



14 September 2020

Dear Parent/Carer,

Assalaam-alaikum (Peace be with you). I hope you are all well insha'Allah.

I would like to thank you all for your support during the first week back at school. On the whole, pupils have adapted to the changes well and we are continuing to monitor the new procedures and will keep them under constant review. Please could I take this opportunity to remind you of a few key things that have been put in place to ensure that we are doing all we can to keep our school community safe. Please can I remind you that if your daughter or any member of the household is displaying any Covid symptoms she must self-isolate and not come into school. Please inform the school who will advise of next steps.

### **Attendance and Punctuality**

It is compulsory for all pupils to be in school. We are recording absence in the usual way and any absences will be followed up using the normal procedures, including visits if needed. If your daughter is absent from school then please ensure you follow the normal absence reporting procedures.

### **Arrival at School/Departure at the end of the Day**

In line with Government guidance, pupils will need to wear a face covering when on public transport/school bus. Pupils should use the entrance gate that has been allocated to them and **parents should not come onto the school site unless they have arranged to do so via an appointment**. Pupils should leave the school site promptly on dismissal and if they have to wait for a parent/carer, they should do so in a social distanced manner. If your daughter is required to stay in school for a session/detention then you will be informed. If you are collecting your daughter please can I remind you that you must social distance as appropriate.

### **ParentPay**

All pupils have a login for ParentPay – parents of new Year 7 and Year 12 pupils should have received the information last week, and should therefore be able to set up their account. All school purchases need to be made using ParentPay and therefore it is important that you regularly check your daughter's balance. Please note that even if your daughter is eligible for free school meals any purchases made at break time will be charged to the ParentPay account.

### **Pupil Wellbeing and Support**

We hope that parents/carers have found the support materials signposted on our website useful. We would particularly like to remind you of Young Minds (<https://youngminds.org.uk>) and Childline <https://www.childline.org.uk> as helpful sources of advice and support. There is also access to online counselling and support for individual pupils available at <https://www.kooth.com>. If you require any further support then please contact your daughter's Student Service Officer.

Please continue to stay safe and take care of each other. Thank you for your continued support.

Regards,

S Muneer  
Principal

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