

Wednesday 2nd September 2020

Assalaamu Alaikum

Dear Parent/Guradian

RE: Reopening of the school in September

We are writing to inform you that Quwwat-UI-Islam Girls' School will insha'Allah open next week to all students. Whilst the transmission of Covid-19 still exists we have put in place a number of new arrangements to ensure we minimise the possible spread of the virus whilst continuing to provide a safe environment for our staff and students.

In light of recent government guidance we have prepared and implemented a detailed risk assessment. Therefore, we are confident that Quwwat-UI-Islam Girls' School is as safe as it can be and we are ready to welcome back all our students, including those who have medical needs who may have been classified as 'clinically vulnerable' or 'clinically extremely vulnerable' during lockdown.

Please note, the following information clearly highlights the measures we have implemented and also includes important information regarding the reopening of the school next week.

- All students will return to school in September and online provision will cease, however all homework will continue to be set and marked via our google classroom platform
- If a student or anyone in their household has symptoms of Covid-19 then the student must not attend school
- There have been slight changes to school start and finish times to accommodate staggered arrival and departure for each year group
- Full school uniform will be required
- 'bubbles' have been created for all year groups
- All students will remain within their 'bubble' group, located in one classroom for most of their time at school
- Students will not be permitted to congregate in corridors
- All classrooms have been reconfigured and any unnecessary furniture has been removed to maximise space
- In accordance with government guidelines, seating in classrooms has been arranged so that all students will face the front in rows where possible and there will be a 'teacher zone' at the front of the classroom
- All classrooms will have seating plans and students will sit in designated places

- Each classroom will have a hand sanitiser, waste bin, supplies of tissues and disinfectant wipes available at all times
- The Site Manager will schedule checks each day to ensure there are adequate levels of hand sanitisers, paper towels, tissues, hand soap and disinfectant wipes
- All classrooms and corridors have Covid-19 protocols clearly displayed
- All teachers will wear face masks when in the classroom/corridors/communal areas
- Secondary students will be permitted to wear face masks or standard medical masks should their parents/Carers wish them to do so
- Following government guidelines, Secondary students must wear a face mask whilst in the corridor/communal areas
- Following government guidelines, Primary aged children are not permitted to wear face masks
- There will be minimal practical work for the first half-term
- There will be no extra-curricular activities for the first half-term other than additional booster sessions for Year 11 students
- During lunchtimes, students will remain in their designated year group 'bubbles' and will be allocated a minimum period of 20 minutes outside in the school playground
- A schedule of regular cleaning has been organised and the school Site Manager will be working in the school throughout the day to ensure regular cleaning takes place
- Initially, for the first two weeks all students will be involved in a settling in induction period with a whole school focus on wellbeing
- This will be reviewed by the SLT fortnightly with a view to be able to insha'Allah return to some if not all of our normal school arrangements, if government guidance permits.

Year Group 'bubbles'

The overarching principle is to reduce the number of contact between students and staff. This will be achieved by year group 'bubbles'.

It is vital that we have year group sized 'bubbles' in order to allow students to eventually resume the full range of subjects taught at the school.

We are not expected to implement the strict 2-metres social distancing between students within the year group bubbles as this would not allow us to open for all students due to lack of space. However, schools are being advised by the government to put in place structures to reduce the likelihood and scale of transmission. Students will be expected to maintain a social distance from each other where they can and respect each other's personal space and stay safe.

Reopening of the school

- The school term insha'Allah will begin on Monday 7th September 2020 for **Primary and Year 7 students only**
- The school term insha'Allah will begin on Tuesday 8th September 2020 for **Year 8,9,10 and 11 students**
- Reception students will attend school from Monday 14th September 2020

Note: A temperature check will be taken for every child entering the building, if the temperature reading is high, the child will be sent home immediately.

Please see below for more details:

Week 1				
Year Group	Return to school date	Zone	Arrival Time	Departure Time
Reception	07.09.20-11.09.20	Reception Classroom	Home visits	Home visits
Year 1	07.09.20-11.09.20	Year 1 Classroom	9:00 am	3.05 pm
Year 2	07.09.20-11.09.20	Year 2 Classroom	9:00 am	3.05 pm
Year 3	07.09.20-11.09.20	Year 3 Classroom	9:10 am	3.10 pm
Year 4	07.09.20-11.09.20	Year 4 Classroom	9:10 am	3.10 pm
Year 5	07.09.20-11.09.20	Year 5 Classroom	9:20 am	3.15 pm
Year 6	07.09.20-11.09.20	Year 6 Classroom	9:20 am	3.15 pm
Year 7	07.09.20-11.09.20	English Classroom	8:35 am	2:45 pm
Year 8	08.09.20 -11.09.20	Science Lab	8:35 am	2:50 pm
Year 9	08.09.20-11.09.20	Art Room	8:40 am	2:55 pm
Year 10	08.09.20-11.09.20	Maths Classroom	8:45 am	3:00 pm
Year 11	08.09.20-11.09.20	Arabic Classroom	8:45 am	3:00 pm

Week 2				
Year Group	Return to school date	Zone	Arrival Time	Departure Time
Reception	14.09.20-18.09.20	Reception Classroom	Bubble 1 10 am – 12pm	Bubble 2 1pm-3pm
Year 1	14.09.20-18.09.20	Year 1 Classroom	9:00 am	3.05 pm
Year 2	14.09.20-18.09.20	Year 2 Classroom	9:00 am	3.05 pm
Year 3	14.09.20-18.09.20	Year 3 Classroom	9:10 am	3.10 pm
Year 4	14.09.20-18.09.20	Year 4 Classroom	9:10 am	3.10 pm
Year 5	14.09.20-18.09.20	Year 5 Classroom	9:20 am	3.15 pm
Year 6	14.09.20-18.09.20	Year 6 Classroom	9:20 am	3.15 pm
Year 7	14.09.20-18.09.20	English Classroom	8:35 am	2:45 pm
Year 8	14.09.20-18.09.20	Science Lab	8:35 am	2:50 pm
Year 9	14.09.20-18.09.20	Art Room	8:40 am	2:55 pm
Year 10	14.09.20-18.09.20	Maths Classroom	8:45 am	3:00 pm
Year 11	14.09.20-18.09.20	Arabic Classroom	8:45 am	3:00 pm

Note: Where students have siblings in lower key stages, we will organise for siblings to be collected according to the earliest departure time.

