

Parents Handbook

Leicester International School

'educating your child in modern times'



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Welcome from the Principal

Assalaamu alaykum w w

It is my pleasure, as Principal, to welcome you to our school Leicester International School (LIS). We are happy that you have chosen us to care for and educate your child/ren.

Over the years, we have established a reputation for providing our pupils with an educational experience which is effective, enjoyable, and rewarding. Our curriculum is designed to be academically challenging, stimulating and appropriate to our pupils' abilities, aptitudes and aspirations. I do hope that you find this handbook useful. We have included a wide range of information about the school and attempted to answer some of the questions which are often asked by parents when their children are joining us. However, it should also be useful for you throughout your child's school career.



We firmly believe that there are many qualities which bring success in life; academic achievement is but one of them. Our pupils are encouraged to adopt and value qualities such as tolerance, compassion, cooperation, good manners, reliability, enthusiasm and determination. We genuinely seek to build a partnership between school staff, pupils, parents and the wider community, in which all are recognised, valued and treated with respect. By working in cooperation with our pupils and parents, we believe that we can achieve these aims and that our pupils, your children, will enjoy their time in our school, achieve success and feel confident to face the many challenges and opportunities which they will encounter in life, when they leave our school.

Maulana Nizam Hussein

Principal

Mission Statement

Leicester International School (LIS), mindful of its accountability to Allah Subhaanahu wa Ta'ala aims to provide the best possible future for our children. We believe that love, encouragement and understanding are imperative to a child's overall development, as well as promoting moral and accountable conduct. All children regardless of gender, colour or creed deserve the best possible start.

Our core values aim to develop children to become confident in their identity as British Muslims with an enduring desire to perform their religious duties, live in harmony with fellow citizens and contribute positively to the social, political and economic well-being of the country. We want our children to be good Muslims who in the tradition of our beloved Prophet (salallahu alaihi wasalam) will lead by example not simply by dictation.

Our commitment is to provide a happy, secure and Islamic environment with a balanced curriculum to meet the spiritual, moral, mental, physical and social needs of young people in the 21st century. We



strive to instil the values of Deen in a manner conducive to Islamic principles and endeavour to achieve this within a disciplined environment enabling every child to achieve their full potential. We value, appreciate and recognise every child as a unique individual and continuously strive to promote strong links between the school, home and the local community.

“He grants wisdom to whom He pleases; and he to whom wisdom is granted indeed receives a benefit overflowing. But none will grasp the message except men of understanding.” [Quran: 2:269]

Premises

The Beal Street site occupies shared facilities with the Tiny Tots pre-school. The children enjoy a wide range of academic facilities within the campus. Many of the attitudes that have been fostered earlier during the preparatory years are extended and developed as the learning experience broadens. We always try to identify and nurture those pupils with academic abilities ahead of the years. Such children can excel further in their academic progress. The secondary school campus is situated at 1 Woodhill, Leicester LE5 3JB.

The Curriculum

All children between the ages of 5 and above study the Cambridge International Examinations (CIE) curriculum as well as the school's own curriculum. In planning the curriculum, we allow for individual development, we provide a broad, balanced and inclusive curriculum appropriate to the needs and interests of each individual child. Emphasis is given to the core areas of the CIE. These are English, Mathematics, Science, Information and Communication Technology.



We also feel it is important for children to develop an understanding of law and society and how the people in it, past and present, think, feel and behave. These issues are addressed through the study of History, Geography and Personal, Social and Health education and Citizenship.

The Madrasah

The school provides madrasah classes for those children attending the school. The children that attend school who come from a diverse range of local cultures can learn a broad mix of subjects. We have a strict comprehensive syllabus which conforms teaching methods and learning objectives to ensure that they are focused on key priority areas.

Hifz Classes

For those children that have a strong desire to and demonstrate the ability for memorisation of the Qur’an, we have hifz classes.

