

AL-FALAH SCHOOL PARENTS' HANDBOOK

It is vital for all parents to read and comprehend this information

Assalamu Alaikum wa Rahmatullah

Welcome to Al-Falah School. We hope that your child's time at our school will be a happy and important period in their life, insha'Allah. We will do all we can to make this happen. Certain guidelines and rules enable the school to function successfully, and those that apply to parents are contained in this guide. It is the responsibility of parents to read this thoroughly.

As Al-Falah School offers a high standard of education in both National and Islamic Curricula, we attract larger numbers of applicants than we can cater for. We have waiting lists of children whose parents want their children educated at Al-Falah. We expect those of you who are fortunate in obtaining a place at our school to ensure that your child abides by our rules.

All rules and guidelines must be followed by all parents. By taking up a place at Al-Falah School you are agreeing to abide by all of the rules and guidelines of the school.

Uniform

For boys:

- Royal/light blue jumper
- Thobe/Jubba of any colour, preferably white
- Plain black shoes with black socks (no trainers)
- Plain white hat



For girls:

- Royal/light blue jumper or cardigan
- Black Abaya
- Plain black shoes with black socks (no trainers)
- Plain white scarf

Please note that 'black shoes' are part of the uniform. If your child is not wearing black shoes they are not conforming to the uniform code and may be sent home.

PE Kit:

For boys: children should wear a T-shirt (any colour) with jogging bottoms and trainers.

For girls: children should wear a long sleeved top (any colour) with jogging bottoms and trainers.

Note: For health and safety reasons children are not allowed to wear jewellery at Al-Falah.

Arrival, departure and registration

- School starts at **8:00 am Monday - Friday.**

All children are expected to arrive by **8.00 a.m.** and line up in the designated area every morning. School gates open at 8.00 am and close at 8.15 am.

- School finishes at **3.40 pm (Mon - Thurs)** and **11.40 am (Fri)**. Parents are given a 15-minute window to collect their child/children.
- Register is taken twice a day at 8.15 am and 12:20 pm. A day counts as 2 attendances.
- Parents must drop off and pick up their children from school on-time.



Lateness (dropping children off or collecting children)

- If a child arrives after 8.15 am, they will be marked as Late (L) and the parent or carer must **sign the late register** in the office stating reasons for the lateness. This is to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.
- If a child is collected after 3.55 pm (Mon - Thurs) or after 12 pm (Fri) parents must sign the late register in the office.
- Children who arrive late twice or more within a two-week period will be considered as **persistent late**.
- Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.
- Where there have been persistent incidents of lateness, parents/carers will receive a letter advising them of the concerns and the school will provide opportunities to seek support and advice to address these issues.
- If the persistent lateness continues, the attendance officer will arrange a meeting with the head teacher and the parent.
- If there is no improvement after the meeting, the child may be excluded from the school.

Medical appointments

- Every effort should be made to arrange medical appointments outside of school hours. If a child must be out of school for this reason, the school must be informed in advance and the child should be returned to school directly after the appointment. We may ask to see evidence of any appointments.

Authorised absence

- An absence is classified as *authorised* when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell or has an unavoidable cause (which is expected to be an emergency and necessary) then parents must inform the school to explain the absence either by a phone call, text message, email or in person.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the Head teacher.

If your child is absent parents/carers must:

- Contact us as soon as possible on the first day of absence via email, text or telephone.
- Parents are expected to email, text or telephone the school by 8.30 a.m. on the morning of the day of absence to inform the school that their child will be absent and state a reason.
- If a child is absent for three days or more due to illness, parents will need to provide medical proof such as prescription, appointment card, doctor's note or prescribe medication.

