



PARENT HANDBOOK
SEPTEMBER 2020 – FULL REOPENING (Post Covid-19 Lockdown)

**This handbook contains information
about our new arrangements; please
read it carefully**

Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and parents to share this commitment.

RATIONALE

Following the closure of schools in March, the government have now set out the ambition for all children to return to school and the new guidance says it is “mandatory” for all students to return in September 2020 and schools are expected to deliver a ‘full curriculum’.

Our plan to re-open to all our students follows government guidance and includes a range of measures to work towards reducing the identified risks and promote safety amongst all stakeholders.

These include:

- Classes remaining in bubbles throughout the day
- Staggered start and finish times to reduce contact between students in different year groups
- Students will not come into contact with other class groups in lessons, break or lunch

Attendance is mandatory

- Missing out on more time in the classroom risks pupils falling further behind.
- Those with higher overall absence tend to achieve less well at school.
- School attendance will therefore be mandatory again from the beginning of the autumn term and the attendance target for all students is 97%+.
- If parent/carers have questions or require support, please contact the Head or members of the school leadership team (SLT)

The key principles that underpin government advice on curriculum planning are:

- Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.

THE KEY POINTS OF OUR PROVISION ARE OUTLINED BELOW

Organisational:

We will start the academic year with a staggered start which will work in the following way

Monday 31st August & Tuesday 1st September 2020	Staff INSET Days – students will not attend the school
Wednesday 2nd September 2020	Normal school day. Primary pupils will start at 8AM; Secondary pupils will start at 8:15AM

NB:

- There is an amended school day for the first half term (Autumn 1) which has been implemented to support the wider re-opening of school to all students.
- Primary school (Year 1-6) will start at **8.00am and finish at 2.30pm**
- Secondary school (Year 7-11) will start at **8.15am and finish at 2.45pm**
- We would ask that parent/carers support us in ensuring that students arrive at the stated times in order to support social distancing between year groups and remain considerate at all times towards others in school and in the wider community.
- Secondary students who have siblings in the primary school will be required to wait in the hall if they arrive with their sister. They will join their class lines at 8.15am

Entry/Exit:

- Students should, where possible, avoid the use of public transport and avoid socialising with each other in groups outside of school. Students must be vigilant about their safety, and the safety of others, ensuring social distancing is maintained throughout the journey to and from the school in order to reduce the risks of transmission outside school.
- Those students who have no choice but to use public transport are requested to follow all guidelines whilst travelling to and from the school. Additionally, please allow extra time for your journey due to capacity restrictions imposed by TfL.
- Where travel is by car, parents are requested to park their car on Filey Avenue (away from the school entrance) or the neighbouring streets and their daughter to walk to school. Parents are also requested to inform their child that they will meet them at a designated place at the end of the school day.



Parents are requested not to park their car in front of the school gates or wait for their child in the red box marked on the pavement.



Parents waiting for their child are requested to wait on the 'Social distance' floor markings outside the school at the end of the school day. A member of the school team will request your child to come outside and meet you.

PARENTS WILL NOT BE ALLOWED TO ENTER THE SCHOOL SITE AT THE START AND END OF THE SCHOOL DAY.



When students arrive at the school, they are requested to form a line in their allocated class line. A member of school staff will then take the class to their class room using the allocated entry point for each class.

Late comers will be requested to wait in the designated area within the playground. A member of staff will direct them into their classroom.

Year 1, 2 & 3 plus secondary classes on the ground floor and lobby will use the main school entrance for entry and exit



Year 4, 5 and 6 have their own individual entrance and exit from the playground

Secondary classes on the first and second floor will use the doors in the middle of the playground for entry and exit

- We ask that all students and parents/carers are sympathetic to local residents when moving through the local community and are patient, supporting the school staff in clearing the site as safely as possible.

