

AL-FALAH SCHOOL PARENTS' HANDBOOK



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It's vital that all parents read and comprehend this information.

INTRODUCTION

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 so. There are certain guidelines and rules that 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 Curriculums, 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 (no trainers)
- Plain white hat



For girls:

- Royal/light blue jumper or cardigan
- Black Abaya
- Plain black shoes (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 will be sent home.

P.E Kit:

For boys: the children wear a white T-Shirt with jogging bottom and black trainers.

For girls: the children wear a white long T- Shirt with jogging bottom and black trainers.

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

Arrival, departure and registration:

- The school starts at **8:00 am** on **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 at 11.40 am (Fri). Parents are given a 15 minutes' 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.
- It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in or out from the office. The signing in / out register in the office is used in the case of an emergency or a fire drill.
- 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 the registration period, they will be marked in as Late (L) and the parent or carer must sign the lateness book 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 4 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. The school may fine £20 per child for persistent lateness **(3 days every 4 weeks)**.
- Persistent lateness also may result in disciplinary action by Head teacher after two fines.
- Parents must drop off and pick up their children from school on time.

Illness and Medical Appointments

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- The school office should be informed during the morning of the first day of a child's absence through illness and then each morning, if appropriate, for the duration of the absence.

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, Unavoidable cause (which is expected to be an emergency and unavoidable) and the parent write a note or call the school to explain the absence. 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 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 absence thoroughly. Any case that is seen to have reached the 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 **(2 days in a 4-week period)** parents will be fined **£30** per child and must meet with the Head teacher. The Local Authority may be involved and this could result in dismissal from the school.

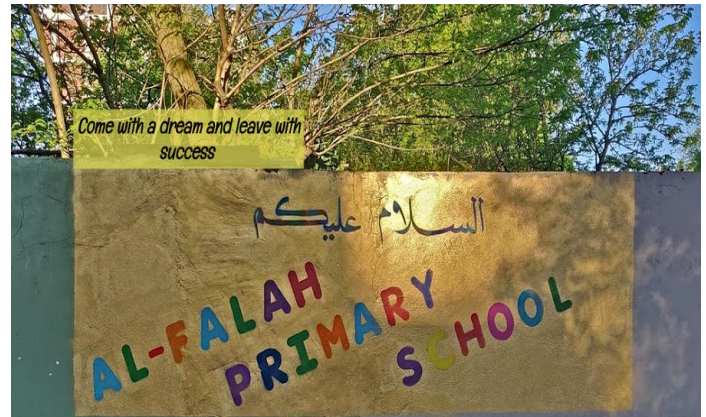
If your child is absent the school will:

- 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, Head teacher if absences persist.

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



Absence:

If your child has a medical or dental appointment you must inform the school in advance.

Absences that cannot be similarly foreseen require a letter from you to be sent to the school when the child is able to attend again and we also ask that you telephone the school on the first day of any absence to inform us of the situation.

Al-Falah School does not encourage holidays to be taken during term-time. In cases where it is necessary for you to take your child abroad we can authorize the absence but will not do so for any period in excess of 10 days. Unauthorised absences are marked as such in our registers which are legal documents liable to inspection from Ofsted and Social Services if there is a concern about excessive absenteeism.

If you absence your child for a period of more than 10 days without informing the school and we have cause for concern we will inform Social Services and may also remove the child from our register, giving the place to another child.

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.

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.

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.*

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.

School 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.



Illness

If your child is ill DO NOT send them to school. They need to be kept home and looked after or possibly to visit a doctor. If they have a virus then it will be spread to others if they come to school. We will refuse entry to any child who is obviously sick or ill.

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 second one in the summer term. In addition to these there are 'meet the teacher' mornings at the beginning of both autumn and spring terms.

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

A full school report is issued in the Summer Term.

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, so please do not request it. Snacks for the mornings can only be fruit and a drink **NOTHING ELSE**. 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 - 5 homework is given out on a Friday and is expected to be handed in on the following Thursday. In Year 6 homework is given at the teacher's discretion. 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 every Friday 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.

Al Falah Fees Policy

Al Falah Primary School 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 co-operate to the best of our ability to accommodate the needs of such parents. Al Falah Primary School 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 **£200**, 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 2023-2024

- The school fee for the academic year 2023-2024 is **£2,800**. Payments can be made via option 1 or 2, with a discount of £100 for each sibling.
- Payment can be made in cash, cheque, bank transfer or direct debit with option 1 or 2 and with option 3 a direct debit must be set up (a copy of this must be given to the office).
- 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: 3 payments of £933 at the beginning of each term

<u>Instalment</u>	<u>Due by date</u>		<u>Instalment</u>	<u>Due by date</u>
1 st payment	1 st week of Sep		3 rd instalment	1 st week of April
2 nd payment	1 st week of Jan			

Option 3: 10 payments of £280 paid at the beginning of each month.

<u>Instalment</u>	<u>Due by date</u>		<u>Instalment</u>	<u>Due by date</u>
1 st payment	1 st week of Sep		7 th payment	1 st week of Mar
2 nd payment	1 st week of Oct		8 th payment	1 st week of Apr
3 rd payment	1 st week of Nov		9 th payment	1 st week of May
4 th payment	1 st week of Dec		10 th payment	1 st week of June
5 th payment	1 st week of Jan			
6 th payment	1 st week of Feb			

Withdrawals of pupils

All payments need to be completed for school fees before withdrawal. Parents must give at least a full term's 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 a number of 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 withdrawal of the pupil from that educational visit/trip under normal circumstances.

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.

Additional Costs:

Additional costs, such as; Islamic curriculum books, SATs materials and other relevant resources/books have to be paid by parents. Please be aware that additional costs of £20 to £30 may vary for different year groups.

Jazakumullahu Khair

Al Falah School Management

January-2023

Al Falah Primary School's Bank Details:

Account Name:

Al Falah Education Ltd

Sort Code: 23-69-72

Account Number: 32634937