



Assalaamu Alaykum Wa Rahmatullahi wa Barakatuh,

We hope this email finds you in the best of health and Emaan InshaaAllah.

We would like to thank you once again for all your support and patience throughout the most unprecedented and challenging time we have faced over the past 5 months due to the pandemic. As per our recent communication, we are **delighted** to confirm we shall be reopening our weekend school on the 19th September 2020, in line with the government guidelines.

This email contains important information which is a summary of our COVID-19 risk assessment. Please ensure to read it and gain a full understanding of our new procedures in place for the safety of our children and our staff. For full details, please read our updated risk assessment [here](#).

Please be aware, although we have prepared and planned in great detail before we open, there may be delays on the first few weekends and we strongly request for all parents to cooperate with us and be patient during this period whilst we adjust back to the school opening. Please note, procedures can be subject to change and we will keep you updated as and when changes are necessary. As a reminder we will not tolerate any aggressive behaviours towards our staff and we will be looking into taking further action if required.

Safety bubble:

As our school is considerably small, we will create two safety bubbles; Lower school and Upper school. There will be minimal physical contact between the two safety bubbles. Below are the classes allocated in each bubbles:

Lower school: Reception class, Class 1 and Class 2

Upper school: Class3, Class 4, Class 5

Staggered arrival and dismissal times

There will be **staggered** start and finish time to reduce congestion: -

Lower school start time: 9:45 am – 10:55 am

Lower school pick up time: 01: 45 pm - 01:55 pm

Upper school start time: 10:00 am – 10:10 am

Upper school pick up time: 02:00 pm – 02:10 pm



General rules around arrival and dismissal:

1. Arrivals and dismissal will be via the usual car park / playground gates. Please ensure you arrive to drop off / collect your child at the allocated times.
2. If you have more than one child who is in a different safety bubble, you will have to still wait for their allocated time for drop off and pick up.
3. Distancing markers will be outside our gates and office so please ensure whilst waiting to enter, you maintain the 1 meter distance rule and follow the **one way foot flow system**.
4. Staff will be in the playground to monitor school entry points, and to guide the children to their classrooms and to their parents / guardians.
5. Only one adult per family should be responsible for doing the school runs.
6. During morning arrivals, **adults will not be allowed to enter the playground** unless a child is very unsettled, and if authorised by a member of staff to do so.
7. All adults **will have to wear face masks** when waiting in line around congested areas, and when entering the playground. Not having a face mask will add delay to collecting your child.
8. During collection, **only limited adults** will be allowed to enter the playground. Please wait to follow instructions from staff before entering inside.
9. Once children are dropped off/collected, adults are expected to promptly leave the school site and not congest the area.
10. Parents will not be allowed to engage with staff in lengthy conversation unless an agreed appointment time has been set via text/email or phone.
11. Please ensure you contact the branch if anyone other than the child's parent is collecting the child. Not doing so will add delays.

Late arrival and dismissal procedures:

If you arrive after your allocated time during arrival or dismissal, **your child will not be allowed to enter the school playground**. You will have to wait at the **main front school entrance** until a staff member arrives to either collect the late children or dismiss the late children.

Summary of social distancing measure

1. There will be minimal physical interaction between the two safety bubbles.
2. Children will be standing 1 meter apart in line during arrival and dismissal in the playground. This will be maintained as children are walking into their classrooms and each time they are moving around the school.
3. Pupils are to be in class bubbles indoors and outdoors. We will try to keep groups apart as much as possible.
4. Lunch will be eaten in the classrooms.
5. The older children are encouraged to keep distance in their groups. There is no expectation that younger children distance within their groups. Siblings can be in different groups. We do encourage children when not in school to follow the social distancing rules outlined in government guidance [here](#). There are a lot of useful information on there.



Pupil contracting COVID-19

1. The school will review the case against the Group guidance on *COVID-19 and ARMS* to establish if it was likely that the infection was contracted as a result of occupational exposure.
2. Management will contact any pupils or staff from the 'bubble' and advise that a COVID-19 test should be done.
3. No pupil will be allowed return to school if the result comes back positive and should complete the 2 weeks isolation before returning again.
4. Any pupil arriving in school who may display obvious symptoms of COVID-19 will be sent home immediately. Children will not be allowed to return to school for 14 days unless parents can provide evidence of the negative COVID-19 test result to the school. Parents are instructed to notify the school immediately if a positive result is obtained.
5. Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required.
6. Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested.

Compulsory Measures school will take

To minimise the risk of infection to all persons, the following system of controls has been applied by the school:

1. Increase the frequency of cleaning all the shared or communal areas.
2. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
3. Children will be encouraged and reminded to regularly wash their hands/sanitise throughout the day eg - on arrival before and after playing outside, pre meal times etc.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often.



Additional measures

6. Minimise contact between individuals and maintain social distancing wherever possible
7. Where necessary, staff will wear appropriate personal protective equipment (PPE)
8. Engage with the NHS Test and Trace process
9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
10. Contain any outbreak by following Local Health Protection Team advice

Our Fees

We would like to make parents aware if your child is absent due to **COVID-19**, no refunds will be issued. However, if the school has to close due to local lockdown or if there is an outbreak in the school or in a safety bubble, refunds will be issued for any cancelled lessons.

Finally, we are looking forward to welcoming all our pupils back in the classroom, and we are positive that we can work together to slowly adjust to this new setting to reduce risk and keep our community safe.

Please do not hesitate to contact us if you require further assistance. [Click here](#) for our full policies, terms and conditions.

JazakAllah khair

Tahera Akther

Founder / Head Teacher