Classrooms:

- Pupils will be based in '**class bubbles**' in their own classrooms. They will remain in their **bubbles** at all times.
- The School will be implementing a class bubble; however Year 8 & 9 will have a year group bubble.
- Each bubble will have their own separate break and lunch times. (please see below for further information)
- Lesson lengths will not always be consistent to allow staggered/ individual year group breaks/ lunches
- Where room layouts allow, teaching will be from the front with desks in rows facing the front so students are not facing each other
- Seating plans will be in place for every lesson with students remaining in consistent seating in subsequent lessons
- In classrooms with computers, keyboards and other contact surfaces will be wiped between lessons
- Where room layouts allow, no child will be placed within two metres of teacher's desk
- A remote learning plan remains ready should the school close due to a local or national lockdown, or close to a 'bubble'
- Where weather permits, ventilation should be maximised (i.e. doors and windows will be opened)
- All rooms where teaching has occurred will be cleaned daily including a disinfected wipe down of all desks

Break/Lunch:

- Students will have a staggered break and lunch time across the primary and secondary settings in order to reduce student numbers and movement
- Students will be allowed to access the playground during break and lunch time



The playground is divided into 3 zones, separated by cones. Each bubble will have an allocated zone and will be required to stay within the zone. There will be no mixing of bubbles during break/lunch times, as well as at the start and end of break/lunch.

- Parents will need to provide their child with a healthy packed lunch.
- Children will eat their lunches in their classroom
- Children will need to bring their own named water bottle. Water fountains have been turned off

Curriculum:

- All year groups will return to normal lessons and will follow a full curriculum; there are no current plans to reduce curriculum content in any year group
- Curriculum Leaders in the core subjects (English, mathematics and science) may need to provide opportunities for some students to revisit previous Key Stage topics from the National Curriculum as a bridging exercise
- We recognise that adaptations to our curriculum delivery will need to be made, in particular in more practical based subjects until it is safe to return to traditional classroom practice
- The Physical Education curriculum will be adapted in the short term with no contact sports and activities taking place outdoors
- Educational visits – we will not be running school trips in Autumn 1 but will review this stance when it is safe to do so and guidance allows

Student Equipment:

- It is crucial that students come to school fully equipped and ready to learn. As it is no longer practical to ask to borrow equipment from friends or members of staff if an item is forgotten, students should bring to school their own equipment and books, two pens, two pencils, a ruler, and a calculator in a school bag
- Students are also required to bring their own Mus'haf or Qaida for Quraan lessons
- We would also ask students to bring tissues to school so they can cover their mouth if they cough or sneeze. If students have sanitiser they will be allowed to apply it at regular intervals although students will also have the facility to wash their hands with soap and water in the toilets (see below)
- Students will be issued with new exercise books and a new planner
- Staff will follow social distancing throughout the school day where possible
- Posters will be displayed around the school to confirm extra safety measures
- Students are required to wear full school uniform
- The rules on mobile phones remain unchanged

Social Distancing:

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Social distancing measures will therefore remain in place for staff members and we recognise and will work with our staff to achieve what is set out in the government guidance: "Ideally, adults should maintain 2 metre distance from each other, and from children.

We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care.

Face Coverings

- Current government guidelines do not make face coverings compulsory for students in the classroom or other parts of the school. However if any parents wishes for their child to wear a face covering in school then they will be able to do so.
- **Please Note: Face coverings are required at all times on public transport (for children over the age of 11).**

Hand washing and Toilet arrangements

- Pupils will be sent to wash their hands at regular intervals throughout the school day; when entering school, coming in from break and lunch, before eating. Each bubble has been allocated their own toilet and taps to wash their hands. Hand soap will be provided to each bubble.
- An additional cleaner has been employed during the school day, to ensure that the toilets and the sink area is regularly cleaned and disinfected.



