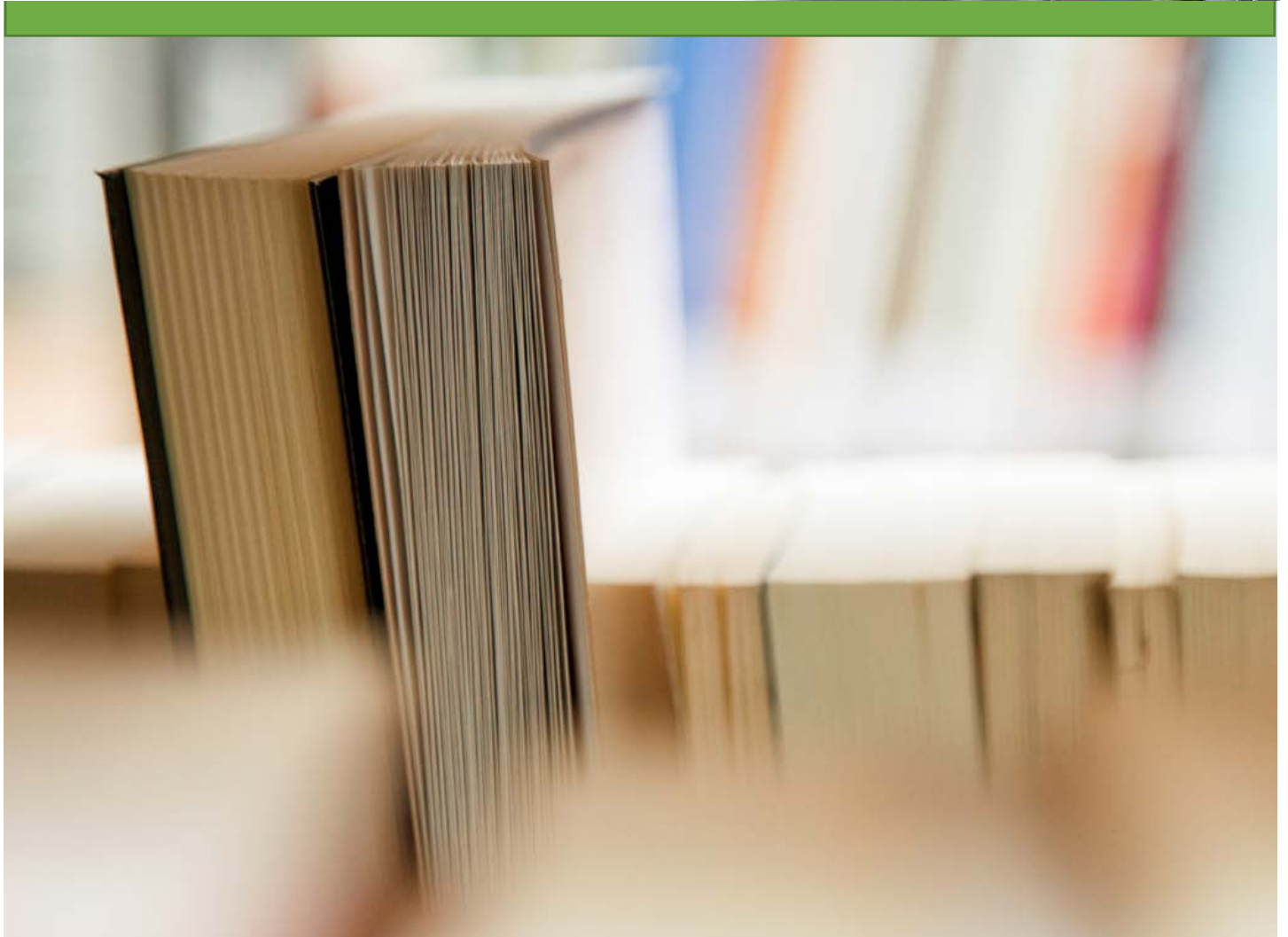




الجامعة الإسلامية، برمنجهام  
JAMIA ISLAMIA BIRMINGHAM  
THE INSTITUTE OF HIGHER ISLAMIC EDUCATION



