



# AL-ASHRAF

## SECONDARY SCHOOL FOR GIRLS

*" Striving for academic and moral excellence through Islam "*

### **New Academic Year, Sept 2020**

School will open for all pupils at the normal times of **8:40 - 4:10** from the scheduled date of **Thursday 3rd September**, Insha-Allah.

After a long time away from the classroom, we are very much looking forward to welcoming our students (including our new year 7s) back in to school next week for the start of the new term.

As a small school, we do not plan to make any substantive changes to the structure and times of the school timetable. Nevertheless, movement around the school will be managed in a way where everybody is safe and where we limit the risks associated with the transmission of Covid-19.

We take this opportunity to reassure parents that school is vital for pupils'

- educational development
- mental and physical wellbeing
- social development
- sense of regular routine

The following measures have been put in place to reduce risk to staff and pupils, including:

- grouping pupils together in Year groups limiting contact between other Year groups
- promoting good hygiene practices, such as regular hand washing
- putting enhanced cleaning in place, including cleaning surfaces frequently with regular attention to door handles, bannisters, toilets and wash basins,
- providing hand sanitiser to use in every classroom,
- school-wide procedures for suspected or confirmed cases of Covid-19
- following and implementing all Department for Education (DfE) and Public Health England guidance

### **Assemblies**

Whole school assemblies will be suspended and instead we will operate the following, ensuring a 2m space is observed between Year groups.

Mondays - Year 7 - 9

Tuesdays - Year 10 & 11

Wednesdays - Year 7 - 9

Thursdays - Year 10 & 11

Fridays - No assembly

### **Break time**

Year groups will be expected to stay together within their own bubbles and maintain a distance of 2m from other Year groups.

Exits - Year 8 & 10 will use the front entrance to exit and enter while Year 7 & 9 will use the second entrance to exit and enter. Year 11 will use their own entrance in the adjacent building.

### **Lunchtime**

To avoid congestion at lunchtime, we encourage pupils to go home for lunch where possible. For pupils who are unable to go home for lunch, we will observe the following staggered times:

12:45 - 1:05 pm - Year 7 - 9

1:10 - 1:30 - pm - Year 10 & 11

1:30 pm - Zuhr Salaah (spaced out according to class bubbles)

### **Equipment**

It is recommended that pupils do not share frequently used equipment such as stationery. Classroom-based resources such as books can be used within the bubble but should be cleaned frequently. ICT Room - Keyboards/mice should be sanitised with wipes before use.

### **Behaviour**

There will be a number of new rules relating to coronavirus. We have completed a thorough risk assessment to put in place measures to reduce the risk to all students and staff and compliance with these measures is mandatory at all times. We will take the students through these on their first assembly.

The main protective factor for everyone is the integrity of the year group bubble. To maintain this integrity students should:

- remain in their year group bubble at all times
- take precautionary steps to avoid physical contact with each other (although they do not need to socially distance from each other within their year group bubble)
- not gather at the school gates
- adhere to the hand and respiratory hygiene measures
- stay 2 metres away from staff
- inform a member of staff immediately if they feel unwell.

## **Attendance**

It is essential that anyone who has coronavirus symptoms, or who has someone in their household who has the symptoms, does not attend school. Below is a summary of our attendance procedures from September.

### **Should I send my child to school?**

Yes – it is vital for children to return to school to minimise the impact the pandemic has had on their education and well-being. Missing out on any more time in the classroom will be really detrimental to a young person's wider development and as such, from September, the usual rules on attendance will apply and all our students are expected to attend school at all times, unless ill health prevents them.

Other requests for absence – e.g. holidays during term time – will be considered as before. Unless there are exceptional circumstances, we cannot authorise absences within term time. Non-Covid-19 related medical appointments should continue to be made outside school hours wherever possible.

### **How do I inform the school that my child is not coming in?**

Please phone the school office as soon as possible with the reason for absence/late.

### **What happens if my child becomes unwell during the school day?**

Any student who develops symptoms during the day will be sent home:

- students will await collection in the foyer
- it is essential students are collected as soon as possible
- students and parents will be advised to follow the Government's 'Stay At Home' guidance for households with possible or confirmed coronavirus infection, which currently sets out they must self-isolate for at least 10 days and arrange to have a test.

### **What about others in my family?**

All others in the household should self-isolate for 14 days from when the symptomatic person first had symptoms. If you have more than one child at school, we will ask you to take your entire household members home at the same time.

### **How do I arrange for a test?**

You can book a test at: [www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus).

### **Will I have to share details of those we have been in close contact with?**

You may be asked to share these details if the test is positive or if asked by NHS Test and Trace. If asked, we will provide the NHS Test and Trace with contacts of those that have been known to be in close contact with them.

### **I have the test results, what now?**

Please inform us immediately of the result of the test by telephoning the school.

### **When can students come back to school following a test/isolation?**

Admin will be in touch with you to discuss when the affected student can come back to school,

- please do not send a child to school who has been absent due to coronavirus before discussing it with the school
- if the test is negative and they feel well (with no symptoms), they will be allowed to return to school as soon as they are better. Other members of the household will no longer need to self-isolate
- if your child has been absent because another member of the household has been symptomatic and their test is negative, then there is no longer any need for them to self-isolate and they can return to school
- if test results are positive, you must follow the 'Stay At Home' guidance and self-isolate for at least 10 days from the onset of symptoms
- students can only return to school once they do not have symptoms other than cough or loss of sense of smell/taste
- other members of the household should continue to self-isolate for the full 14 days.

### **Do I have to share the test results?**

No, we do not require evidence, but we do expect all parents to follow guidance fully.

### **What happens if there is a confirmed case of coronavirus in school?**

We will contact the local Health Protection Team who will advise us. Based on this advice, we will send home anyone who has been in close contact with the person who tested positive. This may be an entire year group.

### **What is defined as 'close contact'?**

Currently 'close contact' is defined as:

1. Direct close contact – face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact.
2. Proximity contact – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
3. Travelling in a small vehicle, like a car, with an infected person.

### **Should I keep my child at home if there is a confirmed case in the school community?**

If you have been advised by either the NHS Test and Trace team or the school, then you must keep your child at home and they must self-isolate for 14 days. If you have not been advised to keep your child at home, then your child has not been in close contact with the person that was infectious – so please continue to send your child to school. What is an outbreak and what will happen? If the school has two or more confirmed cases within 14 days, or a significant rise in absence related to suspected coronavirus, there may be an

outbreak. In the event of an outbreak we will work with the local Health Protection Team, who will advise us on the action to take. In some cases, we may ask a larger number of students to self-isolate at home as a precautionary measure: all steps taken will be in consultation with the Health Protection Team.

All students should continue to attend school, unless they have been asked not to.

### **Pupils who are shielding**

Shielding paused on 1 August in England. As such, those students who are currently on the shielding patient list can return to school, as can those who have family members who are shielding. If there is a change locally, some students may be advised to shield again. If you have concerns about this, please discuss your child's care with their health professional before returning to school.

### **Will there be penalties for absence?**

Where students are not able to attend school due to parents following clinical and/or public health advice, absence will not be penalised. All other pupils must attend school. If you are concerned about this, please do not hesitate to get in touch with us so we can discuss with you the measures being put in place to reduce the risk in school.

### **Parents**

Communication with parents remains a priority to us, so please do call us if you would like to get in touch, 01452 300465.

Please note the following changes to our procedures:

- parents will only be able to come onto the school site if they have a pre-arranged appointment
- face-to-face meetings between parents and SLT/teachers will only be able to take place after the school day has finished. Face masks must be worn.

Posted: 26th August 2020