Example of allocated toilets and taps

Response to any infection

 <p>If your child has: a high temperature a new, continuous cough, or a loss of, or change in, sense of smell or taste</p> <p>This could be a sign of coronavirus</p> <p>Book a test</p>	<p>If your child has: a runny nose, is sneezing or feeling unwell But they don't have: a high temperature a new, continuous cough, or a loss of, or change in, sense of smell or taste</p> <p>These are not normally symptoms of coronavirus</p> <p>Seek advice from a pharmacy, dial 111 or see your GP</p>
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In the event that someone in the class develops symptoms of COVID-19

If a child/member of staff or their families display symptoms of COVID-19:

- The child/member of staff should be sent home and get tested straight away (testing is a Government requirement)
- The school will communicate with other parents and staff in the class to inform them that a child/member of staff has symptoms and is being tested
- The identity of the individual will remain confidential
- Other staff and parents will be asked to stay alert for symptoms, but do not need to shield
- Children and staff can continue to come into school
- **Important:** Parents **MUST NOT** administer Calpol (or similar medicine) before bringing their child to school to mask a high temperature

If test is positive:

- The result must be shared with the school, and the school will share this information with parents and staff in the class
- All staff and children from the class will be sent home and advised to follow the stay at home guidance (currently 14 days for all in bubble, 14 days for infected person's household, further 7 days if a member of the household develops symptoms during the period of isolation) - this will be recorded as Authorised Absence. All children must engage with online learning throughout the 14 days. **A contingency plan has been developed for live online lessons if a bubble has to isolate**

If test is negative

- The result must be shared with the school, and the school will share this information with parents and staff in the class.
- The class stays open.
- The symptomatic staff or child returns only after they are well enough – no longer experiencing any symptoms

Testing: There is a requirement that staff/children and their families displaying any symptoms of COVID-19 must be tested straight away. The test can be booked online:

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

Symptoms: a new, continuous cough **OR** a high temperature (above 37.5 degrees) **OR** has a loss of **OR** a change in their normal sense of smell or taste (Anosmia).

If a positive test is recorded, then the school will have to inform Public Health England and the local authority about the positive test.

Student Wellbeing and support:

- supporting the rebuilding of friendships and social engagement
- addressing and equipping pupils to respond to issues linked to coronavirus (COVID-19)
- supporting pupils with approaches to improving their physical and mental wellbeing

Support available:

We recognise the need to focus on students' emotional wellbeing as well as their return to

learning. The following support is in place for students once they return to school:

Mrs Amreen Jameer (Safeguarding Lead) and Apa Saajida Bhana can support students who have experienced bereavement, or who have any general pastoral concerns.

Parent/carers may also wish to seek support for themselves from the following agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged), or their free web chat is available at https://england.shelter.org.uk/get_help/webchat
- <https://youngminds.org.uk/find-help/for-parents/supporting-your-child-during-the-coronavirus-pandemic/>
- <https://www.nationalbereavementpartnership.org/>

YEAR 11 CURRICULUM AND QUALIFICATIONS

Ofqual are currently undertaking a consultation around what key stage 4 qualifications should look like in the summer of 2021. Whilst these proposals are yet to be finalised the main initial proposals are included below:

Subject	Key Proposed Change(s)
English	Spoken language in English will no longer be assessed formally
Science	Core practicals are likely to be demonstration only
Languages	Speaking will be assessed internally with an endorsement given for this component with this element not part of the final grade
History	Curriculum content will be reduced although this is currently not specified

Changes to other GCSE/vocational courses have not yet been released.

Year 11 students are also likely take their exams later, possibly after the May half term break (families should not plan holidays at this time in line with a normal Year 11 finish)

We will share the final outcome of the Ofqual consultation with students and parent/carers in due course. Curriculum and Subject leaders will adapt schemes of learning in line with any changes made to specifications

Communication:

- All parent/carers will be updated via the school website, Bromcom and text message notifications
- Parents will not be allowed to enter the school site without a prior appointment.
- Parents will be required to wear face coverings during any appointment



Information contained within this booklet is correct at
time of publication but may change due to changes in the
government guidance
September 2020

Tayyibah Girls School
88 Filey Avenue, Hackney, London, N16 6JJ.
Tel: 0208 880 0085 email: info@tayyibah.org.uk web: www.tayyibah.org.uk

Tayyibah Girls School is a project of Tayyibah Educational Trust
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Chair of Governors: Mr Abdul Satar Said
For all correspondence please contact above address