



11/09/2020

Dear Parents,

**Remote/Online Lessons**

Assalamu Alaikum wa Rahmatullahi wa Barakatuhu

We pray that you are in the best of health and Iman.

We would like to once again thank you for your support and duas during the ongoing Coronavirus crisis.

We are writing to you to explain the Jamia’s arrangements for remote/online lessons. We have carried out risk assessments, trained our staff, re-arranged timings and reviewed and produced policies - among other actions – in order to be as well prepared as possible to deliver remote/online lessons.







InshaAllah, online lessons for all students will commence next week as detailed below:

**Online Platform:** Zoom      **Days:** Monday to Friday

**Lesson Times:**

	5:00 – 5:30	5:30 – 6:00	6:00 – 6:30	6:30 – 7:00
<b>GIRLS MAKTAB</b>	Group 1		Group 2	
<b>GROUP 1</b>	Junior Maktab 1	Boys Maktab 1		
<b>GROUP 2</b>	Junior Maktab 2	Boys Maktab 2		
<b>GROUP 3</b>	Junior Maktab 3	Boys Maktab 3		
<b>GROUP 4</b>	Junior Maktab 4	Boys Maktab 4		
<b>WHOLE CLASS</b>		Junior Maktab	Boys Maktab	

**KEY**

 Apa Sufia	 Ml. Habeel	 Ml. Hashim
 Ml. Saeed	 Ml. Usman	 Ml. Naadim

## Grouping Arrangements and Curriculum

For logistical reasons, pupils in Junior Maktab (JM) and Boys' Maktab (BM) will be placed into small groups of 4 students (hence Junior Maktab and Boys' Maktab classes will be divided into four groups each). Each group will have their own dedicated teacher (Ustadh). After completing their lesson with their respective teacher, JM and BM pupils will log-in to a whole class learning session supervised by another teacher.

The Girls' Maktab (GM) will be divided into 2 groups, taught by the same teacher at varying times.

We will communicate individually with parents about which group your child is in.

<b>JM Group</b>	<b>Teacher</b>
Junior Maktab - Group 1	Mawlana Saeed
Junior Maktab - Group 2	Mawlana Habeel
Junior Maktab - Group 3	Mawlana Usman
Junior Maktab - Group 4	Mawlana Hashim
Junior Maktab Whole Class Session	Mawlana Naadim

<b>GM Group</b>	<b>Teacher</b>
Girls' Maktab - Group 1	Apa Sufia
Girls' Maktab - Group 2	Apa Sufia

<b>BM Group</b>	<b>Teacher</b>
Boys' Maktab - Group 1	Mawlana Saeed
Boys' Maktab - Group 2	Mawlana Habeel
Boys' Maktab - Group 3	Mawlana Usman
Boys' Maktab - Group 4	Mawlana Hashim
Boys' Maktab Whole Class Session	Mawlana Naadim

In order to make online lessons as efficient as possible pupils will continue with the normal curriculum as far as is practical. Pupils' *sabaq* may be adjusted to align groups, and lesson content may be reduced/increased.

## Online Platform

We will be using the online platform 'Zoom' to deliver lessons. **Parents are required to download the free app prior before Monday 15<sup>th</sup> September 2020. (Best to use a tablet or laptop).**

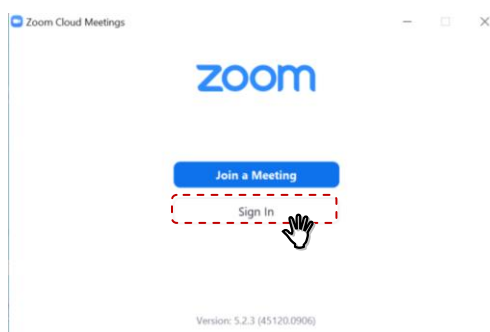
## HOW TO USE ZOOM

### DOWNLOAD ZOOM

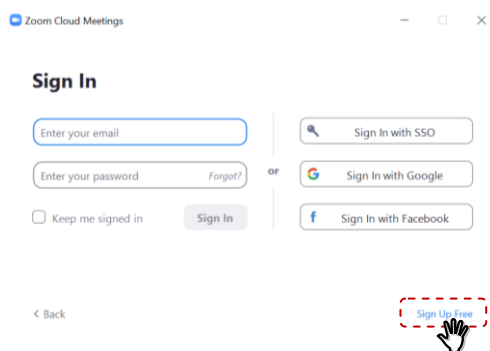
- 1 Download: ZOOM Cloud Meetings



- 2 Click Sign In

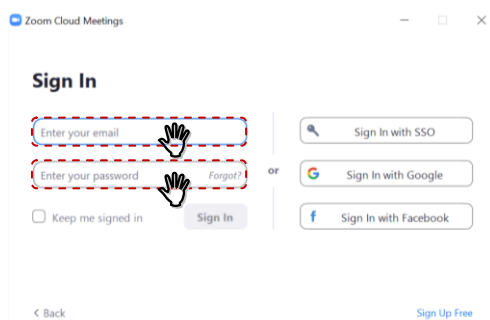


- 3 Click Sign Up



\* You will have to complete the form online.