Salaat (Prayer)

We are committed to facilitating special time for performing Salaat* in the school for boys and girls separately. Salaat is made compulsory for children from Stage 3. This enables the children to learn how to perform Salaat correctly hoping this very important worship will become a part of the children’s lives from an early stage of their development.

*Salaat times are variable between summer and winter months and are therefore coordinated to fit within the school timetable preferably during lunch and break times.

The School Day

Primary School	8:15am to 1:30pm	Please collect your child at 2:45 if he/she is not attending madrasah
Madrasah (Primary)	2:45pm to 4:45pm	
Home Time: please note, we are very strict about pupil collections at home time. If you are late in collecting your child, a late collection fee of £3.00 will apply payable at the time of collection.		
Secondary School Boys & Girls	8:00am to 12:30pm	You child will be ready to go home at 1:45pm if he/ she is not attending madrasah
Madrasah (Secondary Boys & Girls)	2:30pm to 4:45pm	

Please visit the school website www.lisch.org.uk to view the school lesson time tables.

**Procedures for Arrival****Primary**

All children should be directed towards the entrance in to the main building when they arrive at school. All children must be in class by 8:15am.

Secondary:

All children must be in class by 8.00am.

Boys entrance: Woodhill Gate

Girls entrance: Mere Road Gate

Punctuality

To give your child the best possible opportunity to learn, it is of course essential that he or she attends school regularly and punctually. Legally we are required to check all absences and therefore require a note or a phone call to let us know the reason of any absence from school, no matter how short. Please address this note to the office and always make sure that it is signed and dated by you (the parent or guardian). If we don't receive a note or a phone call to explain why your child has not been in school, their absence is noted as 'unauthorised' and all such absences are closely monitored by the school.

We encourage parents to make appointments after school hours, however if you need to take your child out of school for any reason, a dental visit or hospital appointment for example, you should inform the office. You will be required to sign your child out when you collect your child. Please remember that it will be your responsibility to collect and / or return your child to school.

Procedures for Lateness

Punctuality is vital and late arrivals cause disruption to teaching and learning for all pupils and staff. It is therefore very important that your child arrives on time.

Primary School

Children must be in class by 8.15am. Registration will take place at precisely 8.15am. Any child arriving after 8.20am for any reason other than medical will be marked late. Children who arrive after registers have been marked must report directly to the school office. Lessons will begin precisely at 8.30am. Any child arriving after 8.30am without a reason or explanation from parents will be marked unauthorised absence for that session.

Secondary School

Children must be in class by 8.00am. Registration will take place at precisely 8.00am. Any child arriving after 8.05am for any reason other than medical will be marked late. Lessons will begin precisely at



8.15am. Any child arriving after 8.15am without a reason or explanation from parents will be marked unauthorised absence for that session.

Absences

LIS gives high priority to its pupils' educational achievement and believe that maximum pupil attendance and punctuality are essential in order for all children to achieve their full potential. Staff and the management of the school are committed to working in partnership with parents to ensure that this policy is effectively and appropriately implemented. There are strong and proven links between pupil attendance and educational achievement. Attendance of less than 95% (i.e. absences of 9.5 days or more out of the 190 pupil days in the school year) has been shown to compromise pupil attainment. At 90% attendance pupils miss the equivalent of almost 4 weeks education. Parents do not have an automatic right to withdraw their child from school during term time. Within the context of the law, only a Head teacher/Principle can authorise absence, not parents or carers. For this reason: leave of absence will only be authorised in exceptional circumstances as disruption to the child's education can have a negative impact on his/ her educational attainment. The Head teacher/Principle can allow up to a maximum of 10 days absence in exceptional circumstances only.

The full attendance/ absence policy is available upon request from the office.