Travelling to school

We strongly encourage students to walk to school if possible. To help us contain any spread of the virus, students should avoid mixing with other students outside of their year group 'bubble' when travelling to and from school. Students should refrain from loitering outside the school premises.

In line with government guidance, If students are travelling to school on public transport then they must wear a face covering as this is mandatory on all public transport for children over the age of eleven.

Attendance

School attendance will again be mandatory from the beginning of the new academic year. This means that the legal duty on you as parents/Carers to send your child to school regularly will apply from your daughter's start date in September.

You should contact the school if your daughter can not attend school because she is:

- Self-isolating due to symptoms or a positive test result;
- Self-isolating because she is a close contact of someone who has tested positive;
- Quarantining after returning from a country **not on** the UK government's travel corridor list.

We do not expect students to be arriving late to school, as our normal late procedure will apply. If students are late, they must wait outside the school main doors and wait for a member of staff to collect and take them safely to their designated zone.

Students should not gather around the foyer area, car park or outside in the playground. They should arrive promptly and make their way immediately to their designated zone.

Students will be dismissed from the main school doors by their class teacher, parents will not be permitted to enter the building.

Conduct in school and the wider community

In light of Covid-19 we have amended our Behaviour Policy to ensure that students act in a manner that fully supports the safety measures necessary during such a pandemic. If an action now results in the potential compromising of a person's ability to socially distance and stay safe it will be dealt with in a more serious manner. All students will be expected to follow instructions as outlined below:

- To arrive at school promptly
- To leave school promptly
- To not loiter outside the school or around Upton Lane to socialise with friends.

- Not to share equipment, food or personal items
- Do not touch anyone else or their belongings.
- Ensure all students have the equipment they need each day
- To think about personal respiratory hygiene when coughing or sneezing.
- Have tissues to hand and remember 'catch it, bin it, kill it'
- If you cannot catch your cough or sneeze in a tissue to use the crook of your arm
- To ensure all students safely dispose of tissues and other waste in the bins provided
- Consider personal hand hygiene at all times
- Use the hand sanitiser in each room and around the school
- Maintain at least one metre distance if waiting to use the toilet as designated by the staff on duty
- To wash hands thoroughly after using the toilet
- To sanitise hands before and after eating.
- To sanitise hands after coughing or sneezing.
- Keep to the right when walking in corridors or on stairs and maintain at least a metre distance where possible
- Avoiding touching surfaces such as door handles and handrails.
- To remain in year group 'bubbles'
- Finally, remember, some people might be a little anxious and feel uncertain so to be considerate in the way students speak to one another

Students showing signs of illness

The main symptoms of Covid-19 are:

- A high temperature - this means you feel hot to touch on your chest and back
- A new continuous cough - this means coughing a lot for more than an hour or three or more coughing episodes in twenty-four hours
- A loss or change to your sense of smell or taste (anosmia) - this means you've noticed you cannot smell or taste anything, or things taste or smell different to normal

To help us keep our school safe and remain open, please do not send your daughter to school if she is feeling ill and especially if she has just one of the symptoms listed above.

If a student develops Covid-19 symptoms during the school day the following actions will be taken:

- Parents/Carers will be contacted immediately to come to school to collect their child (Parents to ensure all your contact details are updated and

correct)

- The student will be moved into one of our Covid isolation rooms (Government guidance expects us to have these rooms ready and follow a set protocol for anyone becoming ill with Covid symptoms on-site).
- Symptomatic students will have no contact with anyone other than through a windowed door whilst waiting to be collected
- Students will be monitored by one of our school first aiders.
- We have allocated a designated Covid isolation toilet
- Should we need to use our Covid isolation rooms they will be thoroughly disinfected immediately after use

If your daughter is sent home from school because she is symptomatic we will provide her with a letter clearly stating her symptoms.

Students who are symptomatic will not be allowed back into school until they have been tested for Covid-19 and the school has been able to verify the results of the test.

Students who show any of the main symptoms of Covid-19 must be tested for the virus. Details of how to be tested can be found by accessing the following: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Students receiving a positive test result will receive a request by text, email or phone call to log into the NHS Test and Trace service website and provide information about recent close contacts.

Parents/Carers must inform the school immediately of the test result is positive via email to, info@quwwatulislam.com clearly stating the student's name and form group and date of test.

Preventing the spread of the virus

There are major steps we must take to prevent the spread of the virus and students will be expected to cooperate fully to help us ensure that the major steps are implemented every single day at school.

- 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
- Clean hands thoroughly more often than usual



- Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- Minimise contact between individuals and maintain social distancing wherever possible
- Actively engage with NHS Test and Trace.

In these extraordinary circumstances, we expect our students to behave responsibly and sensibly as they adjust to their return back to school.

We look forward to seeing all our students and insha'Allah a successful reopening of the school next week.

JazakAllahu khair to all our parents/Carers in advance for your continuous support, please keep us all in your humble du'aas.

Kind Regards
Mrs Member
Head Teacher