

# **PARENT/PUPIL GUIDE**

## **Arrangements for full reopening of Jamia Siraj ul Uloom in June 2021**

*\*This guide is subject to changes in line with updated government / local guidance documents and the Jamia's  
Risk Assessment Reviews*

### **Staff and Pupil Health and Wellbeing**

*We will put in protective measures to make Jamia as safe as possible for children and staff upon their return in June, and health and wellbeing remain a paramount concern for us. Please be assured that all health and safety regulations are applied to ensure, as far as*

*possible, that all staff and pupils remain safe and well during these unprecedented times. We have conducted a Risk Assessment for Full Reopening of the Jamia in October 2020 and June 2021. This document is based on the findings of the Risk Assessment.*

*Please read this document carefully and adhere to the guidance set out to help us keep our Jamia community - pupils, staff and parents - as safe as possible.*

*If you have concerns of any nature, please do not hesitate to bring these to the attention of the Jamia management immediately. Every effort will be made to support and accommodate your needs where possible, insha'Allah.*

*We thank you for your continued support and cooperation.*

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## 1. PREVENTION MEASURES

Please **do not send** your child to Jamia if **he or anyone in the same household or Support Bubble** has any of the typical Covid-19 symptoms.

**The main symptoms of coronavirus are:**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

*Most people with coronavirus have at least 1 of these symptoms.*

**What to do if your child or anyone in your household have the main symptoms of coronavirus:**

1. Get a test to check if you have coronavirus as soon as possible and engage in NHS Track and Trace.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
3. Inform the Jamia's administrators.

Please note that you may need to provide details of anyone that you or anyone in your household has been in close contact if asked by NHS Test and Trace

See <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Anyone you live with, and anyone in your support bubble or with whom you have been in close contact, must also stay at home and self-isolate until you get your result. Other members of the household, including siblings, must self-isolate for 10-days from when the symptomatic person first had symptoms.

Apply for a test online on GOV.UK. Or call 119 if you have problems using the internet.

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

**\*\*\* Test results must be reported to Jamia as soon as these are received. \*\*\***

## Prevention Measures

- **Staff and students (where applicable) to Self-swab and test** twice a week at home and report results back.
- Children and adults will **wash their hands** with soap and water regularly as required, including when they arrive at Jamia (entry-point hand sanitiser). (There is no eating, changing of classrooms etc.)
- Pupils will be reminded to practise **respiratory-** and **cough etiquette**: Cover nose and mouth with tissue when coughing or sneezing, dispose of tissue immediately and wash hands → 'Catch it, bin it, kill it!'
- **Minimising contact between individuals**: Pupils have been grouped into separate 'Bubbles' to reduce the risk of contamination through widespread social contacts as much as possible. Pupils will spend most of the day with their own year group (class), but will have contact with other pupils in (1 or 2 more classes) in their Bubbles during certain times.
- **Enhanced cleaning**, including cleaning frequently touched surfaces often.
- **Additional risk assessments** will be written where any pupil or a household member of pupil is identified as being clinically vulnerable or extremely clinically vulnerable. Parents must complete the relevant surveys for this.

## 2. GROUPING OF PUPILS - BUBBLES

Jamia Specific									
Bubble	Class	Area	Start	Finish	Entrance	Exit	WC	WC Timing	Entrance Supervision
A	Y1, Y2, Y3	30 GF Lunch Hall	6:00-6:05pm	8:00-8:05pm	30	30	Wudhu Khana WC	If required	M Saeed Desai
B	Y4, Y5, Y6	34-36 GF Main Hall	6:00-6:05pm	8:00-8:05pm	34-36	34-36	Disabled WC	If required	Naadimul Islam
Staff (M)							34-36 Single WC	If required	
Staff (F)							FF Passage	If required	

### **Minimising contact between individuals**

Pupils will stay within their class group for most of the session, but may have contact with other pupils in their Bubble at some point during the session.

Pupils will be allocated their own seat/place in class and desks will be, as far as possible, forward facing. Pupils will be supported to maintain distance, where space allows, and not touch staff and their peers where possible. At times teachers will need to see pupil work at their desks, however this will be done as a minimum and in a way that keeps some distance between teacher and pupil.

If specialist rooms have to be used, equipment and surfaces will be cleaned between use by different bubbles.

Bubbles have been allocated their own WCs. Pupils will be encouraged to clean any surfaces which will be touched by them. In any case, enhanced cleaning measures will be in place.

**Please note:** If any pupils are part of a car share scheme where there are pupils from different Bubbles then please inform the Jamia immediately. Where possible this should be avoided and if it cannot be avoided then the pupils **MUST** not be sitting in a way that they are next to each other or touching each other.