Homework

Homework is a crucial part of the learning process and has several important purposes:

- It gives pupils time to practise some of the skills that they have learned at school;
- It helps in preparation for assessments
- It gives pupils opportunities to extend their school experiences through various activities;
- It encourages pupils to 'find things out' for themselves;
- It encourages pupils to develop a positive attitude towards books and reading;
- It gives parents an opportunity to see their children's work.

For homework to succeed, the school requires support from parents. Your child will be given homework and must be returned with your child to school.

Teachers will set homework that is useful and relevant. Together, staff and parents can attempt to make homework a positive and useful experience for your child.

Personal Appearance & Uniform

It is a requirement of the school that all children wear school uniform as specified.

Primary School



Boys	Girls	P.E. Kit
Grey Trousers	Grey Trousers	Navy Tracksuit Bottoms *
Grey Jubba	Grey Tunic	White Polo Shirt/ T- Shirt *
Black/ Grey Socks	White Socks	Trainers
Black Shoes	Black Shoes	
Navy Jumper/ Cardigan *	White Scarf	
White Topi	Navy Jumper/ Cardigan *	

Secondary School

Boys	Girls	P.E. Kit
Grey Trousers	Plain Black Abaya	Navy Tracksuit Bottoms *
Grey Jubba	Plain Black Scarf	White Polo Shirt/ T- Shirt *
Black/ Grey Socks	White/ Black Socks	Trainers
Black Shoes	Black Shoes	
Navy Jumper/ Cardigan *	Navy Jumper/ Cardigan *	
White Topi		

The items marked with * can be purchased through the school website <http://www.lisch.org.uk/> and the remaining items can be purchased from local Islamic clothing shops.

***The girls Polo shirt for P.E. can be purchased from Al Rijaal on Asfordby Street Leicester.**

If your child does not adhere to the school dress code, then he/she will be sent home at the discretion of the Head teacher/ Principal. Children are expected to come to school looking neat and tidy in the correct uniform. We request your co-operation in ensuring that your child is appropriately dressed as per School Policy. Cleanliness and personal hygiene is half of one's faith and therefore we expect our pupils to be clean and dressed in clean garments at all times. The School Uniform at LIS is designed to comply with the Islamic Code of Dressing, to encourage high standards of personal appearance, which will enhance the image of both individual pupils and of the school within our community.

Equal Opportunities

The School exists to serve children with varied skills and ability levels. As such, the school does not operate an admissions policy based on ability or aptitude. All children have the right to, and have a duty to seek out, a full, broad and balanced education. The ethos of the school encourages all pupils, regardless of social or cultural background, ethnic origin, gender or faith, to obtain the greatest possible benefit from the education on offer at the school. Education has an important role to play in the development of the human personality; it can also influence positively the attitudes, expectations



and aspirations of pupils. The effect on parents' attitudes and expectations and those of the wider community cannot be ignored. It is the school's intention to address such a role consciously and systematically by way of:

- Providing a secure environment in which all our children can flourish and in which all contributions are valued;
- Committing to providing equality of opportunity for all children and families.
- Improving our knowledge and understanding of issues of anti-discriminatory practice, promoting and valuing diversity; and
- Making inclusion a thread that runs through all the schools activities.

The school believes that no child, individual or family shall be excluded from an activity on the ground of age, gender, class, family status, disability, colour, ethnic origin, culture religion or belief.

Behaviour

LIS supports the work of staff to promote good behaviour at all times. It recognises that good behaviour needs to be taught and does not necessarily come naturally. The school adopts a proactive solution focused approach where ever possible and explore a range of strategies that will address behaviour problems, not simply wait for problems to occur. This includes striving to help pupils understand the others viewpoint and to provide opportunities for reparation and forgiveness. The ethos of LIS revolves around the faith of Islam. Pupils, staff and parents are expected to reflect this in their behaviour at all times. The intention is to nurture children, remind adults and develop all in matters of self-discipline, self-esteem and respect for others, Muslim and non-Muslim alike. Good manners are the duty of all Muslims and everyone attached to or involved with the school should reflect this. Behaviour in class is judged by the extent to which the attitudes and actions of the pupils contribute to, or restrict, effective learning in the classroom and to the quality of life and functioning of the school as a caring and involved community.

