

MADANI SCHOOLS FEDERATION

Honesty | Excellence | Accountability | Respect | Tolerance

4th August 2020 | 14th Dhu'l Hijaa 1441 AH

Assalaamu 'Alaikum | (May His Peace, Mercy and Blessings be Upon You)

Dear Parent/ Carer,

Ref: Parent/ Carer September 2020 School Reopening Guide

I pray you are all well, in good health and enjoyed a blessed Eid ul Adha last week.

We are informed by the Government that *the balance of risk is now overwhelmingly in favour of students returning to school with the many benefits of being back in school far outweighing the very low risk from coronavirus (CV19)*. Whatever your view in this regard and we understand that there may be some apprehension, what is certain is that we are looking forward to welcoming back our students for the new academic year.

As schools, we are working tirelessly to plan following the latest Government guidance to balance and minimise any risks from coronavirus (COVID-19) and to provide a full educational experience for our students. Whilst schools are expected to use existing resources to make arrangements; given our unique context, constraints and limited site, we are in discussions with the local authority and the DfE for more support.

In welcoming all students back this autumn, alongside all schools we have been asked to minimise the number of contacts that a student has during the school day as part of implementing a number of 'system of controls' outlined by the Government to reduce the risk of transmission. We are also contingency planning for the possibility of another local lockdown or a spike in the future to ensure continuity of alternative education.

This following Parent/ Carer school reopening guide details our plans and in particular the system of controls we intend to follow rigorously; ALL Staff, Students, Parents and Carers are expected to adhere to these set of principles to maximise control measures, effectively minimise risks and protect each other.

The document also provides sections on all other areas such as attendance, attitude to learning, behaviour, education/ curriculum, remote learning and other pertinent areas for your information.

We are confident that the guide and this correspondence will inform you how we intend to manage risks from coronavirus (COVID-19) and make the school COVID-secure with measures being put in place to protect everyone.

If you have any concerns, feedback or suggestions, we would be more than happy to incorporate your feedback into our planning. I can assure you that it will be given proper consideration and feedback. Please feel free to email Headteacher@madani.leicester.sch.uk

Please also visit our website for the latest updates on our plans and risk management to return to school safely.

Best regards/ Wasalam

R.Laher

Riyaz Laher
Head of Schools

Madani Schools' Federation
Madani Boys School | [Madani Girls School](#)



Headteacher Mr Riyaz Laher | Deputy Head Mr R Maghrabi | Business Manager Ms N Radford

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MSF Parent/ Carer School Reopening Guide September 2020

The following systems and control measures including student expectations will be incorporated into relevant school policies and procedures from the start of new school year.

Systems of control - Prevention:

- 1) At Madani Schools, we will minimise contact with individuals who are unwell by ensuring that those who have symptoms, or who have someone in their household who does, do not attend school**

You must not send your child into school if they have any of the specific CV19 symptoms or have tested positive in the last 10 days.

Please note that any student developing symptoms during the school day will be sent home and advised to follow 'stay at home: guidance for households'. Therefore, they must self-isolate for 10 days and should arrange to have a test. Households (including any siblings) should also self-isolate for 14 days from when the symptomatic person first had symptoms.

Students awaiting collection will be moved to a designated CV19 room, with appropriate adult supervision and if students need to go to the toilet while waiting to be collected, they will also use a separate designated hygiene facility.

As a Parent/ Carer, you should be aware that anyone with CV19 symptoms should NOT visit the GP, pharmacy, or a hospital unless it is an emergency.

- 2) At Madani Schools, everyone will sanitise and clean their hands thoroughly and regularly**

Students will be expected to clean their hands and/ or sanitise regularly, this includes just before they leave for school (directly), when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

The school will provide sufficient hand washing and hand sanitiser stations for students. Should it be required for certain student needs, skin friendly skin cleaning wipes will be used as alternative. This measure and all control measures will be incorporated into the schools refined Attitude to learning (A2L)/ behaviour expectations for all students.

- 3) At Madani Schools, we will ensure good respiratory hygiene by all individuals, closely following and promoting 'catch it, bin it, kill it'**

The Governments 'catch it, bin it, kill it' campaign will be promoted to students and will be incorporated into the schools refined Attitude to learning (A2L)/ behaviour expectations for all students.

The school will ensure that enough tissues and bins are available in every classroom and throughout the school to support students to follow this routine.



Parents/ Carers are encouraged to access the e-Bug coronavirus (COVID-19) website <https://e-bug.eu/> with your child/ren in advance of the school year. Tutors will be using this resource with students from week 1 to encourage good hand and respiratory hygiene.

