

Dear Parent/Carer,

The health and safety of the staff, children and their families in our community is our number one priority. We have all been experiencing a new way of life with the Coronavirus. We have been quarantined to our homes, had to wear masks outside, physically distance ourselves from loved ones and friends, and some of us have not been able to work or go to school.

Now, that some parts of our lives are making their way back to a new “normal” we want you to be prepared for some of the changes that you and your child will experience when you return back to Madrassa from the week beginning of **Monday 5<sup>th</sup> October 2020**. It is important that we take precautions, as symptoms may not be the same for every person. To make sure this illness does not continue to spread, we intend to take all reasonable precautions, please see the new changes as set below:

• **Before Leaving Home-** Please ensure that your child uses the toilet and make their Wudhu before leaving home as the Wudhu and toilet facilities will be closed. If your child requires using the toilet frequently then we advise that you do not bring your child in to Madrassah.

• **Equipment-** Please ensure that your child brings the following equipment when attending Madrassah. If your child fails to bring any of the following, you may be called in to bring in the equipment.

- **Plastic bag:** The shoe racks will be closed; therefore every child will place their shoes into the plastic bag. Every child is responsible in looking after their own shoes.
- **Hand Sanitisers:** Although hand sanitisers will be provided at the entrance and exits of the building, it is important and good practise for each child to have their own hand sanitisers as they will be asked to sanitise their hands regularly.
- **Own prayer mat:** Your child must bring their own prayer mat for when praying their obligatory prayers at the Madrassah. Failing to bring own prayer mat may mean that your child will not be able to pray their Salah at the Madrassah.
- **Water bottle:** Water fountain will not be in use, therefore every child is encouraged to bring their own water bottle.
- **Own Stationary; pens, pencils:** Sharing and borrowing equipment from the admin office or amongst each other is no longer allowed; therefore every child must be well equipped with stationary when attending Madrassah.
- **Own Exercise books, Qur’an and Qaidah:** The book shelves within the Masjid and classrooms will be empty so children will not be able to read from the Masjid’s Qur’ans or borrow any Qaidahs/Qur’ans from the admin office. Therefore every child must bring their own Qur’an/Qaidah and Exercise books. You can still purchase any books from the admin office.

• **Travelling Safely-** It is highly recommended to walk or cycle to Madrassah if it is possible. This will reduce pressure on public transport and the road network. Please visit <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> for more information on guidance about travelling safely.

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**Lewisham Islamic Institute**

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• **Drop-Off and Pick Up-** There will be a sanitizing station outside the Madrassah gates and near the entrance area to reduce the amount of outside traffic inside of the building. Parents and children will be asked to wait outside, and a staff member will escort the child to their classroom. Pickup will be a similar process, and children will be brought out to their parents. We ask that you have only one person and the same person drop off and pick up your child each day if possible. Parents will be given a staggered timing for when dropping off and picking up their child/children, to avoid mass number of people gathering at the main entrance and exits. We will inform you of your time slots nearer to the time. **Please note that the adult hifs students will still be required to enter and leave from the Masjid entrance and exit doors.**

• **Daily Health Check-** Upon drop-off, we will ask if you or anyone in your household has been ill. We will also take your child's temperature before entering the building. If the child's temperature is above 100 degrees, they will not be allowed to attend Madrassah and will be sent back home. Children should be fever free without medication for 24 hours prior to returning to the Madrassah. If a case of Covid-19 arises, the staff or child with COVID-19 will be isolated for a minimum of 7 days after symptom onset and 72 hours after their fever resolves without fever-reducing medicines. For example, if the fever and symptoms resolve on day 7, the staff or child can return on day 10. Staff or children with household contacts with COVID-19 will be quarantined for 14 days after their last household exposure. For most, this will be 14 days after the household contact with COVID-19 is released from isolation.

• **Physical & Social Distancing-** The children will be broken down into smaller groups during class sessions. This may mean that class activities will be completed in separate groups and class sizes will be reduced to 10 pupils per class with one teacher. Classroom furniture will be arranged to provide more space for children to move around freely. Windows and doors will remain open to provide more air circulation. When possible, the chairs and tables will be separated apart to allow children to be spaced apart, in order to limit the number of children in close proximity. Social distancing must be observed at all times, always maintain at least 1 metre distance between yourself and others. Please also don't gather outside when picking or dropping off your child, the gates will be closed straight after every child has been dismissed which therefore we kindly ask parents to leave the premises as soon as they have collected their child/children.