Consequence of Persistent Unauthorised absence:

- A pupil is considered to be a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.
- We monitor all absences thoroughly. Any case that is seen to have reached the Persistent Absence (PA) threshold or is at risk of moving towards that level is given priority and you will be informed of this immediately.
- PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.
- If a child is persistently absent without authorisation **for 5 days** or more, the school can give **each parent** a fine of £80, rising to £160 if you do not pay within 21 days.
- From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period.
- If you get a second fine in 3 years, it will be £160. If you do not pay the fine in 28 days you may be taken to court by the local authority for keeping your child out of school.
- Persistent absence may result in disciplinary action from the school by the Head teacher. The Local Authority may be involved and this could result in dismissal from the

school.

If your child is absent the school will:

- Endeavour to contact the parent or guardian, if no message has been received regarding the reason for the absence.
- The class teacher will record the absence in the register (N).
- Invite you in to discuss the situation with our Attendance Officer and/or SLT members and head teacher if absences persist.

Illness

- If your child is ill, do not send them to school. They need to be kept home and looked after or taken to the doctor. If they have a contagious illness, then it will be spread to others if they come to school. We may refuse entry to any child who is noticeably sick or ill.

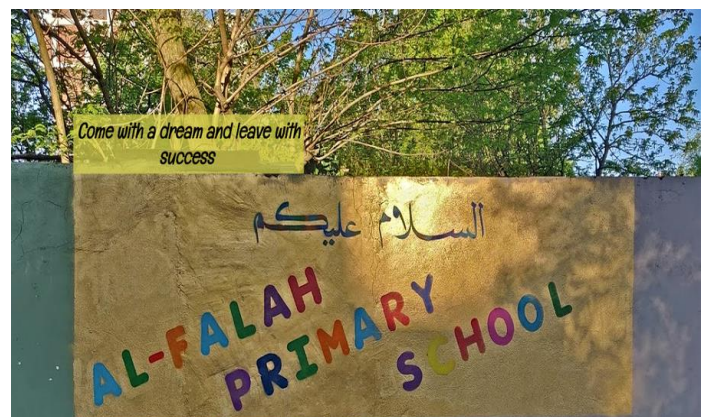
Collecting sick children

- If you are called to collect your child due to sickness (or any other reason) you must come immediately. We do not call you frivolously and we expect you to either collect your child yourself or to arrange for a friend or relative to do so.

Entrance and Exit routes:

Entrance	8:00 am-8:15 am
Main Gate	All year group

Exit route	3: 40 pm-3:55 pm
Main Gate	All year group



Behaviour

At Al-Falah School we expect the highest standards of behaviour from all children. We believe in rewarding good behaviour and there are prizes throughout the year for children who reach high standards. Al-Falah has a merits system in place for good behaviour, progress and hard work and children are rewarded accordingly.

We particularly do not tolerate aggressive or violent behaviour. Any child who exhibits such extreme behaviour is immediately sent home to reflect on how they have behaved and how they should behave in future. Parents may be called in to meet with senior leaders to discuss strategies to support your child.

Emergency contacts

You must provide the school with 2 emergency contact numbers and these must be kept up to date. It is of the utmost importance for us to be able to contact you at any time during school hours. Insha'Allah there will never be an emergency involving your child but if there is, and you have provided incorrect numbers or failed to update changes then you are responsible for further distress to your child. **Any change of address must also be given to the school.**

Library books

If your child damages, defaces or loses any school text book or library book you will be charged £5 or the cost of the book, whichever figure is greater. We do not have a large budget and so all books that we purchase must be treated as valuable resources for the school.



Parents' day

There are two days set aside each year as Parent's Days when you can come and get an up-to-date assessment of your child's progress. One takes place in the autumn term and the second one in the summer term. A full school report is issued in the Summer Term. *(School is closed for children during Parents days).*

You may make an appointment to see your child's teacher at any time during the year at a time convenient to you and the teacher.

Packed lunches and snacks

Packed lunches should consist of healthy foods and drinks not crisps and fizzy drinks. Food cannot be reheated at Al-Falah School due to health and safety reasons, so please do not request it. Snacks for the morning breaks should be fruits and healthy snacks. Your child should eat a healthy and filling breakfast at home before coming to school, not try to catch it up later in snack time.

