

PARENT HANDBOOK

Our Mission

"To deliver a world class education in an environment that nurtures the love for

Allah; where both staff and students enjoy the best possible learning experience and

actively promote the highest of moral and spiritual values."



This handbook aims to share important information about Westwood High with new parents. **Please read carefully**.

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School Contact Details

Maulana Kamal	Director of Education	0161 459 0024 admin@westwoodhigh.org			
Muallimah Khadija	Principal	0161 459 0024 office@westwoodhigh.org			
Muallimah Aameena	Vice Principal	0161 459 0033			
School Office	0161 459 0024	office@westwoodhigh.org			
Fees Office	0161 459 0025	fees@westwoodhigh.org			
School Address	Kelsall Street, Oldham OL9 6HR				
School Website	www.westwoodhigh.org				

WESTWOOD HIGH TERM DATES 2023-24



September 2023									
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	January 2024										
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February 2024								
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	June 2024										
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IMPORTANT DATES 2023-24

	April 2024										
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May 2024									
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July 2024						
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August 2024						
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4 Sep 23	WH & WB Staff INSET	20 Oct 23	Rabi al Thani Break	6 May 23	May Bank Holiday	I Sep 24	Staff INSET
4-5 Sep 23	WP & WK Staff INSET	22 Dec 23	umada al Ukhra Break	25 May 24	Dhul Qa'dah Break		
5 Sep 23	WH & WB First day back	lé Feb 24	Sha'ban Break	17-18 Jun 24	Eid al Adha Break*		
6 Sep 23	WP & WK First day back	29 Mar 24	Ramadan Break	24 jul 24	Muharram Break		

www.calendarpedia.co.uk

Attendance and Punctuality

The school follows the Department for Education regulations and guidance. Regular school attendance is a legal responsibility of parents. Your child must be in school on all term days unless they are unwell. The school is required by law to record absences and late arrivals on your child's annual report.

You will agree that good attendance and punctuality are essential. Arriving early to school will help your child achieve in school and beyond. If your child will be absent due to illness, **you must ring the school between 8.45 and 9:30 am**. If you ring in later than this time, your child will receive an unauthorised absence.

We are unable to answer calls before 8.45 am, if you have an urgent query please email the school email - <u>office@westwoodhigh.org</u> and write the subject heading 'urgent'. If your child is unwell over two consecutive days or more, it is still necessary for you to call each day and inform us.

Before your child starts:

- Time the journey to and from school.
- Discuss with your child the procedure of what to do when your child is late.
- Make sure they know a contact number by heart in case of an emergency.
- Buy an alarm clock so that your child can wake up on time.
- Discuss with your child how long it will take them to get ready in the morning and work out what time they will need to get up. Also, set times and days for when your child will shower, in the morning/evening? Who will prepare the packed lunch? Etc.
- Set a bedtime curfew that your child must abide by on school nights. This will ensure that they get enough sleep and that they wake up on time.

Once your child starts:

- Encourage your child to abide by the routine. Go through it regularly so that your child is familiar with it.
- Where possible, appointments should be booked outside of school hours, however, if this is not possible, **you must bring in an appointment card**.
- Parents are not allowed to take children early from school unless it is an extreme circumstance.

The school will take the following action to prevent regular lateness:

- Arriving after 8:15 am (according to the school clock) will be recorded as late.
- Late comers will be given a 20-minute after-school detention on the same day.
- 20-minute detentions will be given without notifying parents.
- If your child fails to attend a 20-minute detention, they will be given a 60-minute detention the following day.
- Learners who are late 3 times within a month will be given a 2-hour weekend detention.
- The school will notify parents via Telegram if their child is given a 60-minute or a 2-hour detention.
- Parents must call the school to acknowledge the detention.
- 2-hour detentions will usually take place on a Saturday morning at 11:30 am. Your child is expected to come in full school uniform.
- Parents must pick their children up once the detention is over. The school will close immediately once the detention is over.

Term Time leave

We understand that there are times when your child may need to accompany you on an annual family holiday. You may also need to take time off to attend important family engagements. We would request such occasions are planned during school holidays so that the education of your child is not disrupted.

The following procedure will be implemented in cases where parents/carers still need to take leave during term time:

- Permission for authorised leave may be granted in exceptional circumstances.
- We may not authorise leave for students who have started a GCSE course, however, we will consider cases on an individual basis.
- If you wish to take leave during term time, you must apply for permission at least
 4 weeks in advance by completing the Term Time Leave form.
- The form will be given to you upon request and should be returned to the Principal.
- Please do not book your holiday until the Principal has granted leave.
- You will receive a **Permission For Leave** letter if your application is successful.
- You will need to produce proof of travel before leaving.
- If the school refuses your application and you still decide to take leave, the absences will be treated as unauthorised.
- Unauthorised absences could lead to the **termination of your child's registration** at the school.