To achieve the above: we set clear limits for behaviour, referenced wherever possible to the Quran and Sunnah (example) of Prophet Muhammad (peace and blessings be upon him); try to be positive in teachers approaches to pupils, without nagging or making them feel inadequate; and establish classroom rules through discussion with the class, for example

1. Keep your hands and feet to yourself;
2. Try to follow instructions the first time they are given (Listen to the teacher and do as you are asked, please);
3. If you wish to speak or ask a question, please raise your hand;
4. Use quiet voices in class;



5. Try to finish given work in the time allotted;
6. Call everyone by their proper name;
7. Speak politely and clearly, good manners are noticed!

We use the Alhamdulillah and Astaghfirullah praise and reward system daily and weekly;

We ensure that more children are praised for doing right than are reprimanded for doing wrong.

Constant and/or regular disruptive behaviour is dealt with quickly and effectively to ensure that disruption for the rest of the class is kept to a minimum.

Code of Conduct

Respecting others

Respecting the school environment

Caring for equipment and resources

Being prompt for lessons

Having the right equipment for learning

Using learning time effectively by being prepared to join in and listen to others

Seeking help when needed

Aim to achieve your potential

Rewards and Sanctions

Every opportunity is taken to reward success. Assemblies are used to celebrate pupil success in wider fields, sporting achievements etc.

Minor Incidents

In cases of general classroom and school discipline, appropriate measures will initially be taken by the teacher or member of staff involved.

Major Incidents

If there is continued bad behaviour, the child will be sent to the Principal and a fix term suspension will be imposed, which may be an internal or an external suspension depending upon the circumstances.

Dismissal

The school reserves the right to dismiss a child at any stage of the behaviour policy.

*An Assertive Discipline Scheme has been developed consisting of clear rewards and sanctions. Please refer to our **Achieving Positive Behaviour Policy** which is available on the website to view.*

**Anti – Bullying Policy**

We take bullying very seriously. The school has zero tolerance on bullying therefore, any form of bullying is regarded serious and against the ethos of the school. Any child involved in bullying another pupil will be dealt in accordance to the severity, involvement and duration of the incident(s).

If bullying is reported by a pupil, parent or another pupil, the incident will be dealt with by the member of staff who has been approached.

Pupils that have been bullied will be supported by:

- Offering an opportunity to discuss what has happened with a teacher or member of staff of their choice;
- Reassurance will be provided to the child;
- Continuous support will be given;

The school is committed in raising awareness of the nature of bullying. Pupils are taught the importance of respect and mutual trust through inclusion in PSHE, assemblies and subject areas as appropriate to eradicate such behaviour.

Authorising Individuals to pick up your Child

On the enrolment form, you will find a line asking for the names of the individuals who are authorized to pick up your child. You may authorise as many individuals as you wish in writing on your form. You must leave a written note in the morning or inform the office if such a situation arises. We will not allow your child to leave with an unauthorised person; this is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. Please remember to keep this form updated with your current phone number and address changes.

School Trips

We plan trips and outings to enhance students learning. These are planned according to the curriculum and topic. We ensure the children will achieve a great deal of learning from outings. We do this by planning ahead and visiting the sites beforehand to ensure our children will benefit academically. Well-planned and supervised field trips are scheduled during the year. Written permission from you (the parent /guardian) is sought for any pupil taking part in a trip.

Please note: although every effort is made for children to return to school at the stipulated time of arrival, sometimes, due to traffic and or unforeseen circumstances, there can be a delay. The office will inform you accordingly of any such later arrivals. We expect parent's cooperation in this regard.



