



12 December 2023

Dear Parents/Guardian

### Prayer Facilities During Snack Breaks

We are happy to inform you that we have arranged for prayer facilities during snack breaks to take place in the indigo resource base. These facilities will be available to use during the shorter days when prayers take place during school hours. We request your support in ensuring that the facilities are not misused and that the code of conduct below is adhered to:

- Entry into the Indigo resource base is only for students who wish to pray. Students are only allowed into the designated room and must not access any other areas.
- Students will leave the dining room once they have permission from staff on duty after showing a signed note from parent/guardian and if they have their name on the register **(Please complete the Permission Reply Form on the next page)**
- Students will need to enter via the Fire Exit door opened by the member of staff volunteering, so they do not disrupt the indigo resource base.
- Students will remain in the classroom until the end of snack break and will need to go straight to their lesson.
- Students to respect the prayer facility and behave accordingly and follow all staff instructions.
- Students will not enter the Indigo resource base without the presence of the supervising staff, if the staff on duty is not present, on that occasion, prayer facilities will be unavailable, and students will not be permitted to exit the dining room.
- Students will ensure that they use these facilities in a timely manner and are not late to lessons.
- Students will need to have performed ablution before coming into the indigo resource base.
- Any misuse of these facilities will mean that access to prayer facilities will be revoked.

If you wish for your child to use the prayer room, please write the following note in their homework diaries to show Staff on duty, this is in addition to completing the Permission Reply Form:

**'Name (student name) wishes to use the prayer facilities and they commit to following the code of conduct'.**

**Please complete the Permission Reply Form on the next page by Thursday 14 of December 2023. If we have not received permission, your child will not be able to use the facilities.**

Prayer Facilities During Snack Breaks – Permission Reply Form

Yours sincerely



Mr P Gibson  
Headteacher



Ms S Sultana  
Head of Year 9  
Teacher of Science