- 4) At Madani Schools, we have introduced enhanced cleaning, including cleaning frequently touched surfaces often, using approved cleaning products**

The school has recruited a team of additional in-house cleaners to work during the day to follow a rigorous and enhanced cleaning schedule. This will include more frequent cleaning of rooms, toilets, shared areas that are used by different groups, and frequently touched surfaces being cleaned throughout the day.

5) At Madani Schools, we will minimise contact between individuals and maintain social distancing wherever possible

The overarching principle is to minimise contacts between students and staff, whilst maintaining a broad and balanced curriculum.

At each Madani school, we will maintain distinct groups or 'bubbles' throughout the day based on the layout of the school, reducing movement, limiting interaction and restricting the sharing of rooms and social spaces between groups as much as possible; this will also enable staff to operate across different classes/groups in order to facilitate the delivery of the school timetable and deliver the full range of curriculum subjects and students to receive specialist teaching.

By maintaining distinct groups or 'bubbles', it will also make it quicker and easier in the event of a positive case to identify who and how many may need to also self-isolate and keep that number as small as possible.

See Annex for more details for each group including start times and locations.

In the classroom

In most instances, staff will maintain distance from students, staying at the front of the class within an allocated 2M staff only zone and keep any close face to face contact within 1 metre to a minimum. Support in lessons from the Teacher or via Teaching Assistants will be provided as normal, however SEND students will for this purpose be located at the front of each class.

We have made adaptations to classrooms to support distancing. This includes seating students' side by side and facing forwards in most instances.

For Physical Education lessons, all contact and team sports will not be permitted. It is likely that on the day of timetabled PE lessons, students will be expected to come to school in their full PE uniform.

Around the school

Each group will have a slightly staggered start and end times to the school day adopting a phased arrival and dismissal approach. Each group will also have specific designated areas for lessons and recreational time to ensure that movement around the school site is kept to a minimum and busy corridors, entrances and exits are avoided. Students are expected to remain within their allocated zones at all times.

Assemblies/ Collective worship

In line with Government guidance and site constraints, we will sadly not be in position to commence large gatherings such as assemblies or collective worship for the duration of Half term 1. Students will therefore be expected to perform Zuhr salah at home immediately after school. We are currently looking at alternatives with the local authority (such as provision for safer distanced ablution facilities) from Half term 2, particularly as winter timings commence from November.

Break/ Lunchtime

Students will remain in their distinct groups or 'bubbles' for recreational times. Whilst the kitchens will be operational from the start of the autumn term, it is likely that only packed lunches and cold refreshments will be available for the duration of Half term 1. Provision of food will be available for all students, including for those eligible for free school meals. Furthermore, to ensure distinct groups remain apart, lunchtimes are likely to be staggered and students will remain in their designated indoor and outdoor areas of the school.

Arriving at and leaving school

In addition to the mentioned staggered start and finish times to keep groups apart, we are also encouraging all students and staff to walk or cycle to school more if possible. This is to combat the virus in different ways, by promoting healthy active travel, reducing congestion and shifting demands from public

transport to other modes. If you must drop off and collect your child, walking or in a vehicle (household only), please do so by parking with consideration at a safe, walkable distance from the school for your child. This is in order to reduce all forms of congestion and gathering around the school.

Similarly, students must not gather outside the school or at the school gates. Students are expected to go directly to their group or line up area on arrival, maintaining as much distance as possible. Students will be escorted into the building and they must wash their hands or sanitise immediately entering the building.

Face coverings

Public Health England does not currently recommend the use of face coverings in schools because misuse can inadvertently increase the risk of transmission and have negative effects on communication and consequently education. Face coverings will not be worn in school by students, they are however required at all times on public transport (children over 11) and in shops.

Students must travel directly to school (strictly no shops), washing their hands before they leave and remain on the way in their household group only. Students travelling on public transport must follow the 'safer travel guidance for passengers' document provided and remove and dispose of temporary face coverings in the covered bins provided or place their reusable face covering in a sealable plastic bag for their return home.

Temperature checks

Please note that we will not take temperatures on arrival. Public Health England is clear that this is an unreliable method for identifying CV19.

School transport providers

For students accessing alternative school transport providers, parents/ carers are requested to:

- Share this guidance to providers and implore them to align as far as possible with the principles underpinning the system of controls adopted by the school
- Insist that only students from this school are grouped together, reflecting the bubbles adopted
- Ensure that hand sanitiser is used upon boarding and disembarking
- Request regular and additional cleaning of vehicles
- Request organised queuing and boarding where possible maintain distancing throughout including within vehicles as much as possible
- Ensure your child uses a face covering if they are likely to come into very close contact on the way and request the provider to ensure that all students comply

Parents/ Carers are strongly advised to avoid or limit use of external providers. This includes both for transport but also childcare or supplementary providers particularly if they cannot provide assurance that they are considering their own protective measures in line with the school measures and groups.

