

It is important that prospective parents read and understand what is written here.

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:

Long Kameeze/Jubbah/Thobe of a length to just above the ankles, black shoes and white hat.

For girls:

Black Abaya of a length to the ankles, white scarf (not a mixture of any other colour) and black shoes.

Please note: Black shoes are a 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 black long T- Shirt with jogging bottom and black trainers

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

School Timing

The playground gates are opened at **8:00 am** every day. Children arriving before this time must wait in orderly fashion by the gate.

The playground gate is closed at 8:15am. Any child arriving after this time is late.

Arrival and Registration:

- All children should be ready to come into school at 8.00 a.m. and line up in the play ground for Assembly every morning. The register is taken twice a day at 8.15am and 12:.20pm. A day counts as 2 attendances.
- If a child arrives after the registration period, he / she will be marked in as Late and the parent or the carer has to sign in the book in office stating reasons for the lateness. The afternoon register is taken at 12:20p.m.
- If a child arrives after 8:20am without a valid reason , they will receive a mark (P.U.) Present Unauthorised that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.
- 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.

Lateness:

Pupils who arrive after the registration time then the parents or the carers have to go to the school office to sign in and give a reason for their lateness. Any unjustifiable reason for absence will be marked as unauthorised. It is vital that pupils sign in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

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 for parents/carers to seek support and advice to address these issues. The school will fine £ 20 a child for persistent late and pick up late (5days in a month)

Persistent lateness also may result in disciplinary action by Head teacher.

Illness and Medical Appointments

- Every effort should be make 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.

Authorized 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 and the parent writes a note or telephones 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.

Unauthorized Absence

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

If A Child Is Absent:

- When a child is absent, the class teacher will record the absence in the register.
- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence - you must do this even if you have already telephoned us;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.
- **Consequence of Persistent Unauthorized absence:** If a child is persistently absent without authorisation (3days in a month) parents must meet with the Head teacher and also will be fined £50, the Local Authority may be involved and this could result in dismissal from the school.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our Attendance Officer and/or Pastoral Leaders, Head teacher if absences persist;
- The school office will endeavour to contact the parent or guardian, if no message has been received regarding the reason for the absence.
- Parents are, however, expected to text, email or telephone the school by 8.30a.m. on the morning of the day of absence to inform the school that their child will be absent. They are asked to state a reason.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.
- Parents write a short note stating reason for the absence on return of the child at school and give it to the class teacher.

When dropping off your children to school please **DO NOT** park in front of the school gates or adjacent to the Bus terminus. We have had complaints from the council about parents who consistently make a nuisance of themselves by stopping on the double yellow lines outside our gates.

The school ends **Monday – Thursday** at **3:45 pm**. Parents must be at school by this time to collect their children. On Fridays parents must be at school by **11:45am** to collect their children.

Al-Falah School is required to inform 'Social Services' in cases of persistent lateness or absence. We prefer not to have to do this but we will do so if and when appropriate.

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.

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.

PARENTS DAYS

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 problem.

Al Falah Fees Policy

Alfalah School is one of the few Muslim schools within the London area to offer low fees without compromising the quality of education delivered.

School fees are payable even when your child is unavailable to attend school due to sickness or for any other reasons. You will have to give at least a terms advance notice prior to withdrawing your child from the school. Failure to do so will result in school fees being due for that term.

- The fees are **£2,400** for the whole year for payments made via option 1 and 2, with a discount of £200 for each sibling.
- Payment can be made in cash, cheque 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)
- In addition to the school fees we require a **registration fee** of **£200** at the time of accepting a place at the school which is **non-refundable**.
- Fees for school trips and other activities may be chargeable to which parents will be notified in advance.
- A charge of £20 will be added for late payments.

Option 1: Full payment in September

Option 2: 3 payments of £800 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 £240 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			

CLOSING REMARKS

All parents receive a copy of this guide. Do not lose it. Please make sure you read it all the way through. The information in here is very important and to later claim that you didn't know something that is written here will not be accepted.

Jazakumullahu Khairan

M A Hussain

Head Teacher