



MANCHESTER ISLAMIC GRAMMAR SCHOOL FOR GIRLS

**Arrangements for full re-
opening of the school in
September 2020**

***Parents'
COPY***

PLANS FOR FULL REOPENING OF SCHOOL IN SEPTEMBER 2020

Staff and Student Health and Wellbeing

Health and wellbeing are a paramount concern for us. Please be assured that all health and safety regulations have been applied to ensure, as far as possible, that all staff and students all remain safe and well during these unprecedented times. If you have any concerns of any nature please do not hesitate to bring these to the attention of the SLT immediately. Every effort will be made to support you and to accommodate your needs where possible, Insha'Allah.

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Please do not send your daughter to school if she has any of the typical Covid-19 symptoms:

- **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

You can arrange a test for her at: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

1. Grouping of Bubbles/Teaching Areas

Bubble:
Key Stage 3 – years 7, 8, 9
Key Stage 4 – years 10,11

Students will be grouped in separate “bubbles” to reduce the risk of contamination due to widespread social contact. They will be taught in the same classroom all day, and will be allocated their own seat. Teachers will move between the rooms so that students do not mix with students from the other “bubble” during lesson changeover.

Where specialist rooms have to be used, e.g. for art and computer science, they will be cleaned between use by different bubbles.

2. Entry and Exit of Students

	Time of bell:	Entry Area:	On Arrival	Exit
Key Stage 3 bubble:	8.30am	Grey gate to the right of the main school entrance	Students must go straight to their form rooms or bathroom. All form rooms supervised by form tutors from 8.30	3.25pm from same entry gate
Key Stage 4 bubble:	8.30am	Stockton Road Entrance	Students must go straight to their form rooms or bathroom. All form rooms supervised by form tutors from 8.30	3.25pm from same entry gate
	8.45	Registration starts		

Morning routine:

The grey gate will be opened at 8.30am and closed at 8.45am.

All students arriving after 8.45am (KS3&4) enter through Stockton Road entrance; normal procedures for late arrival apply.

Afternoon routine:

Students leave via the appointed entrance for their Key Stage.

To ensure the safety of students leaving the school premises, parents must not drive on to the school car park. We request that parents do not leave their cars when picking up their daughters, to avoid unnecessary social interaction.

3. Before and after school arrangements

Arrival between 8am and 8.25am:

Students from both Key Stage 3 and Key Stage 4 enter via the Stockton Road entrance, and go to designated classrooms where they will be supervised until the start of the school day. KS3 students go to room 25 and KS4 go to room 28.

Students remaining after school for personal study up to 4.40pm:

KS3 go to Room 25 and KS4 to Room 28

4. Food and Drink

- No school lunches or tuckshop available.
- All students to bring a packed lunch.
- All students to bring a bottle of water.
- Water fountain open but only for refilling water bottles.
- No sharing of food amongst students allowed.

All other usual rules regarding food and drink still apply.

5. Break Times

Breaks will be staggered for each bubble (15 minutes for KS3 followed by 15 minutes for KS4).

Students will be supervised in their form rooms during the break period of the other key stage bubble, i.e. Key Stage 4 will remain in classrooms while Key stage 3 take their break, and vice versa. Students need to bring a Quran and a general book to read during the supervised sessions.

6. Lunch Times

There are two staggered lunches each day, one for Key Stage 3 and one for Key Stage 4.

7. Prayer Time

Prayer times will be staggered for each Key Stage.

Students will be expected to bring their own prayer mat (or travel prayer mat) and their own Mushaf/Quran. Salah will still be led in Jama'ah in their bubbles.

Wudu facilities will be socially distanced. Students must do wudu at lunchtime and only use facilities allocated to their bubble.

8. Lockers

Due to the Covid-19 restrictions, to reduce crowding in enclosed spaces, lockers will not be available for at least the first term. Students can leave their personal belongings under their desks in their form rooms during the school day, but must take everything home with them at 3.25pm. Classrooms will be locked during break and break times.

9. Sharing of Equipment/Stationery

To reduce the risk of cross contamination, there will no sharing of equipment and stationery. All students must bring their own pens, pencils, calculators etc. - staff are not permitted to lend equipment to students.

No sharing of textbooks.

PE equipment will be cleaned after every use.

ICT equipment - students will be handed an antiseptic wipe on entry to the classroom, to sanitise their own work station.

10. School Uniform

Students are required to wear FULL school uniform to school.

Uniform can be purchased from our suppliers from 1st August. It is preferred by the supplier to make purchases online. However if any parents wish to visit the store and have a personal experience of fitting they are more than welcome, but under current circumstances of social distancing, parents will need to contact the supplier in advance to arrange an appointment to visit.

To order the uniform, please visit the supplier's website at:

<https://only-uniforms.co.uk/>

To arrange appointments to visit the shop, please ring 0161 442 3397.

Arrangements for PE kit under Covid restrictions:

The PE changing room will NOT be in use. Therefore, students are expected to wear their PE kit to school on the days of their PE lessons under a plain black jilbab (no embroidery or embellishments of any kind).

Please note: Other than on PE days, the jilbab is only permissible as normal uniform in accordance with the regulations set out in the uniform policy.

11. Extra-curricular Clubs and Activities

External extra-curricular activities, including trips, will be suspended for the first term and reviewed in December for the start of the spring term.

Internal activities during school time may be carried out, but only if all health and safety measures can be observed.

12. Library

Due to Covid-19 requirements, to reduce the risk of cross contamination via books, the library will be closed to students for the autumn term at least.

13. Communication with Parents

The main means of communication will be via telephone, emails, T2P messages, school Facebook and website.

Any essential face-to-face meeting can only be held if all social distancing guidelines have been met, and arranged by appointment only, except in case of emergencies.

There will be no face-to-face parents' evenings for the first term at least. However, parents will be kept informed of their daughter's progress via our normal reporting systems, with the first progress report being sent out at the end of the autumn Term. We hope to be able to hold parents' evenings later in the academic year.

14. Detention

Detentions will take place as usual but will be on separate days for KS3 and KS4.

15. Catch up Provision and Curriculum Support

Exams and Assessment

Subject teachers will gauge where students are in their learning during the month of September and identify any intervention needs.

In October, the Maths, English and Science departments will hold informal assessments to identify on-going gaps in learning, and take appropriate measures to resolve these.

The December assessment arrangements will go ahead as normal.

16. Student Support (Intervention & Health and Well-being)

Head of Year personal reviews will take place early in the term to give students the opportunity to air any concerns they have following the lengthy school closure.

There will be no lessons for the first two days of term. The focus during this time will be on the health and well-being of our students, with the aim of making the transition back to normal school life as smooth and stress-free as possible.

17. Parental Meetings

Parental meetings in school will be strictly by appointment only, except in the case of emergency.

18. Risk Assessment

Please refer to the whole school risk assessment is uploaded on the school website and available from school on request.

19. COVID Behaviour Policy

The normal school code of conduct will apply and additional sanctions will be applied for students who contravene any Covid-19 health and safety measures, for example, entering non designated areas, use of wrong toilets, sharing of food and equipment, unnecessary physical contact, e.g. holding hands and hugging.

We expect all students to adhere to the Covid-19 health and safety measures and to be sensitive to the health and wellbeing of others at all times, therefore any exaggerated/prank/unsafe coughing will incur a severe sanction.