Travel to school survey

We will be contacting parents and carers and discussing the matter further with students to survey typical routes to school, potential alternatives and barriers. This is part of a school Department of transport campaign to promote active travel away from vehicles and public transport.

Visitors

Please also note that any meetings will be by appointment only and in most instances conducted remotely. In line with government guidance, no visitors including parents and carers outside of the school groups and bubbles will be allowed. However, this does not include specialists, therapists, clinicians and other essential staff for students with SEND.

A - Z Equipment and resources

Students must have their own frequently used core equipment (See MSF A-Z), such as pencils and pens and they must not be shared. Students should limit the amount of equipment they bring into school each day,

to essentials from the MSF A-Z and strictly no mobile phones. Staff and teachers can take books and other shared resources home, although unnecessary sharing will be avoided.

Classroom based resources, such as books can be used and shared within the bubble but will be cleaned/ disinfected when required along with all frequently touched surfaces. On the rare occasion that resources or equipment is shared between groups, such as sports, art and science equipment they will be cleaned meticulously or left for a period of 48 hours (72 hours for plastics).

6) At Madani Schools, where necessary, staff will wear appropriate [personal protective equipment \(PPE\)](#)

The vast majority of staff (excluding catering and cleaners) interacting with students will not require PPE such as face coverings. This form of PPE will only be needed:

- where an individual child or young person becomes ill (see 1 above)
- where a child has routine intimate care needs that involves the use of PPE

Relevant staff are provided the guidance on safe working in education, preventing and controlling infection, including when and how PPE should be used.

System of controls - Response to any infection:

7) At Madani Schools, we will engage with the [NHS Test and Trace process](#)

In line with the Department for Education guidance, ALL students, staff, parents/carers and all attendees of the school site must follow and understand the NHS Test and Trace process and be *ready and willing* to:

- book a test if they or their child are displaying symptoms. Students must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop symptoms (see 1 above)
- provide details of anyone you or your child have been in close contact with if you test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if you or your child have been in close contact with someone who tests positive or if anyone in the household develops symptoms

ALL students, staff, parents/carers and all attendees are encouraged to get tested, by booking through the NHS testing and tracing for CV19 website, or by telephone via NHS 119.

Parents/ Carers and staff must inform the school immediately of the results of a test:

- **Tests negative:** If you feel well and no longer have symptoms, they (and the household) can stop self-isolating.
- **Tests positive:** You must follow the 'stay at home guidance' and continue to self-isolate for 10 days from the onset of symptoms and then return to school. Please note that that cough or anosmia (loss of taste and smell) can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.

8) At Madani Schools, we will [manage confirmed cases of coronavirus amongst the school community](#)

In the event of a positive case, we will contact the local Public Health England health protection team (PHEHPT) immediately. At this point the PHEHPT will carry out a rapid risk assessment to confirm our groups or 'bubbles' of close contact and work with the schools through the situation.

Based on the advice from the health protection team, we will inform parents and carers definitive advice on who must be sent home. This is likely to include:

- direct close contacts – those who have had face to face close contact within 1 metre
- proximity contacts – those who have had extended close contact (within 1 to 2 metres for more than 15 minutes) with the infected individual

- those travelling in a small vehicle, like a car, with the infected individual

Household members (or staff) who were in close contact students sent home, do not need to self-isolate themselves unless they subsequently develop symptoms, but they should get a test.

We will NOT share the names or details of infected individuals with stakeholders other than with public health teams, where it is essential to protect others.

9) At Madani Schools, we will **contain any outbreak** by following local health protection team advice

In the event, that the schools have two or more confirmed cases within 14 days, or we have an overall rise in sickness absence where CV19 is suspected, we will:

- continue to work closely with the local health protection team and follow any additional action or advice provided
- consider other precautionary measures such as asking the entire group or bubble to self-isolate (whole school closures are not advised and will only be on the advice of health protection team)
- engage in consultation with the local Director of Public Health on other broader measures such as a mobile testing unit to test others (class, year group, school) who may have been in contact with the individuals who have tested positive

Attendance expectations

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. School attendance will therefore be mandatory again (unless a statutory reason applies) from the beginning of the year.

