

12th October 2020

Assalamu Alaykum Warahmatullah Wabarakatuh,
Dear Parents/Guardians,

Re-opening of the Madrasah

We hope and pray that you are all well and ready to study.

Insha'Allah our Madrasah will resume on Monday 19th October 2020

The timings will be as follows;

- 4:30pm to 7:00pm for Group 1 (Hifz and Aalimah)
- 5:00pm to 7:00pm for group 2 (Naazirah)

Due to the current pandemic, we have reviewed the Government's guidelines for Educational out of School Settings and have drawn up our risk assessment accordingly. This has been taken into consideration when preparing our new procedures.

Parents and Children must follow these new Madrasah guidelines;-

- ✓ Admission & re-admission forms must be completed and returned via email to wmt786@hotmail.com (along with other Documents required for new Admissions), alternatively they can be handed in to Qari Ismail Surati Sb at the Masjid. All information required on the forms, needs to be accurate, up to date, and all boxes filled. (This can be downloaded from our website (www.jamiamasjid.com)).

- ✓ Outstanding fees for the period September 2019 to March 17th 2020 when the Madrasah had to close, need to be paid in full before re-admission.
- ✓ All ongoing fees will be collected through direct debit and a mandate will need to be set up online before admission. Evidence of this will be required for re-admission.
- ✓ If any child has Covid symptoms, or if they are living with a person who is shielding or classified as vulnerable the child must NOT attend the Madrasah. Please inform us if and when this occurs.
- ✓ If any Child's School bubble or School has had an outbreak and they have been instructed to isolate or take protective measures as a result, you must not send your Child/ren to the Madrasah.

YOU MUST INFORM THE MADRASAH OF THIS IMMEDIATELY

- ✓ If your Child's Madrasah bubble or Madrasah has had an outbreak and they have been instructed to isolate or take protective measures as a result, you must not send your Child/ren to School.

YOU MUST INFORM THE SCHOOL OF THIS IMMEDIATELY.

- ✓ If your child has a medical issue that could affect him/her or others please inform the Madrasah ASAP.
- ✓ All parents should ensure that children visit the bathroom and complete wudhu before they arrive. The wudhu area and toilets will be out of bounds, other than emergencies.
- ✓ Children may bring their own water bottle if required.
- ✓ Parents will need to allocate additional time to drop off & collect their children. You will need to follow the one way system. Enter from the Dunstall Road gate, turn left, drive up to the side entrance (ladies entrance), drop off or collect the boys and then continue round to the girls building entrance to drop off or collect the girls then turn left out of the Waterloo Road gate. You will be required to remain in your vehicle, a member of staff will be on duty to receive and send your children. Parents and students on foot will be required to maintain social distancing whilst onsite, and must

follow instructions and guidelines. Dropping off or collecting children outside the gates will not be allowed.

- ✓ All children will need to be brought and collected from the Madrasah on time. Siblings of children in Hifz and Naazirah cannot be left on the Masjid grounds to enter at their starting times. Parents will need to wait in their cars with them. Children cannot be left unattended or allowed to play outside on the Masjid grounds.
- ✓ Parents will not be allowed to enter the Madrasah Areas of the Buildings during Children's entering & leaving times. If a parent needs to meet with the Head they must arrange a meeting at a convenient time.
- ✓ Students must bring their own Madrasah bags with all their Qurans/text books/exercise books and stationary from home. If they do not have their Quraan e Kareems or Qaidahs they will need to purchase new ones. All Children will have to take their Quraans & items back home with them daily. (No one will be allowed to leave anything on the premises, if left it will be removed and you will be required to purchase a new one).
- ✓ Hand sanitisers are available in the Madrasah, students must be supervised by the teacher whilst using them
- ✓ If any child or parent wishes their child to wear a mask or any other PPE gear they may bring one from home.
- ✓ Each student will be allocated a bench. They will be required to use that bench only. Students must not bring any food items or sweets to the Madrassah.
- ✓ Please note: the Madrasah cannot distribute any crisp packets or sweets to children, so Parents are requested not to send anything in.
- ✓ All students must avoid physical contact with others, this includes the teachers.

- ✓ At the end of Madrasah time Children will remain in their designated spaces and will be allowed out when they are called for by a member of staff who is on duty, so please be patient when collecting your children.
- ✓ Please note: The practice of taking children early from Madrasah is a waste of important and crucial resources of the Madrasah, therefore we will no longer facilitate the collection of Children before the end of Madrasah time. If your child has an appointment during Madrasah time, keep them at home for that day.
- ✓ All these measures have been put into place for the safety and wellbeing of your child.

If we go back into lock down or if the Authorities require us to amend the Madrasah procedures and guidelines, our operational procedures are subject to change. You must be prepared for this to happen upon a very short or immediate notice.

If you have any further concerns please feel free to contact the Madrasah.

With Allah's will we intend to keep Madrassah Qaasimul Uloom a safe and secure place for the staff and students.

We hope to see all the children back safe and well.

Was-salaamu Alaykum