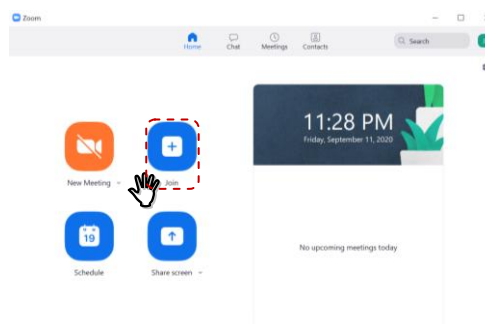
- 4 Enter Email Address and Password



### LOGIN TO YOUR LESSON

Once you have logged in to Zoom, the following window will appear:

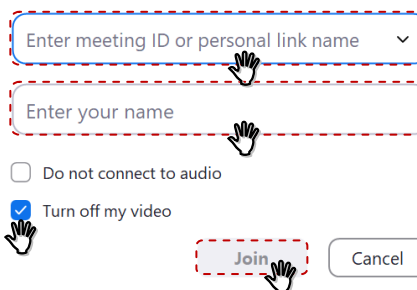
- 1 Click Join



- 2 Enter Meeting ID, Name – Click Join



### Join Meeting

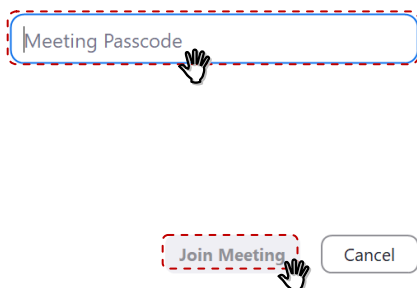


\* Please click *Turn off my Video*

- 3 Enter Password – Click Join



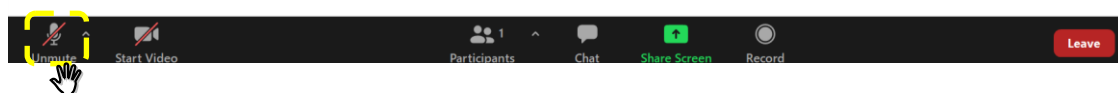
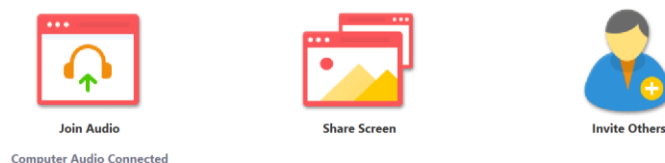
### Enter meeting passcode



## HOW TO UNMUTE YOUR AUDIO

If teacher cannot hear your child, perhaps the microphone needs to be enabled.

If your child cannot hear the teacher, perhaps the volume on the device needs to be turned up.



### Expectations of Pupils/Parents

Assuming they are well enough to work, students are expected to:

- Complete all work set for them and submitting work which is requested for feedback promptly
- Check emails regularly and read and respond to communication from the Jamia
- Where students experience problems with IT systems or any other matter that may affect their ability to participate in distance learning, they/parents should proactively contact the Jamia at [info@jamia.co.uk](mailto:info@jamia.co.uk)
- Students/parents are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in Jamia. This includes but is not limited to:
  - Ensuring appropriate language is used in online comments or emails, and that any comment is on-topic and relevant to the task in hand.
  - Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
  - Ensuring that clothing is appropriate, following the uniform policy.

Parents should:

- Stay within viewing and listening distance of their child to ensure their child is engaged according to timetable and is safe online.
- Ensure their child is in attendance and punctual online
- Inform the Jamia of absence on [info@jamia.co.uk](mailto:info@jamia.co.uk)
- Make sure their child has access to a desktop computer, laptop or a tablet.
- Make sure their child has somewhere they can work at home and allow for 2 hours of study each day .
- Report any safeguarding or other concerns whether online or in general to the Jamia's Designated Safeguarding Lead (DSL) via email at [info@jamia.co.uk](mailto:info@jamia.co.uk)
- Suitable environment – Pupils must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is appropriate, a bedroom or bathroom is not.
- **For the safety and wellbeing of pupils, parents should ensure the video feature of Zoom is not enabled.**

## **Coming Weeks**

We will inshaAllah proceed with online lessons as follows:

**Monday 14<sup>th</sup> September** – Introductory session (teacher/student /parents introductions and get used to online platform)

**Tuesday 15<sup>th</sup> September**– Online lessons start (for at least two weeks)

We will continue to monitor and review our processes and set-up during the coming days and weeks. Madrasah arrangements, therefore will remain subject to change. At the same time we will continue to plan for a phased on-site re-opening and will communicate arrangements to parents accordingly.

## **Contact Details**

Finally, it is very important that the parents keep the Jamia up-to-date with changes to contact details. If you haven't already done so, please urgently provide our admin team ([info@jamia.co.uk](mailto:info@jamia.co.uk)) with a parental contact email address so we can maintain effective communication.

Please also kindly keep the Jamia in your duas.

JazakAllahu Khayran

Wassalam

**Admin.**