Assessments and Reporting

The school has assessment procedures in place. This is to monitor your child's progress and set targets to develop your child's learning. Teachers use a variety of informal and formal methods of assessment. This includes verbal comments, written comments and formal tests. Your child's progress in literacy, numeracy and science is tracked regularly. All pupils are made aware of the next steps in their learning through teachers' marking and feedback. These targets are set in close consultation with the teaching staff using the evidence from ongoing standards analysis.

For children that are new to the school, an initial assessment is taken in order to ascertain your child's current levels. These results are then used to develop targets and learning for the child.

Formal assessments are then followed by one assessment for each core subject at the end of the autumn and summer term. The final assessments for the year in the summer term are assessed using:

- TEACHER LED SUMMATIVE ASSESSMENTS
- CIE PROGRESSION TEST FOR STAGE 3 – 5
- CIE CHECKPOINT FOR STAGE 6
- CIE PROGRESSION TEST FOR STAGE 7 – 8
- CIE CHECKPOINT FOR STAGE 9

Parents Meetings

It is our priority at LIS to involve you as parents at every stage of your child's learning. In order to achieve this, parents meetings take place as follows; At the end of the autumn term following the end of term assessments. This meeting is used to discuss your child's progress during the first term. Opportunities are given to you to discuss with your child's teacher relevant issues and concerns you may have about your child. The teacher will also discuss your child's levels and abilities based on your child's last report/ initial assessments and explain how he/she intends to take your child forward further in to the year.

A final meeting is held at the end of the year before we break up for the summer holidays. This meeting is used to discuss your child's progress report for the whole year.

We do operate an **OPEN ACCESS POLICY** where parents are invited to visit the school at any time during school operating hours. However, due to security reasons we do request that parents inform the office of their intentions to visit beforehand. If you wish to see your child's teacher any other time during the academic year, you may do this by informing the office. The office will pass your message to your child's teacher. The teacher will then get in touch with you to agree a convenient time. In



order to keep disruption to class teaching to a minimal, all appointments will be made after school hours only.

Acceptable use of ICT

The aim of this policy is to ensure safe and productive learning for all pupils using the computer facilities.

Software

Installation of illegal or copyright software in the school is strictly prohibited.

Pupils are not permitted to download/ copy any software without the permission of the supervising teacher.

Hardware

Any damaged equipment or equipment failure must be reported immediately to the supervising teacher. Pupils should not try to fix any equipment problems themselves. Pupils are not allowed to move any equipment or alter any computer settings.

Internet

The school provides internet security on all computers to avoid children entering inappropriate websites. Pupils are expected to use the internet services and resources efficiently, responsibly and ethically. Pupils can use the computers / internet for school related work only under staff supervision.

Pupils are forbidden to:

- Send or receive private emails
- Play online games
- Enter chat rooms or messaging services
- Surf on sites not relevant to their school work
- Access objectionable sites
- Input personal data (name, address, credit card number)
- Make online purchases
- Download software
- Download files, including MP3 files

Health & Safety Responsibilities

All pupils are expected to:

- Exercise personal responsibilities for the safety of themselves and their fellow pupils



- Observe standards of dress consistent with safety and/or hygiene (this will preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Sickness

We strive to prevent the spread of illness, and your cooperation with our policies will be of great help. If your child has any of the following symptoms, please keep him/ her at home until the symptoms have cleared: Symptoms or signs of possible severe illness, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs such as;

- High Temperature
- Diarrhoea
- Runny, watery, or bloody stools within the last 12 hours
- Vomiting 2 or more times in the last 24 hours
- Rash with fever or behaviour change
- Scabies or other infestations
- Chicken pox 5-7 days after blisters appear
- Mumps, rubella, shingles, herpetic, I hepatitis A- until 1 week after onset
- Sore throat with fever
- Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment; if treatment is not sought then when the discharge clears
- Child is irritable, continuously crying or requires more attention from a caregiver than what they can provide without hurting the health and safety of other attending children
- Mouth sores with drooling,
- Respiratory illness

Your child may return when:

- The above suggestions are met
- They are fever or symptom free for at least 24 hours before returning to school
- They have been treated by a doctor or a doctor permits them to return to the school

You can return with a signed doctor's note. If your child becomes ill while at the school, then you will be called to collect your child immediately. Exposure to communicable diseases and any infectious illness should be reported promptly to the school, so our staff can look for any early symptoms. The school will notify parents when a child has been exposed to an infectious disease.