Therefore, we will continue to maintain an up to date record of attendance and will follow up on absences and lates. Where necessary, we will be required to issue sanctions, including fixed penalty notices in line with local and national guidance.

In line with government guidance from the DfE, parents and carers should be aware that the usual rules on school attendance will now apply and of your duty to ensure that your child attends regularly at school and on time.

Students who are shielding or self-isolating

In line with the guidance, the majority of students will be able to return to school. Shielding advice for all adults and children will pause during the summer holidays, subject to a continued decline in the rates of community transmission of coronavirus. This means that those previously on the shielded patient list can return to school, as can those who have family members who are shielding. Please see the government's latest advice on shielding for more information.

Where a student/ parent/ carer is unable to attend school because they are complying with clinical and/or public health advice such as isolation, we will immediately provide access to remote education and these absences will not be penalised.

If you are anxious about the return to school

We hope that the above information communicates both our systems of control and our clear and consistent expectations around school attendance. If you or your child have any concerns or are anxious about a return to school, we are more than happy to discuss this further.

For some students who require specific or specialist help and preparation for the changes to routine in advance or who are reluctant or anxious about returning to school or who are at risk of disengagement; we will make contact in the summer ahead of the new school year to plan with you for re-engagement.

Holistic Development/ Attitude to learning expectations

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Our ambition is to resume the *education, learning, wellbeing and wider development* of our students to get back on track with exceptionally high expectations.

At Madani Schools we are committed to:

- Support the rebuilding of friendships and social engagement
- Address and equip students to respond to issues linked to the pandemic e.g. bereavement
- Support students with their physical and mental wellbeing
- Incorporate this and emerging guidance in to A2L/ behaviour policies to protect students and staff
- Setting clear, reasonable and proportionate expectations of A2L/ behaviour
- Communicate new rules and policies clearly and consistently to all stakeholders, making clear the consequences, incentives and rewards

All hygiene, social distancing, attitude to learning and behaviour expectations referenced in this guidance must be clearly understood, and consistently supported by all students and stakeholders.

Any behaviour outside of this guidance that risks the safety of others will not be tolerated. Restart/ isolation provision will not be in place and students will be sent home immediately. Whilst it is extremely rare at our schools, please note that school powers related to exclusion and disciplinary remain in place.

Parents/ Carers are strongly encouraged to read through the guidance with students in advance.

Week 1 arrangements (Tuesday 1st September – Friday 4th September)

During week 1, there will be a staggered return to school as detailed below. Students are expected in school by 8.15am in full uniform (see accompanying uniform letter), lined up in the playground. Each day/s during this week will focus on the needs of the particular year group/s and reacclimatising to school, learning, the high expectations expected of students at the schools and new refined school rules and policies.

- Monday 31st August – Bank Holiday Monday
- Tuesday 1st September - Year 7 only
- Wednesday 2nd September – Year 7 and Year 8
- Thursday 3rd September – Year 9 and Year 11
- Friday 4th September – Year 10 and Year 11

Educational Excellence

Our ambition is to resume the *education, learning, wellbeing and wider development* of our students. Informed by these principles, to secure educational excellence at Madani Schools we will:

- Continue to teach an ambitious and broad curriculum in all subjects from the autumn term with some modification to the curriculum if needed at the start year
- Aim to return to the school's normal curriculum in all subjects by summer term 2021
- Plan on the basis of the educational needs of students
- Create time and capacity to cover the most important missed content required for progression
- Prioritise teaching time to address significant gaps in students' knowledge
- Increase emphasis on reading to assist with filling of gaps in learning
- Make effective use of regular formative assessment
- Make remote education a long-term sustainable endeavour to be an essential and flexible supplementary component in the delivery of the curriculum for students, alongside class teaching
- Plan to ensure any students educated at school or at home for any duration are given the support and resources they need to master the curriculum and make good progress

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- Will only suspend any subjects for some students in exceptional circumstances in agreement with parent and carers and if it is in the best interests of these students
- Use funding for catch-up support to address individual needs of students particularly the vulnerable, year 7 and KS4 in order to narrow and address attainment gaps, accelerate learning and academic progress
- For further information, guidance and support for parents and carers of children learning at home: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>

In summary:

For students in key stage 3, the curriculum will remain broad from year 7 to year 9 so that the majority of student are taught a full range of subjects over the year

For students in year 7, we will address gaps particularly in English and maths by teaching essential knowledge and skills from the key stage 2 curriculum at the start of the year

For students in key stage 4, we will provide extra support in careers and catch up on any content they have missed, in light of requirements of qualification specifications

Whilst we continue to review Ofqual developments in light of the forthcoming exams and assessments. The vast majority of students in year 10 and 11 are expected to continue to study their examination subjects.

