

27/08/2020

Dear Parents/carers,

Assalamu Alaikum wa Rahmatullah

I pray that you are well and in the highest of Imaan. Thank you for your continuous support and patience whilst we have completed the risk assessments and planned for the full reopening of the school in September 2020. As you can appreciate, a great deal of time has been taken to ensure that every measure has been put into place in order to keep all of our children and adults as safe as possible during these difficult times. Please find attached our new parent information leaflet, which details the changes that will be put into place when your child returns to school in September. We ask that you read the information leaflet carefully and discuss these changes with your child/children. Please also understand that these changes will need to be updated/adapted as government guidance and we learn more about how to continue to keep safe at this time. We ask that you continue to work with us and talk with us about any queries you may have as these times are unparalleled and working together is essential to us moving forward as a school family.

September 2020 full re-opening plan for parents

Attendance

All our students are expected to return to school at the start of the autumn term 2020. They need to arrive and be collected on time every day. The Department for Education and the Secretary of State for Education have made it clear that the usual rules on school attendance will apply. Whenever a child is unable to attend or is late to school, please inform the school as early as possible.

We understand that in the last few months we all have been through a very difficult time, few families may still be worried about children returning to school in September. Please get in touch with us at school if you have any concerns or specific worries so we can work together and reassure you to allow your child to return to School.

In order to protect the integrity of the bubbles and the safety of the children and staff, we politely ask all families to observe and follow the government's social distancing guidelines at all times. Students returning from holiday from non-exempt countries will have to quarantine for 14 days.

IF YOU HAVE COVID-19 SYMPTOMS, STAY HOME, GET TESTED AND INFORM SCHOOL IMMEDIATELY.

AL FALAH WILL REOPEN FOR ALL STUDENTS ON WEDNESDAY 2nd SEPTEMBER 2020.

Class Bubbles

In line with the most recent government guidance, the school will now operate class bubbles for every year group.

The children and staff will endeavour to only interact with the members of their own Class bubble and **as far as possible**, will not come into contact with any other pupils in school.

The bubbles will be staffed as follows:

Year	Morning session	Afternoon session
Year 1	Ms Thamina	S Hussain
Year 2	Ms Nosheen	Husain Ahmed/Yusuf Bismillah
Year 3	Ms Abeda	Husain Ahmed/Yusuf Bismillah
Year 4	Ms Waheedah	Ali Ahmad
Year 5	Sir Alam	Shah Yahya Ahmed
Year 6	Ms Nabila	M Kalam Hussain
Hifz class	N/A	A S Ahmed

Uniform

Children **WILL BE EXPECTED** to wear school uniform when they come into school.

Children **do not** need to bring in a PE kit. Students are required to have 2 sets of uniforms so that they have a clean set for everyday that they attend lessons.

Start of the day Procedures

To accommodate children and families entering the school safely, we will be staggering the start of the day times and entrances. From **Wednesday 2nd September** pupils start times and entrances will be:

Entrance	8:00-8:15 am	8:15-8:30 am
Main door	Year 3	Year 6
Playground door	Year 5	Year 4
Office door	Year 1	Year 2

Below is a list of instructions we are asking parents to follow in order to get the children into school safely:

- We have given a 15 minute window to each bubble to allow parents/carers to drop their children off at school. In order to get the pupils into school in an orderly fashion, we would appreciate that parents/carers help by arriving promptly at school at their allocated time.
- A member of staff will be available to meet the children at every entrance.

- Children must be brought to school by one adult only. We recognise that some parents/carers may need to bring siblings with them in order to drop their children in to school. This is not a problem at all, we would just ask that you adhere to current social distancing rules and keep 1m apart from other families.
- Once parents/carers have dropped their children off at school, they must then leave the school premises as quickly as possible.
- We also appreciate that parents/carers may have more than one child attending school in different class bubbles. If this is the case, we are asking that you bring both children at the earliest time slot and entrance. We will then make sure the children get to their class bubble.
- Can we please ask that families do not stay outside of school and gather in groups. Please adhere to social distancing guidelines at all times.

