



30<sup>th</sup> September 2020

*Bismillah-Hirrahman-Nirrahim*

**Re: Target Setting Day Friday 2<sup>nd</sup> October 2020**

Dear respected parents/guardians

*Assalamu Alaikum wa Rahmatullahi wa Barakatuh*

We pray that this letter finds you in the best of health and *emaan*.

We are due to have Target Setting Day on **Friday 2<sup>nd</sup> October 2020**. Please refer to the *Important Dates Calendar*. On this day, parents and students were due to meet face to face with **Form Tutors** to discuss the progress of their daughter. However, due to the rapid increase in the number of Covid-19 cases in London, we have carried out further risk assessments and have decided that all face to face appointments will be changed to telephone appointments.

It is very important for us to protect our staff and families and ensure we are able to keep the school open and avoid closure of the whole school. As you are aware any positive cases of Covid-19 in our school community will result in whole bubbles having to self-isolate and more than one positive case of Covid-19 could potentially lead to school closure. We must protect the most vulnerable members of our school community insha'Allah. Target Setting Day would have involved parents having to wait outside classrooms and potential mixing of parents in corridors, which we would not be able to control.

During Form Time tomorrow, your daughter will be given a hard blank copy of her Target Sheet. The Target Sheet will need to be completed during your telephone appointment with your daughter's Form Tutor. As explained in our original Target Setting Day letter there will be no school for students on the day. Teachers will be contacting the parents on the phone numbers available at school. Please kindly ensure your daughter is present during the phone meeting.

Appointments will be limited to 10 minutes to avoid overrunning and unnecessary delays.

Barakallahufeekum,

*Wa'Salaam*