

26th August 2020

Guidance Document for Parents and Staff

Assalamo alaikum Dear Parents

Over the last few weeks, the School Management and Governors have been working extensively behind the scenes to ensure that the school is ready for reopening to pupils on the 7th of September. A detailed risk assessment has been conducted and as part of our reopening plan we are making several small changes to the way the school is run and these are outlined for you below.

I would like to reassure parents that we have taken into consideration many scenarios and factors and feel that the changes being implemented as part of the reopening plan are the best options for now. The plan and the risk assessment will be regularly reviewed and amended as deemed fit.

MOST IMPORTANTLY: IF your child is feeling unwell or has a temperature, please don't bring him/her to school.

SCHOOL START DATES

Pupils returning to school will have staggered start dates but the school start and end time will be the same. We are a small school with pupils arriving over 10/15 mins.

Mon 7 th Sep	-	Y1 & Y6
Tue 8 th Sep	-	Y2 & Y5
Wed 9 th Sep	-	Y3 & Y4
Mon 14 th Sep	-	Reception
Mon 21 st Sep	-	Nursery

CHANGES TO DROP OFF ROUTINE (NURSERY / RECEPTION)

- Children will need to be dropped off in the playground behind their classroom cone. Parents will not be permitted to enter the classrooms.
- Please drop your child to school on time.
- If your child is late for school, as per regular practice, you will need to bring your child up to the main school office to sign in. You will need to wear a face mask when entering the masjid.
- Each pupil will be temperature checked on their wrist as they enter the EY building. To help with the speed of checking temperature pupils will need to pull up their sleeve.

CHANGES TO DROP OFF ROUTINE (PRIMARY)

- Children will need to be dropped off at the main class doors and will be asked to make their way upstairs.
- If large numbers of children arrive at the school at the same time, they will need to line up outside the masjid at the main glass doors (behind the numbered cones) and will enter the building in small groups (bubbles).
- The HT/SMT will be at the main doors every morning to supervise Insha Allah.
- Please drop your child to school on time.
- If your child is late for school, as per regular practice, you will need to bring your child up to the main school office to sign in. You will need to wear a face mask when entering the masjid.
- Each pupil will be temperature checked on their wrist as they enter the building. To help with the speed of checking temperature pupils will need to pull up their sleeve.

"Striving to achieve Excellence"

CHANGES TO ROUTINE FOR ALL PUPILS

- Pupils will need to bring their own writing equipment in their named pencil cases to limit sharing of resources.
- Pupils don't bring their own hand sanitisers. The school will provide them inside and outside the classroom.
- All pupil tables will be facing forward and not towards each other.
- It is the parents' choice, if they want their child to wear a mask or not. Parents will have to provide their child with masks with the child's name of it if they chose to do so.
- We are sensitive towards our staff medical conditions, so they will also have a choice to wear a face shield or not. Face masks will not be worn by staff.
- The Monday and Friday assemblies will be online in each classroom where the HT/SMT can lead and certificates will be given out by the class teachers.

BUBBLES

We will be establishing the concept of Bubbles within the school:

Bubble 1: Y1 & Y2

Bubble 2: Y3 & Y4

Bubble 3: Y5 & Y6

Bubble 4: Reception

Bubble 5: Nursery

- Each bubble will have their break, lunch and salah separate from the other bubbles and at separate times.
- The playground will be split, each half for each class.
- For the first half term (at least) all children will have to bring in a **packed lunch** and have their lunch in their own classrooms. School dinners will not be provided.
- The water fountain will not be operational for the first half term.
- Pupils will need to bring in their drinking water from home.
- The above will be reviewed in time for the second half of the Autumn term.

Pupils will not be told to socially distance from their own classmates but to practice distancing as much as possible from the other class in their bubble whilst going to and returning from break etc.

SALAH

- Bubble 1 will offer salah in their own classrooms.
- Bubble 2 will offer their salah in the ladies' gallery.
- Bubble 3 will offer salah in the salah hall.

CLEANING

Cleaning will be carried out twice a day, once after school and again during lunch time.

We will increase cleaning during the school day to focus on high traffic areas including door handles, light switches, soap dispensers, taps, toilet flushes etc.

ICT/PE

- During the first half term, we will not be having ICT lessons as our chrome books are shared. This will again be reviewed in time for the second half term.
- PE lessons will be scheduled so that no two classes use the same equipment.

HOME TIME (NURSERY / RECEPTION)

- At the end of the day/session, all pupils will be brought outside into the playground from where they will be dismissed.
- If the weather doesn't permit that, they will wait in their classroom until the person collecting them arrives. Staff members will be waiting at the doors and will call for pupils to be sent out via radio.
- Parents will not be allowed inside the EY building.
- Please practice social distancing as much as possible whilst waiting to pick up your children.

"Striving to achieve Excellence"



Sustainable Travel
Accredited and Recognised
Sustainable level 2010

HOME TIME (PRIMARY)

- At the end of the day, all pupils will be brought outside into the car park from where they will be dismissed.
- If the weather doesn't permit that, they will be brought down to the community hall on the ground floor of the masjid. Staff members will be waiting at the doors and will call for pupils to be sent out via radio.
- Parents will not be allowed inside the masjid.
- Please practice social distancing as much as possible whilst waiting to pick up your children.

ILLNESS / SYMPTOMS

- If during the day a child starts showing symptoms of an illness, as our normal procedure, we will inform parents.
- If we suspect it could be Covid-19, we will ask parents to arrange collection of their child asap.
- Please respect the School's decision to send the child home as everyone's wellbeing is our priority.
- During the waiting period the child will be waiting in the sick bay and we will ask the child to wear a face mask, provided by the school.
- If you don't want your child to wear a face mask, please inform the office when you are called.

WELL BEING

- Please take the time to discuss the above with your child before their return to school so that they do not become anxious and they are able to settle back into school happily.
- All class teachers will be focussing on well-being topics and having discussions with pupils during the first few days to help them ease back into school life.
- The SMT will also be fully involved in the resettling of the children.

While these are challenging and scary times we find ourselves in I strongly believe that if we all come together and follow the rules the school is implementing then insha Allah we will have done all that we can to protect ourselves and the school community. We look forward to welcoming you all back and pray that this year will be a successful one for us all.

Kind Regards
Asif Ali
Head Teacher