The school has the final say about when your child can return. We reserve the right to have precedent over the physician.

Medication Policy

Medication prescribed or ordered by a physician or dentist will be administered during the time your child is at school. You will need to give written authorization and instructions by filling out a Medication Consent Form. This form needs to be filled out before your child will be given any medication at the school. All medications brought to the school should be in its original container.

They need to be properly labelled

- With your child's name
- The name of the Medication (we only administer prescribed medication).
- We do not administer over the counter medication.

Accidents

Our staffs make every effort to ensure the safety of your child. Unfortunately accidents do occur. If an accident does occur, an accident form will be filled out by the staff for the injury that occurred. A copy with your signature will be retained for your child's file. If your child comes into school with injuries, you will be required to sign an existing injury form, so that both the parent and staff are aware that it did not occur at the school.

Healthy Food & Packed Lunches

Parents are requested to send your child with nutritious food and to ensure that they have had a healthy breakfast before coming to the school. Foods such as meats, vegetables, fruit and bread provide a sound basis for good health and energy for increased academic performance.

School meals are not provided. You are required to send packed lunches with your child. We humbly request that you provide your child with healthy meals (***take aways/ fast food, sweets, fizzy drinks, chocolates, glass bottles and cans are strictly not allowed on school premises***). Please do not send your child with hot meals, as the school does not provide a warming up facility. For health and safety reasons, lunch box coolers must be inserted with all packed lunches.

Chewing Gum

Chewing gum is strictly not allowed anywhere on the school premises. If your child is caught chewing gum, you will be fined £1.00 for every offence.



Emergency Procedure

Fire drills

Fire drills are a precautionary measure for the safety of the pupils and your child. Pupils will leave the building in the manner prescribed for each classroom. Teachers will provide this information and explain the procedure in case of a fire drill; pupils are required to follow the following instructions.

- All books and materials must be left and pupils are to leave the building in a quiet and orderly manner.
- Pupils are to move quickly in an orderly manner, to refrain from conversation, and to walk independently of others during fire drills.
- On a single file, the pupils will return to the building and their classrooms in an orderly fashion.

Emergencies

In case it becomes necessary to evacuate the building for other reasons than fire, pupils will follow the general fire drill exit regulations. If needed, pupils will be notified of any change in this routine, such as reporting to specific areas after leaving the school building. Pupils may not leave the school property during the emergency and are not to get into any vehicle during a school evacuation.

False Fire

Breaking a fire alarm point without good cause will result in disciplinary action.

Fees

Registration

A registration fee of £150.00 (Non-refundable) is required upon place acceptance.

Fees

Primary school £1850.00 per year per child

Secondary school £2000.00 per year per child

The fee includes the provision of Madrasah classes.

Please Note the Madrasah class is not compulsory. If you do not wish your child to attend the Madrasah for any reason, the above fees will remain the same. No reduction will be applied.

Fees are due one month in advance. Ten (10) equal monthly payments by standing order is required.

Our fees are based on an annual fee which is as stated above. We may review these fees at any time and shall inform you of any changes accordingly.

Other Costs

There is a requirement to purchase pupils work books, please visit the school website for details.

Late Payment Charges



The payments of regular fees help with the smooth running of the school. All fees are required to be in preferably by the 15th of every month. An administration charge of £10.00 will apply for every reminder sent from the school office regarding late payment of fees. This charge will be invoiced to you directly from the school office.

