



27th October 2020

*Bismillah-Hirrahman-Nirrahim*

Dear respected Parents/Guardians,

*Assalamu Aleikum Wa Rahmatullahi Wa Barakatuhu*

**RE: What happens if my daughter is self-isolating and cannot attend school?**

I pray this letter finds you in the best of health and imaan.

Students must attend School when they are fit and well and must arrive to School on time for registration (morning and afternoon) each day during term time. Attendance and punctuality at School is linked to a student being able to achieve better results due to non-disruption in the student's daily learning. We are determined to teach complete the curriculum this year. In order for our students to benefit fully from the educational opportunities provided by the School, students must consistently maintain high levels of attendance and punctuality. We expect students to continue learning unless they are ill to the point that they are unable to do work.

If your daughter is absent from school due to Covid-19 symptoms they will now be required to access school work via Google Classroom. All students in all years know how to do this. Students and parents can access Google Classroom via the following link: <https://classroom.google.com/>

From Monday 2<sup>nd</sup> November 2020, all lessons taught in school will also be available live on Google Meet (accessed via Google Classroom). A Google Classroom app is also available for smart phones and tablets; however we encourage students to use a laptop or desktop where possible. Students should use the username and password provided by the school to access and check work that is set by their teachers. At the top of each classroom in the header section there is a Google Meet hyperlink that students will need to click on to access live lessons. Students should only enter this during their allocated lesson times as per the Lesson Timetable.

Google Classroom operates like a virtual school. Students who are ill and not in school will need to log-in to each class and complete the class work and homework set as the live lesson progresses with those students who are in school. They will be able to see the teachers' interactive whiteboard and the teacher as well as all audio sound that takes place in the classroom. They will however not be able to see the other students. It is imperative that we keep all of our students safe in this regard.

Students who are ill and are forced to complete work from home will not be permitted to access live lessons from home until the disclaimer has been signed and emailed back to school. Please use the reply template below and send us your response by copying and pasting the relevant template and replying directly to the email that this letter was sent by no later than Friday 30<sup>th</sup> October 2020. If you have any queries, please do not hesitate to contact the school:

[officemanager@islamiaschools.com](mailto:officemanager@islamiaschools.com)

# Islamia Girls School



Please refer to the School's attendance and punctuality policy available on the School's website.

May Allaah keep all of our students and schools community safe, in good health and imaan.

Jazakumullah Khair,

*Wassalaam*

Mr A. Ali

Head Teacher

**Please use this template and send (email) your reply by Friday 30<sup>th</sup> October 2020.**

I will ensure my daughter abides by the school rules at all times whilst working from home via Google Meet. She will act in accordance to the student user agreement that was signed at the beginning of the academic year. I will ensure that no screenshots, video recordings or audio recordings of the lesson are taken at any time using any device or medium. I understand that some lessons may be recorded by teachers for teaching purposes only.

Student Name: \_\_\_\_\_

Form Group: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Date: / /

**Please do not create a new email. Kindly reply to the email sent with this letter.**