Jamia Islamia Birmingham  
Pupil & Parent Information pack for a safe  
return to School -September 2020

## Chair's Message to Parents

Dear Parents,

### **RE: Arrangements for school re-opening in September 2020**

Following the Government's announcement that schools will re-open in September, I am writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and visitors to Jamia Islamia Birmingham. These arrangements have been put into place following a robust risk assessment process which will be available on our website. To help with this process we have also produced this information pack for all pupils and parents.

We are looking forward to seeing the pupils once again, but I would like to reassure you that the safety of our school community is our priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them.

### **New School Timings Autumn Term 2020**

To minimise numbers of pupils and staff assembling for periods of time, and to allow for "zoning" of lessons and pupil group "bubbles", we have made the following changes to the school day:

School gates open	8.40am
Registration (in Morning classes)	8.50 - 9.00am
Jamia Session 1	9.00-10.20am
Morning Break (staggered)	10.20-10.30am
Jamia Session 2	10.30-12.00pm
Lunch (staggered)	12.00-12.30pm
Lesson 1	12.30-1.20pm
Lesson 2 & Zuhr prayer	1.20-2.20pm
Lesson 3	2.20-3.10pm
Lesson 4	3.10-4.00pm
School finish for Year 7-11	4.00pm
School finish for 16+ students	4.15pm

## Arrangements for first week of school

I can confirm that school will re-open to all pupils as per the following arrangements:

Tuesday 1 <sup>st</sup> September 2020	Staff training- No pupils in school
Wednesday 2 <sup>nd</sup> September 2020	Staff Training day – Over 16 pupils restart
Thursday 3 <sup>rd</sup> September 2020	Year 8,9,10 and 10 current pupils restart
Monday 7 <sup>th</sup> September 2020	Year 7 and new pupils start school

Year 7-11 Pupils must enter through the main entrance towards the left of the building whilst 16+ students must enter through the entrance on the right of the building.

We recognise that some of you may have some concerns about your child returning to school and that yet another change will be unsettling for some children. We also understand that the past couple of months will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please – in the first instance – use the school email address to contact the school.

It is important to note that if the current situation alters and there are any significant changes to the official guidance, we will ensure our families are updated accordingly. Please make sure that you check our school website regularly and you notify the school office immediately if there are any changes to your contact details, in particular your contact mobile numbers and emails, to ensure we can get any important updates to you in a timely manner.

I hope that these arrangements provide you with the information you need to support your child's return to school. I would like to take the opportunity to thank you for supporting the school over recent months and supporting your child with their home learning.

Yours sincerely,

Maulana Rezaul Haque  
Chair of Governors

# Information Pack for Pupils/Parents

## Maintaining a safe school environment

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control will be in place, IA:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap or using hand sanitiser as often as possible.
- There will be hand sanitiser dispensers placed throughout the school premises including every classroom and in other key points. However, we are encouraging pupils to bring their own small personal bottle of hand sanitiser and tissues with them for their own use when they wish.
- Ensuring pupils and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away. Every classroom has a lidded bin and 'Catch it, Bin it, Kill it' posters in every room.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell pupils in a separate room.

**Engage with the NHS Test and Trace process.** All families must:

- Be ready and willing to book a test if displaying symptoms.  
(<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>)
- Provide details of anyone you have been in close contact with if you are tested positive with Covid-19 or if asked by Test and Trace.
- Self-isolate if you have been in contact with someone who develops symptoms or has tested positive for Covid-19.

## Guidance for those shielding

Shielding advice for all adults and children will pause on the 1st of August, subject to a continued decline in the rates of community transmission of Covid-19. Read current advice on shielding here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremelyvulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19>

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing at home and keep your child informed about the things they can do to discourage the spread of infection.