End of the day times and exit routes:

Exit route	3: 30 pm	3.45 pm
Office door	Year 1	Year 2
Main door	Year 5	Year 6
Playground	Year 3	Year 4

Below is a list of instructions we are asking families to follow in order to get the children out of the school safely:

- We shall be releasing the children from the same point they were dropped off at.
- The children will be brought to this area when their adult arrives and will be released to their parent/carer one by one. Again, we ask that only one parent arrive at school to collect their child.
- Due to ensuring social distancing is followed, we can only release children to an adult named on their collection from school lists – please make sure you update these with the school office if needed.
- Once they have collected their child/ren, we again ask that parents/carers leave the school premises quickly
- A member of staff will be available on each door to dismiss the children.
- Can we please ask that families do not stay outside of school and gather in groups. Please adhere to social distancing guidelines at all times.
- We have again allocated a 15 minute window to allow parents/carers to collect their children from school. In order to get the pupils dismissed in an orderly fashion, we would appreciate that parents/carers help by arriving promptly at school at their allocated time.
- As in the morning, we shall also endeavour to release siblings at the same time. Again, please arrive to collect your children at the earliest time slot and entrance. We will then make sure both children are ready.

Communication

We will not be able to allow staff to speak to parents at the end of each day. This is to ensure that contact between staff and other adults are minimum, helping to keep the integrity of the bubbles intact.

To ensure families have the opportunity to communicate with the teaching staff, please use the dedicated e-mail address or email to info@alfalhschool.org.uk.

Moving around school

Class bubbles will not use the corridors at the same time.

All movement by pupils (to the toilet or outside) will be supervised by a member of their bubble.

Observing Good Hygiene and Cleanliness

As part of our measures to continue to safeguard the pupils, we will ensure frequent hand cleaning as well as good hygiene practices are observed. This will mean the children will have to wash their hands at different points throughout the day. This will include:

- On entry into school in the morning
 - After break times
 - Before lunch times
 - After lunch times
 - Before leaving school at the end of the day
 - After each time they go to the toilet
 - Any other time staff deem it appropriate
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- Additional hand sanitizer dispensers are installed around the school.
 - Posters will be displayed above each sink modelling the steps to wash their hands correctly.
 - During the school day, children will be constantly reminded of the need to observe good respiratory hygiene (using tissue, coughing into their elbow etc.).
 - Lidded bins will be provided for the disposal of tissues etc.
 - Throughout the day, at each break time and lunchtime, staff will clean down work stations and door handles.
 - The school will be thoroughly cleaned before the start of each school day. Any toys used will be cleaned at the end of each day.
 - Hand sanitizer is available (kept in a safe place) for all staff, students in every classroom and office.

Toilets

Toilets will be available for children when they need them.

Children will only be allowed to use the toilets at the same time as members of their class bubble.

As an additional measure, pupils will be supervised to the toilet by a member of staff from their class bubble to ensure children observe social distancing and good hand hygiene.

First Aid/Intimate Care

PPE will be provided to all staff when administering first aid, this will include gloves, facemasks, aprons, temperature gun and visors. Each classroom will have its own box of PPE. Once used, the PPE will be disposed of in a secure lidded bin.

Illness

If a child becomes symptomatic, their parents will be called and the child will go home.

While they wait to be collected, the symptomatic child will be isolated in the library with a member of the SLT.

The symptomatic child and their whole household will then need to isolate for 14 days.

Parents with a child in the same class bubble as the symptomatic child will then be informed to allow them to make a decision regarding household isolation.

Staff who become ill will immediately leave the building, parents of the pupils in that bubble will be informed.

If a suspected case of COVID-19 is later confirmed, that class bubble, including all pupils and staff will need to isolate for 14 days and will not be allowed back in school.

Track and Trace

All families and members of the school community are expected to comply with the NHS Track and Trace system.

If contacted by an NHS track and trace staff member, the child or member of staff will be expected to self-isolate for 14 days.

School must be notified of this self-isolation to appropriately record the absence.

If the child or staff member later becomes symptomatic, they must get a Covid-19 test and notify School of the results.

Inhalers

If a child needs to have an inhaler available on site, we ask that parents/carers send in a labelled inhaler/spacer in a sealed clear sandwich bag, on the first day the child attends school.

