18th December 2020

Asalaamualiakum,

**End of Term Letter**

Dear Parents,

I hope by the grace of Allah you are all well in these testing times.

It has been a challenging first half of the year for us all, I pray that we continue to work hard and show understanding in these testing times.

Hafs Academy is trying its best to balance the health and well-being of its students with the academic rigors of school. As is well known to you we have had a number of positive Covid cases in the school. This is neither shocking or unexpected as the government has identified a high number of positive cases in London; we are now in Tier 3 and are now awaiting further Covid 19 guidance in January 2021.

Our Covid policies are clear and we try our utmost to implement consistently throughout the school to ensure your child is in a safe environment. However, this will not keep us completely safe from this pandemic, we ask for your understanding and assistance. Please ensure that you and your children abide by all government guidelines with regards to Covid.

From **Tuesday 5th January 2021** we will open the school at **7:30am** and end at **2pm**, we are trying our best to avoid a long prayer and lunch break to reduce the risk of infection in the school. As the risk of Covid 19 is high, we will continue to follow the extended Covid 19 timetable until **Friday 12th February 2021**. We will continue to monitor the situation and keep you updated. Please find the timetable structure attached to this letter below.

KS4 will be allocated extra classes after school and have been provided with an E-Learning platform to enhance their learning. You son has received a letter in regards this.

We are planning extra-curricular for KS3. A letter will be given in the new year.

**Covid 19**

The following precautionary measures will be taking place at Hafs Academy from Tuesday 5th January 2021.

IT IS IMPORTANT THAT YOU READ AND UNDERSTAND ALL

THE MENTION POINTS.

1. Upon entering school students must use the sanitiser provided and move straight to class, no loitering in communal areas.
2. During the Covid 19 timetable school will be open at 7.30am and end at 2pm for KS3.
3. During the Covid 19 timetable school will be open at 7.30am and end at 1.55pm 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 Lunch and Salah break being reduced from 1 hour to 30 minutes.
6. The students will have a break of 15mins at 10:15am; 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. Their Lunch Break will be from 12:45 to 1:15pm. Students must bring their own packed lunch and water bottles. No fizzy drink will be allowed.
7. Students should cover their faces when traveling on public transport.
8. Students should always use face masks when in school, specifically in corridors.
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 online via Google Classroom. Classwork 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.

**School timing for January 2021**

If you have any concerns or would like further information, please contact the school Administrator on Info@Hafsacademy.org.uk.

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| **Covid 19 Timetable v2.0** | **Time** |
| **Islamic C** | 7:30 - 10:30am |
| **National C** | 10:30 - 2pm |
|  |
| **Lesson 1** | 10:30 – 11:15am |
| **Lesson 2** | 11:15 – 12pm |
| **Lesson 3** | 12 - 12:45pm |
| **Break** | 12:45 – 1:15pm |
| **Lesson 4** | 1.15 – 2pm |
| **Tutorial/ Reg KS4** | 1.50 - 1.55pm |
| **Tutorial/ Reg KS3** | 1.55 - 2pm |

Please refer to our website for updates and announcements.

<http://hafsacademy.org/category/important-announcement/>

I am immensely proud of all the staff who have worked extremely hard to ensure the best quality provision for students in challenging circumstances, and very thankful for the support of parents.

I would also like to take the opportunity to pray that you and your families a peaceful break and sending you my best wishes for 2021.

JazakumAllahu Khairan

Hafs Academy

Kazi Hussain

Head