

**AL BARAKAH SCHOOL**  
**CORONAVIRUS (COVID-19) POLICY**

**ALL STUDENTS, PARENTS / GUARDIANS OF STUDENTS AND STAFF MEMBERS WHO ATTEND AL BARAKAH SCHOOL ARE DEEMED TO ACCEPT AND ADHERE TO THIS POLICY AND THE PROCEDURES SET OUT HEREIN.**

These cautionary measures are being put in place temporarily as a response to the Coronavirus (COVID-19) pandemic. This policy remains contingent on ongoing guidance from Public Health England and could therefore change at any time. The well-being of our students, staff and community remain our utmost priority and we hope to support the management of risk of what is an ongoing and much-changing situation as best as possible. We will continue to keep you updated if there are any further changes to be implemented insha'Allah.

This policy is informed by the latest government advice for out-of-school settings: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>.

The government has released the following accompanying guidance for parents / guardians: <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>.

We would be grateful if you could please ensure that you are familiar with the procedures set out below, and request you to please allow plenty of time in your school journey in order to make the transition process as smooth as possible. We are aware that these procedures are significantly different to our normal setup. We all have a collective responsibility to keep the community safe, and it is therefore essential that we all follow the new procedures. JazakAllahkhair for your patience and cooperation.

**Key Principles and Aims**

- To do everything we reasonably can for students and staff, to minimise the transmission and infection of COVID-19, including following and promoting government advice and directives.
- To provide the best possible Islamic education and support for all students and do all we can to support student and staff wellbeing.
- To focus on minimising social mixing between groups, emphasising social distancing and enhanced hygiene and safety protocols.

**General**

1. Please note that, for safety purposes, **no parents / guardians will be allowed inside the school building**, unless in an exceptional circumstance.
2. Regular hand washing / sanitising will be undertaken at the start, end and throughout the school day. We recommend that members of staff, older students or those with allergies to generic hand sanitiser / hand soap bring in their own sanitiser and use this at regular intervals at the start, end and throughout the school day.
3. Northwood School will ensure that the building is thoroughly cleaned prior to use by Al Barakah School. Additionally, disinfecting wipes and spray cleaners will be used on frequently touched surfaces at regular intervals throughout the school day.
4. All members of staff, and students in Classes 7 and upwards, are encouraged to wear face coverings when entering and leaving the school building and in corridors; face coverings should be safely kept away when not in use.
5. Staff and students are encouraged to avoid touching their faces - particularly mouth, eyes and nose.
6. Staff and students are encouraged to cough or sneeze into a tissue or their elbow; bin the tissue and wash / sanitise hands afterwards.

7. Staff and students are encouraged not to gather together in groups, and to socially distance whenever possible - especially in corridors / shared public spaces.

### **Transport**

1. Students and staff are encouraged to walk or cycle to school, where it is possible and safe to do so.
2. If driving to school, please avoid sharing a car with people outside of your household.
3. If it is necessary to travel to school using public transport, where possible try to: maintain a social distance from other users; minimise touching of surfaces; and use hand sanitiser upon boarding and disembarking. Face coverings need to be worn on public transport by users aged 11 and over, unless exempt.

### **Morning Drop-off and Hometime**

1. In order to avoid crowding, **only one** parent / guardian per family will be allowed for morning drop-off and hometime.
2. Parents / guardians are encouraged to wear a face covering and are kindly asked to maintain a suitable social distance from other families during morning drop-off and hometime.
3. To avoid congregation, parents / guardians must refrain from remaining on the school premises once students have been dropped off or collected.
4. To minimise mixing, timings for morning drop-off and hometime will be staggered for different classes, and there will be separate class line-up areas. Specific details of staggered timings will be emailed to parents / guardians; directions to class line-up areas will be marked at the school.
5. Students in Classes 7 and upwards do not have to line-up, and can go to their classes directly.
6. For maximum ease and efficiency, it is essential that parents / guardians and students are **punctual** for morning drop-off and hometime.

### **Break**

1. No cafeteria food / drinks will be available for purchase, and water fountains at Northwood School have been turned off.
2. For Break, students and staff can bring in their own snack and a filled water bottle from home. For younger classes, we recommend that these items are brought in a lunch box clearly labelled with the student's name.

### **Lessons and Resources**

1. For lessons, large classes will be split into smaller groups of students and members of staff. As far as possible, it is intended that these smaller groups will be kept consistent - i.e. with the same students and member(s) of staff each time - on a weekly basis.
2. **All students in all classes** are requested to bring in their own school bags, books, stationery and equipment to avoid sharing resources with other students. For younger classes, we recommend that these items are clearly labelled with the student's name.
3. In particular, students in Classes 1-4 are requested to bring in the following additional items:
  - Pencil case with pencils, sharpener, eraser, ruler, safety scissor, glue stick and a few colouring pencils.
  - Starter Pack (this was issued to students in Classes 1-4 upon Registration) - containing laminated alphabet sheets, mini whiteboard, board pen and board eraser.

4. Students in Classes 6 and upwards are additionally requested to bring in their own Qur'an.
5. Starter Packs, Arabic Workbooks, Islamic Studies Books and exercise books are provided by the school.

### **Sickness / COVID-19**

1. Only students and staff who are symptom free should be attending school.
2. Students and staff **must not** attend school if they are unwell.
3. If a student becomes unwell or develops suspected coronavirus symptoms during the school day, they will be taken to First Aid in Reception; the Administrative Team will contact parents / guardians for collection as soon as possible.
4. If a member of staff becomes unwell or develops suspected coronavirus symptoms during the school day, they must inform the Management Team as soon as possible.
5. Students and staff must not attend school for any reason - and must self-isolate - if they have been in close contact with someone who tests positive for COVID-19, or if they or anyone in their household develop symptoms of COVID-19. Anyone who displays symptoms of COVID-19 can and should get a test, and should engage with NHS Test and Trace: <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

**The Management / Administrative Teams should be informed as soon as possible in the event of a positive result following a test.**

6. If you have a clinically vulnerable household member shielding then please do inform the school, and follow appropriate guidelines: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>.

### **Communication, Support and Wellbeing**

Please know that we continue to maintain an open communications policy; do not hesitate to contact us if any concerns or worries arise.

Please email us ([fees@albarakah.co.uk](mailto:fees@albarakah.co.uk), [info@albarakah.co.uk](mailto:info@albarakah.co.uk), [admissions@albarakah.co.uk](mailto:admissions@albarakah.co.uk)) with regards to any queries / matters where these relate to fees, admissions, special needs, medical information, holiday, leavers or any other personal / administrative matters relating to your child's place at the school.

For queries relating to classwork, homework, student progress or feedback, please engage with class / subject teachers via Google Classroom (instructions will be emailed to you).

We are only too aware of how challenging recent months have been and also that some staff and students will be concerned about returning to school. Please do not hesitate to contact us over the coming weeks and months if there is any way we can offer help and support.

We pray that Allah keeps us all safe from harm, and we pray for a return to normality soon insha'Allah, ameen.