## **3. ROUTINES**

Before leaving home, please ensure that your child/ren:

- Use the WCs, wash their hand for at least 20 seconds with hot water and soap and make *wudhu*
- Wear the correct Jamia uniform
- Have a small bottle of sanitiser with them for emergency use
- Have their Qur'an/books with them
- Have a water bottle

- Have a small packet of tissues with them in order to practice good respiratory hygiene (when needed) by following the 'catch it, bin it, kill it' approach
- Is reminded about social distancing whilst in Jamia and the new behaviours that are expected from all pupils under pandemic conditions
- (If using public transport and aged 11 and above) they have a face covering/mask with them.
- (when Salah is performed at Jamia) have a prayer mat with them
- (if face coverings are used i.e. communal areas) have a bag to put used face covering in to take back home

On returning home every day, please ensure that your child/ren:

- wash their hand for at least 20 seconds with hot water and soap



#### 4. DROP-OFF AND COLLECTION

Jamia Specific									
Bubble	Class	Area	Start	Finish	Entrance	Exit	WC	WC Timing	Entrance Supervision
A	Y1, Y2, Y3	30 GF Lunch Hall	6:00-6:05pm	8:00-8:05pm	30	30	Wudhu Khana WC	If required	M Saeed Desai
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Staff (M)							34-36 Single WC	If required	
Staff (F)							FF Passage	If required	

## **Drop-off and collection of children**

As pupils generally arrive at slightly varying times, we have kept the same arrival time for all Maktab Bubbles (TBC on re-opening) and another arrival time for all Alimiyyah Bubbles. If, whilst monitoring this, it is found that there is congestion at the gates, we will make adjustments and inform parents/pupils.

We have staggered the finish times for Maktab (TBC on re-opening) and Alimiyyah classes to keep groups apart as they leave Jamia. In the interest of health and safety we ask that any parent dropping off or collecting their child/ren, **leaves immediately** after drop-off or collection and does not linger at the Jamia gates to avoid contact with other groups.

We encourage all staff, parents and pupils to walk or cycle to Jamia where possible and avoid using public transport.

**Where parents collect their child/ren from Jamia, we are urging** all parents to adhere to the set timings(see table above)and **be punctual**:

- At home-time pupils must be *collected promptly* in line with timings stated above. Parents must observe social distancing whilst waiting for their child/ren to come out of Jamia, for secondary aged pupils and above, it will be better to have a set pickup point a little distance away from the Jamia gates to help with the social distancing measures. Please avoid getting out of cars where possible and certainly avoid congregating at the Jamia entrance.

We ask parents not to enter the Gates and to leave immediately once their child/ren reaches the gates (or goes inside the Jamia premises). All class teachers will be in their classrooms ready to welcome pupils.

### **Late Arrivals:**

The main and side doors will be closed at the end of the opening-time window.

Pupils who arrive late, i.e. after the above times, must use the main entrance. Pupils must enter the reception area on their own where they will be registered by office staff, sanitise their hands and then go to their classroom.

If several pupils from different bubbles arrive (late) at the same time, then the pupils will need to maintain 2m distance between themselves whilst entering the Jamia premises.

## **5. FOOD AND DRINK**

With the exception of drinking water, food and drink are not allowed to be brought in.

## **6. PRAYER / QUR'AN**

There will be no congregational prayer at the Jamia. Pupils will be expected to have performed their prayers prior to their sessions. Isha Salah can be performed by pupils after home-time at home.

All pupils should do their wudu at home before coming to Jamia.

Qur'an and any other recital will be managed by ensuring:

- Pupils do so within their bubbles only
- Pupils are socially distanced
- Are in a well-ventilated area
- Are not reciting loudly
- Back-to-back or face-to-face positioning is used
- Pupils aged 11 years and above and their teacher wear face covering in communal areas (e.g. passages) unless exempt.

## **7. STATIONERY / SHARING OF EQUIPMENT**

Onsite Maktab classes will not involve any written work in the main.

Alimiyyah pupils are strongly encouraged to bring in a laptop or tablet with PDF files of all curriculum books rather than bringing in physical books.

Sharing of equipment will be kept to an essential minimum and equipment cleaned regularly along with frequently touched surfaces.

ICT equipment: Computer stations and other such equipment will be sanitised before use.

## **8. JAMIA UNIFORM**

Normal Jamia uniform will apply. Face coverings must be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas unless exempt.. Pupils should keep a bag with them for storing the face mask.

## **9. EXTRA -CURRICULAR ACTIVITIES**

Internal activities during Jamia time may be carried out if all health and safety measures can be observed.

## **10. COMMUNICATION WITH PARENTS**

The main means of communication will be via telephone, emails, text messages and the Jamia website.

Any essential face-to-face meeting can only be held if all social distancing guidelines can be met, and arranged by appointment only, except in case of emergencies. Please note that there is no waiting area in Jamia, hence parents who do arrive for a meeting will only be permitted to enter the Jamia premises when the person they are meeting is ready to meet them (which may or may not be on time).