Failure to pay fees

If you fail to make payments in full by the due date the school reserves the right to terminate this agreement and your child may be withdrawn from the school with immediate effect. The school further reserves the right to take any necessary action for the recovery of any amount outstanding in accordance with the agreed terms and conditions; this will include additional charges for the recovery.

Termination of Place

*Parents who wish to terminate their child's place from the school, **one clear Half Term notice in writing or one clear Half Term fee in lieu** of such notice to the office is required.

*Notice received before the start of the next term or within the first week of the start of the term will be regarded as one clear half terms notice. If notice is received after the first week of the start of the term, then the following half term will be treated as notice period.

In the event of no notification, full charges will be incurred.

General Guidance

Lunch Hour

All pupils are expected to eat in their class rooms.

Pupils will observe the following rules for the wellbeing of all;

- Pupils must obey the instructions of the lunch hour supervisors.
- Voices should be kept to a conversation level.
- Food may not be taken out of the classrooms.
- Each pupil is responsible for cleaning up.
- Pupils are not allowed to eat or drink anywhere in the building apart from their class room.

Assembly / Taleem

Assemblies are held every day. The focus of the assemblies is to discuss and talk about qualities and standards required by pupils in the school and society as believing Muslims.

Pupils should not linger in the classrooms, they must:

- Proceed for assembly quietly and in an orderly manner;
- Sit quietly and engage in zikr whilst waiting for assembly to begin;
- Participate appropriately;
- Respect others' personal space;
- Maintain order from assembly back to the classrooms

Washrooms

Pupils using the washrooms must;



- Keep the washroom clean for the next user;
- Respect others privacy;
- Not waste cleaning materials such as hand soap and towels;
- Use the washroom and leave appropriately;

Corridor

- Pupils are encouraged to be considerate of the rights of other pupils;
- Whilst classes are in progress, pupils are expected to maintain silence in the corridor;
- Corridors should not be blocked with outstretched legs, coats and bags. These must be kept clear for fire regulation and access to all fire doors;
- Inappropriate behaviour in corridors will not be tolerated;

Mobile Phones***Primary School***

There is no specific need for mobile phones at the school as essential communication is adequately provisioned by existing facilities. Pupils are strictly not allowed to bring mobile phones to the school. All mobile phones will be confiscated. If you need to contact your child during school hours, you can ring the school office and the message will be passed on to your child.

Secondary School

There is no specific need for mobile phones at the school as essential communication is adequately provisioned by existing facilities. However, pupils that do bring their mobile phone for emergencies whilst coming to school and going home in the evening are required to hand their device to their form tutor every morning. This will be returned to your child at the end of the day.

Lost or destroyed textbooks

An appropriate replacement fee is charged to textbooks, workbooks, or library books lost or destroyed by pupils.

Litter

In order to keep our school looking clean, we need pupil co-operation. Pupils should avoid marking walls, desktops, and abusing school property and equipment. Any damage to school property will result in a penalty.



Personal Belongings

All your child's personal belongings such as; coats, jumpers, cardigans, plimsolls, laptops etc... must be clearly marked with your child's name. The school will not take responsibility for lost personal belongings. Any personal belongings that are found without a name will be put directly in the lost property box. All personal belongings that are not claimed by the end of the academic school year will be given to charity.

Address or Telephone change

The school holds information provided by you. If there is a change in your address or phone numbers, you must inform the school office. This is necessary for keeping school records accurate, for mailings, and emergencies.

School Transport Service

The school provides a transport service. Please contact the school office if you wish to use this service. Please note: this service is provided on a first come first served basis and is chargeable.

Policies

Safeguarding children and child protection

Introduction

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and taking action to enable all children to have the best life chances.

The school is committed to Safeguarding and Child Protection. The school will take all necessary steps to ensure the effective care for all staff and children within our organisation. This Child Protection Policy forms part of a suite of documents and policies which relate to the safeguarding responsibilities of the school.