Homework

For Years 1 - 6 homework is given out on a **Thursday** and is expected to be handed in on the following **Tuesday**. All homework is compulsory and it is the parent's responsibility to ensure that it is completed and returned. Always check your child's bag as some children have the habit of claiming that there is no homework. This is never likely to be true.

If your child fails to complete and return 2 consecutive homework sets or 3 non-consecutive homework sets then you will have to come and see the Head Teacher to discuss the issue.

Fees

Al-Falah accepts that fees are a critical form of revenue for the school and that prompt payment of all fees is the responsibility of all parents/carers of Al-Falah's students. The total fees collected at Al Falah are the sole means in providing a high quality of Islamic and National Curriculum education for students. Therefore, it is crucial that the contents of this policy are completely adhered to throughout the pupil's presence on the school's roll. Fees are an obligation on all parents. When a parent accepts a place for their child at Al-Falah they are agreeing to meet their financial obligation to the school.

Non-payment or unnecessarily delayed payments have a direct effect on the school's operations, and hence, in such cases, the school will strictly follow the procedures outlined below. However, the school will always take into account extenuating circumstances that warrant a reasonable delay in payment, provided that parents inform the school about them before the payment due date, and can provide sufficient evidence to prove the necessity to delay. We will cooperate to the best of our ability to accommodate the needs of such parents. Al-Falah is one of the few Muslim schools within the London area to offer low fees without compromising the quality of education delivered.

Registration fees

In the first year of enrolment, there is a one-off non-refundable admissions fee of **£300**, payable to Al-Falah Primary School per child. This registration fee is to be paid in full upon confirmation of a place on the school's roll and is non-refundable.

School fees for 2024-2025

- The school fee for the academic year 2024-2025 is **£2,800**.
- Payments can be made via option 1 or 2 as stated below, with a discount of £100 for an additional child.
- Payment can be made in cash, cheque, bank transfer or direct debit with option 1 or 2.
- All school fees are due by the first Friday of the month, for all payment options.
- Non-payments will result in the next step in the corresponding policy being enforced.
- School fees are payable even when your child is unavailable to attend school due to sickness or for any other reasons.

Option 1: Full payment of £2800 in September

Option 2: Three payments as stated below

<u>Instalment</u>	<u>Due by date</u>
1 st payment of £1000	1 st week of July
2 nd payment of £1000	1 st week of November
3 rd payment of £800	1 st week of March

Late starts

If your child joined the school later in the academic year, you will have to pay school fees for the remaining months. A full payment is due if your child starts before the 10th of the month. If the child starts after this date, a partial payment for the month will be due for which you will be advised by the school.

Withdrawals of pupils

All payments need to be completed for school fees before withdrawal. Parents must give at least a **full terms** advance notice prior to withdrawing your child from the school and the full term's fees must be cleared and completed by parents. Failure to do so will result in school fees being due for that term.

Educational visits/Trips payments

While several venues chosen by Al-Falah for school educational visits are free to visit, some involve entry and other charges. These charges will be communicated to you sufficiently in advance along with deadlines for payment.

Non-payment by that deadline will result in the withdrawal of the pupil from that educational visit/trip under normal circumstances.

Additional costs

Additional costs, such as; Islamic curriculum books, SATs materials and other relevant resources/books have to be paid by parents.

Jazakumullahu Khair

Al-Falah School Management

October - 2024

School contact details

Al-Falah Primary School
48 Kenninghall Road, London E5 8BY
Email: info@alfalahschool.org.uk
Web: www.alfalahschool.org.uk
School Tel: 0208 985 1059
School Mobile: 07359 072 433
Al Falah Primary School's Bank Details:
Account Name: Al Falah Educational Trust
Sort Code: 23-05-80
Account Number: 54404197