



## A summary of the arrangements for return to Karima School

Asalaam alaikum Dear Parents and Guardians,

We pray this reaches you in the best of health and Imaan ameen.

With the summer holiday now drawing to a close, we know that parents and families will have lots of questions about how we plan to reopen the school. We have worked together to develop a way forward; the actions that we are taking to keep everyone safe are provided in the information below.

### Where will classes be held and when will the children start back at school?

- Classes will be held at Castlefield Community Centre (CCC).
- There will be a phased return to the school insha'Allah as follows:
  - Beginners 1 & 2 - Monday 7<sup>th</sup> September
  - Intermediate - Tuesday 8<sup>th</sup> September
  - Advance 1 & 2 - Wednesday 9<sup>th</sup> September
- Induction sessions will be held online Friday 4<sup>th</sup> September, form teachers will make contact with parents to provide more details.

### How will the start and finish times be staggered?

Classes will have staggered start and end times with separate entrances as follows:

Class	Days at CCC	Arrival time	Collection time	Room	Entrance/Exit
Beginners 1	Mon-Thur	5:00	6:30	Library	Library Fire Door
Beginners 2	Mon-Thur	5:00	6:30	Main Hall	Main Hall Fire Door
Intermediate	Mon-Thur	5:05	6:35	Side Hall	Main
Advance 1	Mon-Thur	5:10	6:40	Main Hall	Main Hall Fire Door
Advance 2	Mon-Thur	5:10	6:40	Karima Room	Main

- We are hoping for access to two rooms at the Children's Centre, once we have received permission to use these, we will revise the allocation of rooms and entrances.

### How will the school run on a Friday?

- Access to CCC on Fridays will be required for Alimiyyah classes (these will be starting at the end of the month).

- Beginners 1 & 2 will have a revision day on Fridays at home. On occasion they will have lessons in person at alternate venues, details will be provided ahead of these sessions.
- Intermediate and the advance classes will have online classes.

### How will the drop-off and collection work?

In order for us to maintain social distancing during school drop-off and pick-up periods, please observe the following:

- Parents are encouraged to walk their children, cycle or get dropped off in a private vehicle. Government guidance stipulates that children should not car share with anyone outside their household (or bubble).
- Carpark entrance will be closed, leaving the area free for children to line up.
- Teachers will be outside to receive students, whilst encouraging social distancing, will escort them to their class. During extreme weather conditions, children should be dressed appropriately so that protocols for drop off or collection do not need to change.
- Non-contact temperature reading devices will be available to staff. We will not check all students' temperatures every day but reserve the right to check the temperature of any student at the point they enter the building or any time during the sessions.
- Parents will need to maintain physical distancing by not gathering at the carpark, also not arriving too early or waiting once they have dropped off/collected their children.
- Siblings starting at later times must remain with their parents and stand away from other students and parents.
- Only one adult must bring and collect your child. This does not have to be the same adult each time.
- If a student is late to class, parent/guardian must wear a face covering and bring the child to the class door but must not enter the building (lateness will be challenged and strongly discouraged).
- Collection - Teachers will ensure children are ready with their belongings and escorted outside at the assigned collection time to ensure a quick handover to parents. This must be adhered to strictly to ensure other class collections are not compromised, and the number of people in the carpark is limited.
- Teachers must commit their time to ensuring that all children are safe; therefore, all parent/teacher liaison/meetings will need to be conducted via telephone calls or online.

### Face Masks/Coverings

- Face masks are not required at the school as children and staff are mixing in consistent groups.
- Teachers will maintain social distancing.
- We will continue to monitor government guidance on face masks

### What hygiene measures are in place?

- Cleaning and hygiene products and equipment will be available in all rooms.
- Mini desks and frequently touched surfaces will be cleaned prior to and after use.

