**28th August 2020**

Dear Parents,

**Re: Getting ready to come back to school**

Assalamu alaikom

We hope that you are in good health and strong Imaan.

From September 2020, we will ask pupils to return full-time from the start of the autumn term and we are very much looking forward to welcoming them back, insha’Allah.

As required of all schools, we are complying with health and safety law and government guidance in relation to Covid-19. We have thoroughly reviewed our health and safety risk assessment and will review it regularly in line with updated national – and local guidance.

This letter is a reminder about measures and procedures explained in the Parent Guide sent earlier, and uploaded on the website, and highlights some of the most important points.

**First Day Back**

All pupils must arrive in line with the table sent out in the Parent Guide (see below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bubble** | **Drop-Off**  | **Access Gate** | ***Building entrance*** **Route to classroom** | **Collection****Time \* / Access Gate** |
| **U-KS2**(Y5&Y6) | **8:30 – 8:40 am** | **Side Gate** near Nursery | *Back door*Up staff staircase straight to classroom | 3:15pm / Side Gate |
| **L-KS2**(Y3&Y4) | **8:30 – 8:40 am** | **Main Gate** from staff car park | *Dining room*Up main staircase straight to classroom | 3:15pm / Main Gate |
| **KS1**(Y1&Y2) | **8:45 – 8:55 am** | **Side Gate** near Nursery | *Back door*Straight to classroom | 3:30pm / Side Gate |
| **R** | **8:45 – 8:55 am** | **Main Gate** from staff car park | *Nursery playground gate* Through nursery playground straight into Reception classroom  | 3:30pm / Main Gate |
| **N** | **9:00 – 9:10 am** | **Side Gate** near Nursery | *Nursery ramp*Straight into Nursery classroom | 3:30pm / Side Gate |

We must emphasise again, that **punctuality is of the utmost importance** to ensure there is no unnecessary mixing of pupils in different bubbles.

Please remember that your child has moved up a year, e.g. a pupil who was in Year 2 last year, is now in Year 3 and will have to arrive via the allocated gate and timings for Year 3.

Staff at the gate will ask pupils to sanitise their hands and once in their classroom pupils will wash their hands.

There will be staff on duty outside and throughout the building to direct pupils to their classrooms where their teachers will be waiting.

We ask parents to drop the children off and leave promptly.

Parents using public transport should read the Government guidance uploaded on our website:

https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers

All children, except Year 4, will spend the day with last year’s teacher.

There will be no subject lessons on Thursday and the focus will be on mental health and wellbeing and the smooth settling back into school and getting familiar with the new school environment.

**Break Time**

Morning break is 20 minutes and partially staggered. Bubbles are allocated different areas in the playground.

Pupils should bring in a piece of fruit for break time either in a labelled tub or a food bag.

**Lunch Time**

Lunch time is staggered and eating arrangements have been reviewed and **all pupils** will eat their lunch in their classroom. Each bubble will have their own allocated lunch time supervisor as far as possible.

There will be no school lunches during the autumn term and all pupils must bring in a packed lunch, including a drink in a clearly labelled lunch box. Please refer to the healthy lunch time letter sent on 25th August (uploaded on website).

**Prayer Time**

Pupils will pray with their class. KS2 pupils must bring in a labelled carrier bag with a prayer mat and scarf for girls, which will be kept in school.

**Uniform**

As per previous communication sent to parents via letter and Parent Guide, school uniform is optional during autumn term. Dress code is specified in the letter dated 12th June 2020 which is uploaded on our website <https://www.mmps.miet.uk/wp-content/uploads/2020/06/Return-To-School-Arrangements.pdf>

**Pupil Voice Groups**

We usually run pupil voice groups across the classes. These include eco-committee, school council and Year 6 prefects. As we are restricting the mixing of class bubbles, we will not be going ahead with these groups in September. We will continue to review this and act in accordance with government guidance.

**Face Masks**

Children under 11 are not recommended to wear a mask, as the incorrect removal of a mask (from the front and not by the ears) presents a further risk. As you are aware, the Government’s stance on masks is shifting and so we will continue to review this.

**Children becoming unwell**

If a child becomes unwell with suspected symptoms of Covid-19 we will:

1. Isolate them immediately from any other children in school in the sick room; this room has ventilation, a toilet and a sink. The designated member of staff will wear PPE, or keep a 2m distance with the door closed, whichever is most appropriate.

2. We will telephone the parents or emergency contact and request that the child is collected from school immediately along with siblings if applicable.

3. The parents may use our staff car park upon arrival. They will be asked to wait at the gate and the child will be brought to them.

 4. The child will be unable to return to school until the end of their isolation period or until the household receive confirmation of a negative test

Parents will be advised of the most recent Government guidance and will receive a confirmation email of when their child can return to school from the Head Teacher.

**Accident Slips**

Accident slips and 'head bump letters' will be sent to you via email and hard copies will be kept in school. You will be alerted to this either via phone call or text message, depending on the 'severity' of the incident.

**Appointments**

As always, we ask you to arrange appointments outside school hours. If that is not possible, then please email admissions@mmps.miet.uk stating date, time and nature of appointment. You must ring the buzzer at the main gate when coming to collect your child and wait. Your child will be brought to the gate.

 **Collection**

Our Child Collection Policy has been reviewed in line with health & safety guidance and a Covid-19 Addendum has been added.

If your child is collected by a person other than the parent/carer you must email admin by 12 pm at the latest and give them the full name of the collecting adult and relationship to child. The collecting adult will have to observe social distancing rules and wait with other parents in the allocated area. The class teacher will call his/her name and the collecting adult must make him/herself known by raising his/her hand for the class teacher to release the child. We will not ask for a password, however, children will **not** be released by the teacher without receipt of an email by admin - admin@mmps.miet.uk

 **Contingency plans**

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. We will refer to our contingency plan for this eventuality.

We are planning for two different scenarios, i.e. government instruction to close whole school or individuals or groups of pupils need to self-isolate.

The Contingency plan will be uploaded on our website.

**Government Updates**

We will continue to update the Coronavirus section with important government and local guidance and alert you to updates via text message.

**Mobile phone numbers – email addresses, medical updates**

Please make sure that you update the office immediately if your mobile number or email has changed.

All letters will be sent via email only and no hard copies given to pupils. You will be alerted of all emails via text message and all letters will be uploaded, as usual, on our website.

We will send out our annual pupil data update forms via email at the beginning of term.

If your child’s medical condition has changed from previous medical history provided to the school, please email admin office prior to re-opening on Thursday 3rd September 2020.

**Office**

The school office will not be open for face-to-face enquiries. Please phone or email admin – admin@mmps.miet.uk if you have a query.

Should you need to drop anything off, leave it at the main gate (staff car park), ring the buzzer, let admin staff know what you have left and who it is for. Please avoid doing this if you can, as it will only to the risk factors.

Please note, all procedures set out above are subject to change.

**Appointment of New Caretaker**

Last but by no means least, we would like to inform you that Mr Bert Hoyle, will go into very well deserved retirement mid-September and is currently inducting his successor, Mr Abass Mustapha who you will see in the car park and around school.

Bert has worked for many years at both KD Grammar for Boys and more recently at MMPS and has been a huge asset to school. I am sure you join us in wishing him the very best for his retirement.

We are looking forward to next week and know we can count on your support to ensure that everything runs smoothly during these challenging times.

Jazak'Allah khair.

Wasalaam



Mrs D. Ghafori Mrs M. Mohamed

**(Acting Head Teacher) (Executive Head Teacher)**