Purpose of a Child Protection Policy

To inform staff, parents, volunteers, Directors and Trustees about the school's responsibilities for safeguarding children.

To enable everyone to have a clear understanding of how these responsibilities should be carried out.

School Staff & Volunteers

School staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.



All school staff will receive appropriate safeguarding children training (which is updated regularly), so that they are knowledgeable and aware of their role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow. It is good practice for the Designated Senior Person to deliver an annual update.

Temporary staff and volunteers are made aware of the safeguarding policies and procedures by the Designated Senior Person.

The full policy can be viewed on our website at www.lisch.org.uk.

Mission Statement

Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern.

Establish and maintain an environment where school staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and wellbeing of a child.

Ensure children know that there are adults in the school whom they can approach if they are worried.

Ensure that children who have been abused will be supported in line with a child protection plan, where deemed necessary.

Contribute to the five outcomes which are key to children's wellbeing:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

The Islamic Context

The model for human behaviour and interaction has been given to us by Islam and the Prophet Muhammad (peace be upon him).

In the Qur'aan (the holy book in Islam) the Almighty Lord has stated: **"The (faithful) servants of the Beneficent are those who walk upon the earth modestly." (Al Furqaan 25:63).**

The following are some of the Hadeeth (narrations) of the Prophet (PBUH):

" (On the Day of Resurrection) there will be nothing heavier in the scale than good character (and polite manners)."

"I have been sent (by the Lord, as a Messenger) for the perfection of human conduct."

"The true believer is one from whom people are safe with their lives and wealth."



“He is not from amongst us who doesn’t show respect to his elders and does not show affection towards his youngsters.”

“Show mercy (be kind) to those on earth and He who is in the heavens will have mercy upon you.

Implementation, Monitoring and Review of the Child Protection Policy

The full policy is available to view on the school website at www.lisch.org.uk. Alternatively a copy can be requested from the school office at a small charge.

Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult at the end of a day, the school puts into practice agreed procedures. These ensure that your child is cared for safely. We will ensure that your child receives a high standard of care in order to cause as little distress as possible.

We inform you of our procedures so that, if you are unavoidably delayed, you will be reassured that your children will be properly cared for.

The full policy is available to view on the school website at www.lisch.org.uk. Alternatively, a copy can be requested from the school office at a small charge.

Missing child

Policy statement

Children’s safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

The full policy is available to view on the school website at www.lisch.org.uk. Alternatively, a copy can be requested from the school office at a small charge.

Making a complaint

Our school believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our school and will give prompt and serious attention to any concerns about the running of the school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our school to a satisfactory conclusion for all of the



parties involved. It is our aim to inform parents of the outcome of any investigation within 28 days of making the complaint at any stage of the complaints procedure.

Procedures

Stage 1

- If you have a concern about an aspect of the school's provision, talk over, first of all, your concerns with the setting leader/ class teacher.
- Most complaints should be resolved amicably and informally at this stage.

Stage 2

- If this does not have a satisfactory outcome, or if the problem recurs, you may move to this stage of the procedure by putting the concerns or complaint in writing to the group leader/ class teacher.
- When the investigation into the complaint is completed, the group leader/ class teacher will meet with you to discuss the outcome.

Stage 3

- If you are not satisfied with the outcome of the investigation, you may request a meeting with the group leader/ class teacher and the head of the department and or the principal. You may have a friend or partner present if required and the leader/ class teacher should have the support of the principal present.
- An agreed written record of the discussion is made as well as any decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded. Stage 4
- If at the stage three meeting you (the parent) and the school cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.

Stage 4

- When the mediator has concluded her/his investigations, a final meeting between you (the parent), the group leader/ class teacher and the principal is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.



- A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded. The mediators' decision will be final and binding on both parties.

School Policies

The full policies of the school are available on the school website www.lisch.org.uk or from the office upon request at a small charge.



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