• **Class sizes, structure and Creating their own Bubble-** Pupils will remain in their same groups of Qur'an class with a single teacher and a single room which will be their own 'bubble'. Pupils will no longer swap sessions between Islamic studies and Qur'an classes; all subjects will be taught by their own teacher and group of the same children, **Qur'an will be taught 1 & ½ hour and Islamic studies will only be taught half an hour.** In order to accommodate as much of our current pupils as possible, sessions will only be run once a week rather than 2 days a week. Classes will be restructured and will be running only on a weekday (Monday – Friday) there will no longer be a week end session until further notice.

• **Sanitizing and Disinfecting-** To keep everyone as safe as possible, we will intensify our efforts to keep our facility disinfected. Staff will increase their frequency of cleaning surfaces and classroom materials/resources. Surfaces such as doorknobs sink handles, and railings will be disinfected regularly.

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- **Hand Sanitising-** Children and staff will sanitise their hands more frequently throughout the day to reduce the transmission of germs. Teachers will remind their pupils to sanitise their hands regularly.
- **Personal Hygiene-** To help minimise the spread of germs, it is a good practise that children maintain good personal hygiene both onsite and offsite. Every child must make sure that their Madrassah bag is kept clean at all times, they change their uniform clothes and wash their hands when arriving home back from the Madrassah.
- **Pupils Behaviour-** Pupils whose behaviour is purposefully conflicting to the infection control measures and social distancing in place will be disciplined in line with our Behavioural Policy.
- **Personal Protective Equipment-** All staff members will be wearing a face mask inside the building. All children and adults MUST wear a face mask when travelling to the madrassa and entering inside the building except for children who are 11 years and under does not have to wear a mask.
- **Assessment Week & Curriculum Recap Topics-** As we have missed out partly of Term 2 and the whole of Term 3, our curriculum for the new academic year will consist of topics from Term 2 and 3 (last academic year) as a recap and to make up those topics that were missed.
- **Yearly Fee & Payment Method-** As mentioned above of the changes of sessions and reduced class sizes. The yearly fees of the **madrassa students** will be reduced 50% for this academic year 2020-21 as your child will only be attending one session a week. We highly recommend parents to pay their child's fees via online banking to avoid face to face meetings and handling cash payments. **The 1<sup>st</sup> instalment fees MUST be paid before the deadline date (21/09/2020) in order to secure his/her space at the Madrassah. Failing to make the payment will mean that your child would not be admitted into class in October 2020. Please refer to the yearly invoice for more information.**
- **No Sibling/Yearly Discount-** The sibling and yearly discount will not be applied this year as the fees have been reduced vastly amount. As the Madrassah solely relies on the fees to run the classes, it will be very difficult to continue providing our services if we give discount on top of the reduced rate.
- **Meetings & Queries-** We kindly ask parents and visitors to contact us via telephone or via email if they wish to discuss about their child, have any queries or would like to arrange a meeting with the Head teacher or their child's class teacher. This is to avoid coming into close contact with people and to restrict the amount of people entering into the admin office.
- **Future Communication To Parents-** We would like to inform you that letters will no longer be sent to your home address or handed over to pupils. All information and yearly invoices will be communicated to parents via email. We will be using emails more frequently and effectively when communicating important information, such as parents evening dates, holiday dates and any future events. All-important reminders will be sent out to parents via our text magic service, therefore we also expect the same level of communication or feedback from parents by using email and phone calls effectively. Please ensure that we have your correct and up to date personal information to ensure that we communicate with you effectively.
- **Support Classes-** As we have changed our classes structure and reduced the classes to week day only, we will not be able to provide any support classes until further notice. However parents and

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teachers will work in partnership to ensure that your child is receiving the best education and receiving the support that they need. Learning materials are available on our website to help pupils who need additional support.

**Please note that some of the points mentioned above may not apply to the adult students.**

We are committed to protecting the health of our children, staff, and families by taking the everyday preventative measures listed above; however, it is also important for families to monitor their own health for any symptoms.

- We ask that you assist us in our efforts to prevent the spread of illness by continuing to practice proper **hand washing** at home.
- It is also very important to follow our **social distancing and infection control policy and procedures**. If you have questions about those policies, please let us know. These policies have been altered or updated to reflect additional Covid-19 safety measures.
- Please visit our website and refer to our **Risk Assessment**.
- We ask that you **notify** us immediately should your child, or someone in the household, become ill.

We will continue to follow these guidelines diligently to stop the spread of Covid-19. The Lewisham Islamic Institute website will continue to be monitored closely for any additional guidelines and precautions.

Should you have any questions, please feel free to reach out to us. We thank you for your support and partnership during this time and will continue to update you as we receive new information.

Warm Regards,

Seren Erdel  
Head of Administration

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