If there is an urgent message, it is best to phone the Jamia office (Mon-Thu 5-6pm & Fri 5-7pm) and admin staff will pass on the message to the Headteacher or class teacher as appropriate.

There will be no face-to-face parents' evenings for the first term at least. However, parents will be kept informed of their child's progress via our normal pupil progress reports at the end of the Autumn Term. We hope to be able to hold parents' evenings later in the academic year.

## **11. CATCH UP PROVISION AND CURRICULUM SUPPORT**

All subject teachers will highlight areas of Jamia work which were not covered in Jamia due to lockdown. Subject teachers will use in-class observations and informal assessments to gauge where pupils are in their learning and identify if and where interventions and re-visiting of topics is required. We aim to do this as soon as possible.

Once we have established the gaps in learning we will provide a catch up intervention program and inform parents how we plan to carry this out if required.

## **12. HOMEWORK**

To reduce the risk of cross contamination what comes in and goes home from Jamia each day will be limited to essentials. Written work will not be set in the main. Where it is set, it will be collected with safety measures in place.

## **13. PUPIL MENTAL HEALTH AND WELLBEING**

### **Mental health and wellbeing**

On the first day back at Jamia, there will be a focus on the health and wellbeing of pupils with the aim of making the transition back to Jamia as smooth and stress-free as possible. Pupils will engage in activities that will offer them opportunities to express their feelings and talk about COVID-19 and lockdown. Teachers will discuss new procedures and rules that have been put into place to keep the Jamia community as safe as possible and practise new routines.

All teachers have participated in Mental Wellbeing Awareness training and will continue to monitor pupils' wellbeing and transition back to Jamia throughout the term.

If parents have a particular concern about the mental health and wellbeing of their child/ren or if they experienced COVID-19 related bereavement during lockdown, we ask parents to inform Jamia before the return of their child/ren to ensure that a sensitive approach is taken by the child/ren's teachers.

#### **14. VISITORS / MEETINGS WITH PARENTS**

We will minimise the number of visitors to the Jamia, including parents.

Face-to-face meetings with parents in Jamia will only be held if the matter cannot be addressed or resolved via telephone conversation.

Meetings will be strictly by appointment only, except in the case of emergency.

Hand sanitising protocol will be maintained on entry and contact details taken from all visitors to aid with Track and Trace if necessary.

#### **15. PUPIL HAS SYMPTOMS IN JAMIA**

In the event that any pupils exhibit any of the symptoms of Covid-19, the pupil will be isolated (placed in the medical room). Parents will be called and will be expected to pick up their child from Jamia as soon as possible. The return journey home cannot be made on public transport, hence parents need to pick up their child/ren by car or arrange for a close relative/friend to pick them up (in the case of the latter, parents must inform the Jamia about who will pick up their child/ren). In the case where parents cannot arrange transport, the Jamia will arrange for a taxi. Parents will be liable for the cost of the taxi fare.

Parents must ensure that their child takes a Covid-19 test and inform the Jamia of the outcome. The pupil cannot return to Jamia until a negative Covid-19 test is produced.

This may be a daunting experience for the pupil and staff will be trained to ensure that they do not do or say anything that will adversely affect the mental wellbeing of the pupil. However, please be aware that any staff that will interact with pupils showing symptoms, will wear additional PPE (gloves, masks and/or face shields, aprons) in order to keep them safe.

## **16. STAFF MEMBER HAS SYMPTOMS IN JAMIA**

In the event that any staff member exhibits any of the symptoms of Covid-19, the staff member will be isolated expected to go home immediately (unless he/she requires assistance in this). The staff member must take a Covid-19 test and inform the Jamia of the outcome. The staff member will not be able to return to the Jamia until a negative Covid-19 test is produced.

## **17. JAMIA CLOSURE**

Further Jamia closures may occur due to rising cases of Covid-19 locally or nationally.

In the event that there are too many staff absences and the Jamia deems that it cannot keep all pupils safe, then the Jamia may close until such a time that sufficient cover staff are available to keep pupils safe.

In the event of Jamia closure (for any reasons), teachers will continue to provide work online. It is very important that parents monitor the work that pupils do online in such circumstances. In all cases fees will be payable.

## **18. RISK ASSESSMENT**

Preventive and protective measures will be monitored regularly and the Risk Assessment is subject to reviews and updates in line with any issues identified and changes in public health advice. The Jamia will continue to follow health and safety guidance issued by the government and local authorities.

## **19. POLICIES**

Parents can find new policies which ensure that the Jamia is in line with new regulations on our website.

Class teachers will discuss new rules, procedures and expectations with pupils, which include clear sanctions for anyone ignoring or deliberately flouting the rules, including exclusion where required.