Only in exceptional circumstances, and IF it is in the best interests of a year 11 student will we discontinue an examined subject E.G they would achieve significantly better in their remaining subjects as a result, especially in GCSE english and maths. Decisions will be made in conjunction with students and parents and informed by ongoing assessment of a student's progress and wellbeing, using existing school discretion.

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ANNEX

A. Madani School 'bubbles' information overview

Bubbles	Year	Entrance/ Exit	Location	Location	Entrance/ Exit	Year	
A (90)	Bubble A - Sports hall			Bubble A - Dining Hall			
	Year 8			Year 8			
	Year 8a	Gate 1 (Line up Blue pitch)	Sports Hall	Boys Dining Hall A	Gate 4 (Astro pitch)	Year 8a	
	Year 8b		Sports Hall	Boys Dining Hall B		Year 8b	
	Year 8c		Sports Hall	Balcony		Year 8c	
	Year 8		SH Reception	Outdoor area		Year 8	
	Toilets	Sports Hall		Ablution Area		Toilets	
B (120)	Bubble B1 - First Floor Upstairs			Bubble B1 - First Floor Upstairs			
	Year 7			Year 7			
	Year 7a	Gate 1 Dining Hall Stairs (Lunch line up)	GF06 Science Lab	BF02	Gate 4 Dining Hall Stairs (Line up main playground)	Year 7a	
	Year 7b		GF07 Science Lab	BF03		Year 7b	
	Year 7c		AF09 Science Lab	BF04		Year 7c	
	Year 7d		Food Room	BF05		Year 7d	
	Year 7 (121)		Conference Area	SEND (121/Group)		Year 7 (121)	
	Toilets	First Floor		First Floor		Toilets	
	C (160)	Bubble C1 - Ground Floor Downstairs			Bubble C1 - Ground Floor Downstairs		
		Year 10			Year 10		
		Year 10a	Front Gate Reception Fountain	GG07 Art Girls	BG03	Gate 2 (Line up outside HT Office)	Year 10a
		Year 10b		GG08 ICT Girls	BG04		Year 10b
		Year 10c		Girls Dining Hall A	BG05		Year 10c
Year 10d		Girls Dining Hall B		BG06	Year 10d		
Year 10 (121)		Corridor		Restart Boys	Year 10 (121)		
Toilets		Ground Floor		Ground Floor		Toilets	
C (160)	Bubble C2 - Ground Floor Downstairs			Bubble C2 - Ground Floor Downstairs			
	Year 11			Year 11			
	Year 11a	Front Gate Reception	GG03	BG07 Art Boys	Gate 2 HT Office Entrance	Year 11a	
	Year 11b		GG04	BG08 ICT Boys		Year 11b	
	Year 11c		GG05	Library		Year 11c	
	Year 11d		GG06	Workshop		Year 11d	
	Year 11 (121)		Fountain Area/ Rec	Corridor		Year 11 (121)	
	Toilets	Ground Floor/ Community		Ground Floor		Toilets	

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ANNEX

B. Madani School timings – Half term 1

Madani Girls School TIMINGS 2020/21	Madani Boys School TIMINGS 2020/21
7.30 Year 11 Breakfast Club	7.30 Year 11 Breakfast Club
8.05 Gates open/ Staff Y11/ 10 Registration	8.05 Gates open/ Staff Y11/ 10 Registration
8.05 Staggered arrival TBC	8.05 Staggered arrival TBC
8.15 Line up/ Registration (WEEK 1 Only)	8.15 Line up/ Registration (WEEK 1 Only)
8.20 Lesson 1	8.20 Lesson 1
9.20 Lesson 2	9.20 Lesson 2
10.20 Break	10.20 Break
10.40 Lesson 3	10.40 Lesson 3
11.40 Lunch A (Reg 12.10)	11.40 Lesson 4
12.00 Lunch B (Reg 11.40)	
12.30 Lesson 4	12.40 Lunch A (Reg 13.10)
	13.00 Lunch B (Reg 12.40)
13.30 Lesson 5	13.30 Lesson 5
14.30 Y7 - 10 Phased dismissal (Salah - Home)	14.30 Y7 - 10 Phased dismissal (Salah - Home)
14.55 School Day End	14.55 School Day End
14.30 Y11 Enrichment/ Intervention (Y7 & 10 TBC)	14.30 Y11 Enrichment/ Intervention (Y7 & 10 TBC)
15.30 Enrichment/ Intervention End	15.30 Enrichment/ Intervention End