- Children will be required to sanitise their hands on arrival and dismissal, if they leave the room or if they cough or sneeze.
- Students will be encouraged to not touch their mouth, eyes and nose.
- All classes will have a bin with a foot pedal and lid to discard used tissues. Children will be told that coughs or sneezes are to be caught in a tissue and disposed of immediately. Public Health's Campaign of "catch it, bin it, kill it" will be promoted.
- Separate toilets will be allocated to different classes. Good hand hygiene will be promoted, and children encouraged to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.
- Toilets will be cleaned prior to the start of the school and cleaned after the children have left.
- Monthly assemblies and singing in large groups are currently suspended.
- Classroom based resources (books, games), will only be used and shared within designated classes. Shared resources will be clearly labelled. Cleaned prior to and post use.

#### How will we make sure that children are socially distant with each other?

- Students will be supported to maintain distance and not touch staff and their peers where possible.
- Students are in a consistent group, in different rooms - thereby considerably reducing the extent to which students are mixing with others.
- Students will sit side by side and facing forwards, rather than face to face or side on.
- When Salaah times coincide with school time, staff and students will bring in their own prayer mats and pray individually in their classrooms with a suitable distance.
- With primary aged children social distancing may not always be possible; however, when circumstances allow staff will avoid close face to face contact and minimise time spent within 1 metre of anyone.
- Students who do not behave or exhibit behaviour that puts themselves or others at risk (e.g. coughing for a joke) will be sent home.

#### What will the children need to bring from home?

- Students will need to bring in their own labelled pencil case, with equipment required for learning (pen, pencil, rubber, ruler, glue stick etc.). These items will not be shared.
- We request parents provide their child with a hand sanitiser that they will keep with them and pack of tissues.
- Personal Belongings need be kept to a minimum and to that which is necessary.

#### How will we ensure that the children settle into their new class? How are we going to support their wellbeing after such a difficult time?

- The first few sessions will be used to allow the children to share their experiences of Covid 19
- We will also build a culture of social distancing and regular hand sanitisation.
- We understand that the majority of our children will not have been in school for over five months, teachers will therefore take their time to make sure that the children settle in.

#### What happens if a child becomes ill in my child's class?

- Any child or adult showing signs of infection will **not be allowed** on the premises.
- If a child displays any symptoms of COVID-19 whilst in our care, parents will be requested to collect immediately and be tested as soon as possible. This can be arranged by visiting [NHS.UK](https://www.nhs.uk) or calling NHS 119.
- The student will not be allowed back into school (nor will any siblings) until they receive a negative test result.
- Whilst the child is awaiting collection, they will be moved to a safe space (within the classroom), which is at least 2 metres away from other people.

#### What if a family member becomes ill?

- If a member of a child's household tests positive for COVID-19, the child and the household members must self-isolate for 14 days.
- For students who are well and at home (self-isolating) teachers will ensure the same material as students who are in school, can be made accessible to them.

#### What if my child's teacher is self-isolating or becomes ill?

- We will endeavour to arrange cover for staff so lessons (in person) may continue uninterrupted; however, if this is not possible, if the staff member is well and isolating at home, they will arrange online classes.

#### Where can I find more details of the measures that are being taken?

- The school's Risk Assessment will be available on Karima Foundation's website.

Should you have any questions, please contact the school's Senior Leadership Team and we will endeavour to answer your queries as quickly as we can. Everyone's health and safety is our priority and we hope that, by reading this letter, you are reassured that the school is taking every possible measure to create a happy, healthy and safe learning environment insha'Allah.

We look forward to welcoming the children back to school. May Allah t'ala remove all calamities from us, accept our duas and safeguard us always ameen.

Please continue to remember us in your duas.

Wa salam alaikum wa'rahmatullah

Ustadh Khaiam Shabbir  
 Director of Education  
 07853 150847  
[khaiam@karima.org.uk](mailto:khaiam@karima.org.uk)

Ustadha Parveen Dad  
 Headteacher  
 07872 941929  
[Parveen@karima.org.uk](mailto:Parveen@karima.org.uk)

Ustadha Shazia Akhtar  
 Senior Teacher  
 07795 480093  
[sakhtar@karima.org.uk](mailto:sakhtar@karima.org.uk)