- 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.
- Pupils, family members, staff and other adults should not attend school if they have COVID symptoms or have tested positive in the past 7 days.
- Anyone developing such symptoms during the school day will be sent home, must isolate for 7 days and should arrange a test. Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If anyone becomes unwell with a new continuous cough or high temperature or has a loss of or change in their normal sense of taste or smell, they will be sent home and advised to follow Government 'Stay at home' guidance.
- Children unwell with symptoms in school awaiting collection will be moved to a room where they can be isolated behind a closed door with appropriate adult supervision.
- Any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home unless they develop symptoms themselves.
- Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying Covid-19.
- Clean hands thoroughly and more often than usual
- Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change classrooms and before and after eating.
- Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach:

- The DfE does not currently mandate the use of face coverings in schools, however pupils and staff may wear an appropriate face covering if they wish.
- Face coverings are always required on public transport or when attending the hospital as a visitor or an outpatient.

More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

## **Response to any infection**

Measures that are to be followed in every case where relevant:

- Manage confirmed cases of coronavirus (COVID-19) amongst the school community:
- We will contact the local health protection team if aware that someone has attended school and has tested positive for Covid-19.
- Contain any outbreak by following local health protection team advice:
- If we have two or more confirmed cases within 14 days, or an overall rise in sickness where Covid-19 is suspected, then we may have an outbreak and must continue to work with the local health protection team who will be able to advise if additional action is required.
- If groups of pupils are sent home, we will aim to continue classes and remote learning using Zoom.

## **Children who are feeling ill whilst at school**

- If a child falls ill, they will be removed from the classroom and placed into the medical room by a first-aid trained staff member wearing appropriate PPE; the room will be ventilated, the child will be monitored (including temperature checks) whilst taking any necessary actions
- Any medication given to, is administered in accordance with the Administering Medications Policy.
- Parents/Carers will be contacted immediately.
- There will be an identified toilet for this child to use which will be thoroughly cleaned after the child goes home.
- The remaining children will be taken to an alternative classroom until the classroom can be cleaned thoroughly.

## **Attendance to school**

School attendance will be mandatory again from the beginning of the Autumn term. This means that from that point, the usual rules on school attendance will apply, including:

- Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age;
- It is parents responsibility to inform the school if their child/ren are absent from school by contacting the absence line and leaving a message and clearly stating their child's name, year/form and reason for absence.
- Where a child or household is self-isolating due to symptoms, then a phone call must be made to the school giving all necessary details including start and end dates of isolating period. Under no circumstances should a child be sent to school during self/family isolation period or if experiencing any form of coronavirus symptoms.
- Schools' will be recording attendances and punctuality as normal and follow up absences according to schools policy.
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

- It is imperative that pupils arrive to school on time and before registration closes at 9.00am. Where punctuality becomes a concern, parents will be contacted and sanction will apply according to the schools behaviour policy.

### **School uniform**

Jamia will return to our usual uniform policies for September as will the sanctions procedures which are in place for missing and incorrect uniform (please refer to uniform policy). Uniforms do not need to be cleaned any more frequently than usual, nor do they need to be cleaned using methods which are different from normal.

### **Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults and to limit students congregating together in one place, we advise parents to drop their child on time and pick up their child promptly as the end of school (please refer to schools new start and finish time on the timetable above). We advise all parents to stay in their cars whilst dropping their children off.

### **Other precautions**

Maintaining safe distances within normal arrangements can be a challenge, therefore we have implemented additional measures for when pupils return to school:

- A zoned system has been set up within the school buildings, prayer hall and in the playground to minimise face-to-face contact between pupils and make it easier to follow social distancing guidance.
- Congregational Prayers will be said in year groups in designated corners of the prayer hall and whilst maintaining a gap between the pupils.
- All after school clubs and classes will be postponed until further notice.
- Contact sport and teamed activities including Physical Education will be restricted or curtailed and alternative provisions will be made within the classrooms.

