

16/08/2020

Dear Parents and Guardians,

Asalamualaikum wa rahmatullahi wa barakatuhu

We hope that this letter finds you and your family well as we approach the new academic year.

We have been working on our arrangements for September and we look forward to welcoming everyone back on **Monday 7th September for Years 7 to 11**. We understand that this has been a difficult time for both pupils and parents, and we are here to provide support and help. The safety of your child is our priority. Please be assured that a comprehensive and detailed Risk Assessment has been carried out by the school Management team, in conjunction with government guidelines, to ensure that the very best practices are followed in relation to social distancing and preventing the spread of the infection.

The following precautionary measures will be taking place at Hafs Academy from 7<sup>th</sup> September 2020.

**IT IS IMPORTANT THAT YOU READ AND UNDERSTAND ALL  
THE MENTION POINTS.**

1. Upon entering school students must use the sanitizer provided and move straight to class, no loitering in communal areas.
  2. During the Covid timetable school will be open at 7.30am and end at 1.20pm for KS3.
  3. During the Covid timetable school will be open at 7.30am and end at 1.15pm for KS4.
  4. KS3 and KS4 school end times will be staggered to avoid contact. Students must leave the vicinity of the school immediately and go home.
  5. A full timetable of lessons will be active; the reduction of the school day is primarily due to the absence of Lunch and Salah break. There will be no lunch and Salah break. We have reduced the Islamic studies timetable by one lesson and the NC timetable by 5 mins per class.
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6. The students will have a break of 15mins at 10am; they can only eat their own snacks, they cannot share their snacks, they stay in their classrooms and make sure they do not make a mess.
  7. Students should cover their faces when traveling on public transport and then remove it in school.
  8. Government guidelines do not recommend face covering in class.
  9. Should anyone develop symptoms that might be attributable to COVID-19 you must inform the school and seek a test immediately. Please do not come in to school until further notice.
  10. Students will remain in their year groups throughout the day, so if any infection should happen it can be contained. If an infection occurs the class will be asked to self-isolate for 14 days.
  11. Students must perform Wudu before coming in to school, otherwise two students at a time will be allowed to go and do Wudhu, or use the toilet facilities at the designated bathrooms. No lingering at all in the bathrooms.
  12. Year groups will be assigned a classroom and will remain in that room, teachers will move between classes, students will not change classrooms. This is to reduce contact in corridors between lessons.
  13. Students will be in Year Group Bubbles. Guidance states that children within the bubble may not be able to distance socially. Adults will distance from children as much as possible.
  14. The school will be thoroughly cleaned every day.
  15. Please ensure your child wears clean attire when coming to school.
  16. Only one visitor/ Parent would be allowed to visit the school at a time and by appointment only. Please call or email the school to arrange your appointment.
  17. If lockdown is reinstated in the area the school will continue to teach on Google Classroom. Class work will be uploaded and online sessions will be timetabled into Google Classroom.
  18. If the government Guidelines change, we will inform all our parents accordingly.
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**School timing for September and October 2020**

	<b>Year 11</b>	<b>Year 10</b>	<b>Year 9</b>	<b>Year 8</b>	<b>Year 7</b>
<b>Start Time</b>	7:30am	7:30am	7:30am	7:30am	7:30am
<b>End Time</b>	1:15pm	1:15pm	1:20pm	1:20pm	1:20pm

If you have any concerns or would like further information, please contact the school Administrator on [Info@Hafsacademy.org.uk](mailto:Info@Hafsacademy.org.uk).

Please sign the slip below and return it to Hafs Academy indicating that you have understood the measures that will be taking place at Hafs Academy September 2020.

May Allah bless you all.

Kazi Hussain

Headmaster

**Please sign the slip and return it to Hafs Academy by the 31<sup>st</sup> of August 2020**

**Name of Student..... Year & Class.....**

**Signed: ..... (Parent/Guardian)      Date: .....**

Covid Timetable	Time
Islamic C	7:30 - 10:15am
National C	10:15 - 1:15pm
Break	10 - 10.15am
Lesson 1	10:15 - 11am
Lesson 2	11 - 11:45am
Lesson 3	11:45 - 12:30pm
Lesson 4	12:30 - 1.15pm
Tutorial/ Reg KS4	1.10 - 1.15pm
Tutorial/ Reg KS3	1.15 - 1.20pm

Full Timetable	Time	Key stage
Islamic C	7:30 - 10:30am	
National C	10:30 - 3.30pm	
Period 0	10:30 - 11.15am	(KS4 only)
Period 1	11.15 - 12pm	
Period 2	12 -12:45pm	
Lunch Break	12:45 - 2pm	
Period 3	2 - 2.40pm	
Period 4	2.40 - 3.20pm	
Tutorial/ Reg	3.20 - 3.30pm	