We cannot use the spare inhalers unless it is a medical emergency, as they will have to be disposed of after use.

Lunch time and Break times

Outdoor Lunch and Break times will be arranged to ensure class bubbles do not interact with each other.

Break times will operate as follows:

- Children will have their own lunch boxes and bottles of water
- The playground will be split into six Class bubbles will be on a rota for each playground.

Each class bubble will be allocated a playground for outdoor Lunch and Break times to ensure the class bubbles do not mix.

- The Teacher will take the children onto the playground in their class bubble during the morning session for a break time.
- The classrooms and surfaces will be cleaned during break and lunch times.
- Children will eat in the classrooms with the class bubble staff. Tables will be cleaned before and after eating
- A lunchtime supervisor will be assigned to each class bubble for their outdoor lunch time.

Classrooms

Government guidelines now state that ***'Schools should make small adaptations to the classroom to support distancing where possible, that should include seating pupils side by side and facing forward and might include moving furniture to create more space.'*** At Al Falah, we are committed to ensuring we keep our children as safe and as we possibly can.

Each class bubble will now accommodate 15 to 19 children plus staff, depend on the size of the classroom.

In the classrooms desks have been set out in twos and in rows. Children will sit in twos side by side; children will not swap or change seats. All children will be facing the front of the classroom.

In line with the guidance, Teachers will teach from the front of the classroom with a gap as close to 2m as possible between the teacher and the front row of desks.

When children need support with the learning/activities they are completing, staff will use the walkway to stand closer to them. The guidance states where staff need to be closer to support pupils ***'they should avoid close face to face contact and minimise the time spent within 1 metre'***

Wherever possible, windows and doors in the Classrooms will be open to increase ventilation.

Classroom layouts are very different to how pupils and staff have experienced them in the past. Government guidance and our determination to open fully have taken priority when designing the new layouts.

Children will not be allowed to move around the classrooms freely, but will need to remain seated, unless they are using the toilet, leaving for a break or their outdoor lunch time.

Resources

In order to maintain the integrity of the bubbles, we are keeping resources in the classroom to a minimum.

Children will be provided with their own equipment that will include (but is not limited to):

- A pencil
- A sharpener
- A rubber
- A ruler
- A pair of scissors
- A glue stick, and a
- Small selection of crayons

These resources will only be handled by the child.

Children **do not** need to bring any equipment to school.

Any resources that do need to be shared will only be used within the class bubble and the children will wash their hands before and after use.

Children should bring their reading books and reading diaries back into School. Please do not send in the work the children have completed at home.

Children will be working in their exercise books as normal; the books will only be handled by the child or the class bubble staff.

Curriculum

Lessons and timetables will return to normal for all children in September, with the exception of PE.

For the first half term, PE will only be taught once a week and will always be outdoors (weather permitting). Classes will be informed of their PE day and children should come to school in sportswear on that day. PE will only be cancelled in extreme weather conditions so please make sure children have appropriate sports clothing for being outside.

For the first half of next term, all of the children will be taught a 'catch-up' curriculum that has been designed by the Alfalah Team to plug any gaps in children's knowledge, understanding and skills in Reading, Writing and Maths.

The 'catch-up' curriculum will cover the most important National Curriculum objectives from the previous year group (the year group objectives that the children missed during shutdown) and will be taught following a baseline assessment of each child in the first two weeks back.

By delivering a 'catch-up' programme for the first half term, we are aiming to ensure that the majority of children will be ready to move onto their current year group National Curriculum content by November. Any children who are not ready at that point, will of course be given all the support and intervention they need to help them plug their gaps.

The children will have a short daily lesson in the first half of the autumn term to help with their social, emotional, behavioural and mental health wellbeing. These fun lessons will allow the children to investigate and discuss any thoughts, feelings or concerns they may have following the unique time they have all experienced. The 'well-being' curriculum will also allow staff to identify any children who may need further support with any of these areas in the future.

My staff and I look forward to welcoming all our students back to school in September. I pray that Allah SWT makes this a beneficial and successful year for all of us. Aameen.

Jazakumullahu Khair

Abu Hussain

Headteacher