### **Travelling to School**

- We encourage pupils to walk or cycle to school if possible. We urge parents to not allow their children to car-share with students outside their extended family and year groups. Avoid public transport where possible and at peak times. If pupils have to use public transport including private vans/taxis, they must wear a face mask. If public transportation is used, it is important to wash or sanitise your hands on entry into school and not touch your face covering. We advise all parents dropping children off to stay in their cars.

Those using public transport should refer to (<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers>)

### **Arrangements for breaktimes and lunchtimes**

Pupils will remain in their designated zones in and outside the classroom. All Year groups have specified toilet facilities and defined recreational areas. Pupils will be encouraged to go outdoors during break and lunchtime on a rotational basis for fresh air and exercise (barring inclement weather) therefore appropriate outer clothing is advised.

### **Catering**

All pupils will need to bring a cold packed lunch with them. Students will not be allowed to leave the premises at any time. There will be no access to the kitchen so pupils cannot warm up any food and the school tuckshop will be closed.

### **The school day**

To minimise the number of pupils and staff assembling for long periods of time, we have made the following changes to the school day:

- Staggered academic start of term dates for students according to year groups to allow students to adjust to new plans (please refer to the school opening dates at the start of this letter).
- Lessons and prayers to be within the Year Group in specific zones of the school.
- Each year group to have their own rooms where they will receive all their lessons.
- New access/entry points at the start and end of school and within school to allow students to leave and manoeuvre within their bubbles

### **Transition arrangements**

This time of year, is especially important for our new Year 7 pupils and new starters, who are preparing to move to the next stage of their education. Even in normal circumstances, this can be a worrying time for children, and for some, the recent time away from school may have magnified their distress. To help all pupils prepare for this change and to make the move to Year 7 successful, we will be having an Induction and settling in day for Year 7 and new pupils on Monday 7<sup>th</sup> September. Other Years groups will be in lessons on this day.

### **Mental Health Support**

We understand this has been a very difficult period for a number of reasons and some of our pupils and families may require some additional support as they re-adjust to school life. There will be several measures put into place to support the emotional needs of our children and our families. The first part of the half term will be devoted to supporting the well-being of our children. This will include PSHE/wellbeing sessions delivered within form times and PSHE Lessons and all staff being trained on signs to look for to support with mental health and well-being. Our Welfare Officer and Welfare Support staff and other trained mentors/staff are available on site to help any pupil with this, students will be informed regularly as to how to access this support as well as being signposted to areas of support outside of school where this is appropriate.



### **Educational visits**

Current Government advice states that in the autumn term, schools can resume non-overnight domestic educational visits for pupils. The official guidelines for this will continue to be updated and school will respond accordingly, families will be kept updated on this matter. An updated School Calendar will be available to pupils within the next few weeks that will include key dates for pupils and parents.

### **Support for pupils and families**

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Kooth [www.kooth.com](http://www.kooth.com) Kooth is an online service offering free emotional and mental health support to young people.
- Childline
- NSPCC

### **Curriculum Delivery**

As mentioned, students will also be in year group 'bubbles' for their lessons. In general, pupils will have the vast majority of lessons in the same classroom and teachers will move as required. Our priority is to resume teaching and learning within safe and calm environment. We aim to do this with minimal disruption and are confident these new safety measures in classrooms and around school this will not have a negative impact on the education and learning taking place and expect all pupils' full support, cooperation and participation.

### **Equipment in the classroom**

Due to the Government Guidelines, there are some restrictions on the sharing of equipment within the classrooms therefore use of schools resources and apparatus will be limited, this includes specific related subject equipment i.e calculators, stationary etc. We also advise students not share their resources with each other so we ask that all pupils carry their own equipment according to their daily lesson timetable.

