



3<sup>rd</sup> March 2021

Dear Parent/Guardian,

Assalaamu Alaikum (Peace Be Upon You)

Further to my [letter](#) last week, I am writing to provide more guidance on your child's return to school.

### **Return to School**

On **Monday 8<sup>th</sup> March**, all pupils will return to school.

### **COVID-19 Testing in School**

Thank you to all parents who have replied to request COVID-19 rapid tests for your child.

We will be testing all participating pupils three times over the next two weeks. The Government has said that the first test has to be taken before pupils can return to school. As a result:

- Pupils had their first test on Tuesday.
- The second test will be on **Friday** of this week.
- The third test will be on **Wednesday 10<sup>th</sup> March**.

After this round of three tests, pupils will be provided with two rapid tests to use each week at home.

### **Rules & Expectations**

Please read the guidance on the next few pages and encourage your child to follow all of the expectations of them. We will share more information with your child when they return to school.

In particular, we need your child to follow each of the rules outlined below (for all pupils):

1. Only attend school if you and all members of your household do not have Covid-19 symptoms.
2. Wear a face covering **in the classroom**, when moving around school and if using the bus.
3. Arrive to school and leave to go home at the designated time. Do not congregate in school.
4. Use a sanitiser to disinfect hands on entering and leaving school and each lesson during the day. Wash hands with soap regularly during the day.
5. Stick to your bubble and home base at all times.
6. Avoid physical contact at all times. Maintain as much distance from others as possible.
7. In the classroom, do not move the table or chair. Avoid touching displays and other surfaces.
8. At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor).
9. Do not share belongings (stationery, food etc) with others.
10. Use your designated toilets only. Only enter the toilets if there is a free cubicle.

We really appreciate your support with this. If you have any concerns or queries, or need support in any way, please contact the school.

Yours sincerely,

Asiyah Ravat  
Executive Principal



## **Guidance for Parents and Pupils**

### **What should I do if my child (or someone in our household) has symptoms?**

Please read our guide on what to do if your child, or someone in the household, is affected by COVID-19. This is available [here](#).

If your child (or anyone in their household) develops the [symptoms of COVID-19](#), please:

- Keep them at home to isolate with the rest of the household (including all siblings). If they develop symptoms (or test positive) at school, we will keep them away from others and ask you to take them home.
- Book a test immediately.
- Inform the school that your child has symptoms and email the outcome of the test result to us so that we can keep the whole school community safe.

### **What should I do if my child is sent home (due to close contact with someone with COVID-19)?**

If your child is sent home because they are a close contact, please ensure that:

- They do not leave the home at all for 10 days from the last possible close contact.
- You inform the school and get them tested if they develop symptoms during their isolation.
- They participate in all of their lessons online, starting at 8am each morning. If your child needs to borrow a laptop for this purpose, please let the school know.

Please also note that:

- If your child is sent home to isolate due to a possible close contact, siblings can still attend school.
- We are unable to provide refunds for the bus service and other activities missed due to isolation.

### **How should my child access online learning if they are isolating?**

If your child is isolating at home, they should access their learning online using MS Teams (as they have been trained). Please remind your child of the following etiquettes when learning online:

- Be organised and ready.
- Have your laptop charged and Wi-Fi, learning packs, quiet space and working microphone ready.
- Get dressed and be ready on time at 8am. Attend form time, assembly and all lessons.
- Avoid interrupting the teacher. Use 'hand'/chat.
- Be patient. The teacher is delivering to pupils in front of them at the same time.
- Only put things on the chat that you would want your teacher to read. Be polite, just like in person.
- Answer Qs verbally. It is quicker and helps the teacher to check your progress.
- Make amazing notes. You will need them to revise.
- If you need full topic packs, we can get these ready to collect (or send home if everyone is isolating).

### **Arrival and Leaving**

There are special arrangements to ensure that all students arrive and leave as safely as possible.

- To reduce crowding on entering, students will arrive and leave at staggered timings and using different entrances.

### **First Day Timings Only - Monday 8<sup>th</sup> March**

<b><u>Year</u></b>	<b><u>Arrival</u></b>	<b><u>Leaving</u></b>	<b><u>Entrance/Exit</u></b>
11	7.50am	4.10pm	Conference Room Entrance
10	9.00am	3.15pm (*10.1 RS 4.00pm)	Conference Room Entrance
9	9.45am	3.10pm	MUGA Entrance
8	10.25am	3.05pm	Back Entrance
7	11.15am	3.00pm	Pupil Entrance

- **These timings will apply from Tuesday 9<sup>th</sup> March**

<u>Year</u>	<u>Arrival</u>	<u>Leaving (if no intervention)</u>	<u>Entrance/Exit</u>
7	7.40am	3.00pm (11.55am on Friday)	Pupil Entrance
8	7.45am	3.05pm (12.00pm on Friday)	Back Entrance
9	7.55am	3.10pm (12.10pm on Friday)	MUGA Entrance
10	8.00am	3.15pm (4.00pm on Friday)	Conference Room Entrance
11	7.45am	3.10pm (2.00pm on Friday)	Conference Room Entrance

- Where families have siblings, students should arrive at the designated time for the younger sibling.
- Once main school students arrive, they should report immediately to their designated registration venue. Students must not congregate in corridors, library or the Dining Hall.
- Unless your child has a medical need or other vulnerability, parents should avoid coming to the school reception. If you need to do this, please drop off your child after 8.05am.
- Upon entering school, students will be asked to use a hand sanitiser.
- Students must wear a mask or face covering if using public transport (or sharing a car with someone outside of their household).
- At the end of the day, students will be asked to use the hand sanitiser before leaving their final lesson.
- To reduce crowding on leaving school:
  - Once students are dismissed, they should immediately leave the building and school grounds. Students must not wait inside the school building.
  - Unless your child has a medical need or other vulnerability, parents should avoid coming to the school reception. If you need to do this, please collect your child after 3.10pm.

