.com

Apart from that, our class teachers are always available to assist the students with any issues. Parents may contact the respective class teachers for more information.

9. With COVID-19 pandemic, how does the school justify the payment of tuition fees by parents when the students are being taught remotely and receiving home learning?

Tuition fees cover all of the operating expenses of the school, with staff costs being the major proportion of these expenses. During the school closure, our teachers are still working long hours to deliver a high quality learning experience for the students. They continue to be fully committed to providing students with the best education possible.

Likewise, many of our non-academic staff (for example Office, HR, Administration, Finance, Procurement, Admissions and Support Staff teams) are also working from home to complete the essential business of the school, in the same way as for other organisations and businesses during this time. All non-academic staff wages are being paid during this school closure period.

In addition, the school is purchasing and utilising more online resources to support this unprecedented situation to ensure a high standard and quality of provision.



10. Since IISSA saves its operating costs resulting from the physical closure of its facilities similar to other private/independent schools, should IISSA give more discounts for the tuition fees?

IISSA will need to take decisions based on our own circumstances and current situation of this crisis. As mentioned above, by far the greatest cost to any school's operations is their staff and like IISSA, all schools are continuing to provide tuition remotely through virtual home learning programmes and operate the essential non-teaching support services for their school.

All schools are considering the impact of the COVID-19 on their operations as they move into a period of forced closure. At IISSA, we understand that we need to balance the financial pressures on the school with the needs of our parents whose work may have been affected by the crisis or who may question the justification for full fees or lack of discounts when schools are closed, thus it is IISSA intention, within its financial means, to offer support and assistance to our families.

11. The COVID-19 pandemic has badly affected my business or employment. I might not be able to pay the fees on time. What should I do?

We recognise the financial difficulty that may be faced by some of our parents. Hence, IISSA is taking steps to offer financial relief to families as a result of Covid-19 by considering some payment arrangements that may ease the financial burden. Kindly contact our Finance Department at finance@iissa.edu.my.

Prepared by:

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