### **Appointments and visitors to school**

No adults will be allowed on-site except in rare cases through an authorised appointment - site protocols will be explained prior to such a visit. Where possible all meeting with staff in school will take place virtually (Teams/Zoom) or over the telephone. Appointments need to be made in advance to ensure all safety protocols are followed. Families are not encouraged to gather at the school gates before or after school. In the event of a child being ill in school, parents will be contacted with details of pick up point. We expect parents and guardians to collect their child promptly/within the soonest time possible-however we will not allow other pupils to leave school site early even if there are car share issues.

## **Frequently Asked Questions - FAQs**

### **1. What time will my child come to school on the first day?**

Pupils will come to school as if it is a normal day. The new times are included in this pack as is the academic start date of each specific year group

### **2. I don't feel comfortable about sending my child to school. Do they have to attend?**

The Government guidance states that attendance is compulsory. The exception to this is that if your child, or a member of the household, is showing any Covid 19 symptoms they must self-isolate and notify the school immediately

### **3. How will the school be helping my child to catch up with missed learning?**

In addition to the distance learning and online classes that took place from home in June/July, plans are in being put in place to help your child close any knowledge gaps that they may have. More detailed information will be available at the start of term.

### **4. Will my child have to social distance away from other pupils?**

Government guidance states that pupils within each bubble (i.e a year group) do not need to social distance from each other when in school. However, they must not mix with other pupils from another bubble whilst in school. Detailed plans are in place to ensure that pupils keep their distance from other pupils.

### **5. What are the arrangements for lunchtime?**

Each year group will have a 30 minute lunch time, separated from other year groups. They will have to bring a packed lunch, as food/snacks will not be sold on-site. Pupils will be encouraged to go outside during lunch and break times (barring inclement weather) on a rotational basis therefore appropriate outer clothing must be worn in line with uniform policy.

### **6. Does my child have to wear school uniform?**

All pupils must wear the correct Jamia uniform. Please refer to the uniform policy

## **7. Why can more children now return to school?**

The government's decision is based on the following thinking:

Since the decision was made to close schools for statutory provision, our understanding of the virus and its longer-term impacts has continued to develop. We know that we are going to have to live with it for some time and it will remain our biggest challenge for the foreseeable future. Although it is not possible to ensure a totally risk-free environment, research tells us that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is also no evidence that children transmit the disease any more than adults. Taking into account the improved situation we now find ourselves in, the balance of risk is now overwhelmingly in favour of children returning to school. Being out of school is detrimental for children's short and long term academic development and their health and wellbeing, particularly for disadvantaged children. We know that lower academic achievement also translates into long-term economic costs. We also know that school closures have affected some families' ability to work. Getting our learners back into school as quickly and as safely as possible will bring positive benefits on a number of fronts not least their mental and emotional wellbeing.

## **8. What is the classroom size for classes.**

Class sizes will vary according to your child's teaching group, option subject and year group but will be a maximum of 25 pupils.

## **9. How will you limit the risk of infection for my child?**

We have carried out a detailed risk assessment ahead of September re-opening and a comprehensive programme of measures to limit the risk to staff and children including:

- Rearrange classrooms - ensuring desks and chairs are all forward facing.
- Minimal mixing of different year groups - children will generally stay in their year group bubbles. Year 7-11 will be in a totally separate bubble to 16+ students.
- Year 7-11 will have a separate access/entry point to 16+ students which will allow students to enter, leave and manoeuvre inside and outside the school building within their bubbles.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. .
- Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach in every classroom.
- Cleaning frequently touched surfaces more often

## **10. How will I drop off and collect my child?**

Please try to social distance from other parents if you are walking your child to school, even if this means waiting further away. Try to drop your child as near to 8.50am as possible. If coming by car, please park with courtesy and regard to the residence and community. Please remain in your car whilst dropping or collecting your child and avoid car sharing with children from other year groups.

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