### **Uniform & Equipment**

All pupils are expected to wear the full uniform.

- Shoes must be plain, black, traditional in style and have a flat sole.
- Pupils who have PE on that day will be allowed to wear their PE kit.
- Pupils should only bring the necessary books and stationery for each school day.
- Pupils must not share stationery or equipment with others.

### **Face Coverings**

Unless they have a medical exemption, all pupils are expected to wear a face covering.

- Pupils are expected to wear a face covering:
  - When arriving or leaving school.
  - In the classroom during lessons (except PE lessons).
  - When moving around school.
- When putting on the face covering, pupils should:
  - Cover the nose and mouth and secure the covering below the chin.
  - Sanitise their hands afterwards.
- When putting on or removing their face covering, pupils should use the side, avoiding the front of the covering.

### **Hygiene**

All pupils should maintain the best of hygiene at all times.

- Pupils must sanitise their hands at the start and end to all lessons.
- Pupils should wash hands with soap regularly during the day, particularly before and after eating and after sneezing, coughing or using the toilet.

- All surfaces in classrooms, toilets and dining areas will be disinfected regularly throughout the day. Specialist classrooms will be disinfected between each use.

### **Learning & Rooming**

Pupils will follow their normal timetable in their usual groups with the specialist teacher for each subject.

- Pupils from the same year group will stay in one area of the school for all lessons. This is called their 'home base'. However, they may use specialist rooms for some subjects such as Science, Art and IT.

<b>Year Group</b>	<b>Homebase Area</b>
7	Humanities
8	Maths
9	Science

<b>Year Group</b>	<b>Homebase Area</b>
10	English
11	MFL

- All lessons, including form time, will be in rooms within the home base. If a specialist room (e.g. IT room) needs to be used for the lesson, the teacher will escort pupils to the room.
- Pupils must sit in their designated place at all times. Desks and chairs must not be moved.
- Pupils should not touch displays or other surfaces unnecessarily.

### **Toilets**

Each year group has an allocated set of toilets.

- At all times, including break and lunchtimes, pupils should use their designated set of toilets:

<b>Year Group</b>	<b>Toilets</b>
7	Opposite Reflection Hall
8	Opposite Art Room
9	Opposite Old Impact Centre

<b>Year Group</b>	<b>Toilets</b>
10	Opposite Lift (First Floor)
11	Opposite Lift (Second Floor)

- Pupils should only enter the toilet area if a cubicle is free.

### **Break and Lunch Time**

To avoid year groups mixing, and minimise crowding, break and lunch times have special arrangements.

- There will be staggered timings for break and lunch times, as outlined below.

<b>Year</b>	<b>Break time</b>	<b>Lunch time</b>	<b>Locations</b>
7	9.10am till 9.25am each day	11.20am till 11.55am (Homebase)	Break: Dining Hall Lunch: Homebase
8	9.25am till 9.40am each day	11.20am till 11.55am	Dining Hall
9	9.40am till 9.55am each day	11.55am till 12.30pm	Dining Hall
10	9.55am till 10.10am each day	12.30pm till 1.05pm (12.05 till 12.35pm on Fridays)	Dining Hall
11	10.10am till 10.25am each day	12.30pm till 1.05pm (Homebase) (11.55am till 12.35pm on Fridays)	Break: Dining Hall Lunch: Homebase

- Pupils will be asked to wash hands with soap before and after eating.

- Only 7 pupils are allowed to sit per bench in the Dining Halls.
- Pupils are only permitted to use the Dining Hall if they are getting a snack or lunch. Otherwise, they will go outside to their designated outdoor space.
- Other than the Dining Hall, pupils are not permitted to be in the building during break time.
- Pupils are able to add credit to their pupil card by inserting cash into the money loaders in school. However, to reduce the risk of infection, please avoid sending cash and instead use the 'Parent Pay' website to add credit to your child's account.

### **Attendance to School**

Please find below the term dates for the remainder of the year.

- The Government has said that all pupils are expected to be in school unless the pupil has been recently designated as Clinically Extremely Vulnerable (CEV).
- It is understandable that some parents and pupils, particularly with clinically extremely vulnerable family members in their household, may be anxious about the return to school.
- If you have any concerns, please contact the school so that we can share with you all of the measures we are taking to ensure school is safe.
- It is really important that pupils attend school fully. Each year, pupils with the worst attendance make less progress and achieve lower grades in their studies.
- In line with Government guidance, the school will insist that pupils attend school fully, mark absences as unauthorised unless there is a statutory reason and ask the Education Welfare Officer from the Local Authority to visit homes for pupils with poor attendance.
- As you know, the school is not allowed to authorise any trips abroad during term time, particularly during this challenging time. Thank you for your support with this.

#### **SPRING TERM 2021**

Return to school	Monday 8 <sup>th</sup> March
Closure after school on	Thursday 1 <sup>st</sup> April 2021
Easter Holiday	Friday 2 <sup>nd</sup> April – Friday 16 <sup>th</sup> April 2021

#### **SUMMER TERM 2021**

Re-open on	Monday 19 <sup>th</sup> April 2021
May Day Closure	Monday 3 <sup>rd</sup> May 2021
'Eid ul Fitr 1442 * holiday	Thursday 13 <sup>th</sup> May and Friday 14 <sup>th</sup> May 2021 *
Mid Term Closure	Monday 31 <sup>st</sup> May - Friday 4 <sup>th</sup> June 2021
Closure after school on	Friday 16 <sup>th</sup> July 2021

\* Please note that Eid holidays may be revised slightly depending upon sighting of the moon.