<u>School Travel Plan</u>

To ensure that the road immediately outside school is safe for school children, staff and members of the public, **parents must follow the school travel plan**.

All pupils are encouraged to travel by foot. Pupils living at a distance are encouraged to use public transport where possible. The school is located within close proximity to bus stops on Middleton Road and Featherstall Road South. The Westwood Tram stop is only a minute's walk from school.

Parents who drive to school need to comply with the following:

- You must supply details of all vehicles that are used to drop off/collect your child
- If you are driving from Manchester Road, then follow the Vale Drive route and comply with instructions set out on Plan B
- If you drive to school using the Featherstall Road South route, you must comply with instruction set out on Plan A

Plan A: Featherstall Road South

Please do not drive past the traffic island on West Street or into Westwood Business Centre. Park your car on Arkwright street or Millon carpark. Do not park on any of the parking bays alongside the Tramway. Secondary School girls are to walk to school from their cars using the public footpaths. Kindergarten and Prep children are to be accompanied by parents on foot.

Please do not park your car anywhere on West Street, Kelsall Street or along the private road leading to Westwood Business Centre.

Our School Traffic Warden will be standing on the traffic island to help implement this policy. He will also ensure that there is a smooth flow of school traffic between 8:00 am - 8:45 am, 11:15 am - 12:15 pm and 3:00 pm - 3:45 pm.

School Carpark



Please do not park in the school carpark unless you are:

- A member of staff
- An invited visitor to the school

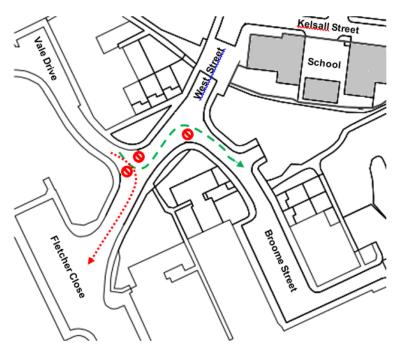


Plan B: Vale Drive

If you arrive before 3:00 pm, please drive towards Broome Street (green dashed line), turn your car safely and park facing the direction that you will be leaving the Estate.

If you arrive after 3:00 pm, please drive towards Fletcher Close (red dotted line), turn your car safely and park facing the direction that you will be leaving the Estate.

Our School Traffic Warden will ask you to move on if he feels that your car will cause an obstruction to other road users.



PLEASE DO NOT:

- Park on corners marked with this symbol S
- Block driveways
- Block other cars
- Park on double yellow
- Reverse out dangerously causing a traffic queue

Children of parents/carers who do not comply with school travel plan will not allowed to progress to the next school phase.

PLEASE COMPLY WITH ALL REASONABLE REQUESTS MADE BY OUR TRAFFIC WARDEN

Uniform and Appearance

School uniform must be worn during school hours and for other school activities. Appearance is of the utmost importance; pupils should appear well presented with neatly pressed garments and clean shoes.

Before your child starts:

- You will be expected to purchase two sets of uniforms for your child.
- Check the uniform requirements including rules regarding make-up and jewellery.
- Have spares of essentials at home if possible. This prevents panic first thing in the morning if things are misplaced.
- Ensure you label all pieces of clothing including shoes. Children are prone to losing things or bringing the wrong items home!

Once your child starts:

- Encourage your child to hang up the uniform straight after school.
- Allocate and decide on responsibilities such as ironing the uniforms, putting them away etc. to help your child to become more responsible and organised.
- Encourage your child to keep everything ready the night before including shoes and socks it will be less panicky in the morning looking for odd socks and missing items.
- Create a checklist for your child to help ensure they have everything they need.
- Display a timetable for your child and highlight the day the P.E. kit is needed.
- Ensure your child's uniform is washed regularly and frequently. Clothes with food stains and food smells can often cause children to be picked on by others.
- Additional uniforms can be purchased throughout the year.

ltem	<u>Description</u>	Purchase from
Jilbab	Plain Black loose fitting	School - £25
Headscarf	Plain Black rectangular	School - £10
Burka	Plain Black loose fitting	School - £10
Head band	Plain Black	Any store
Trousers	Plain Black loose fitting	Any store
Socks	Plain black (no ankle/trainer socks)	Any store
Shoes	Plain black	Any store
Coat	Any colour	Any store
Cardigan – No jumper/hoody	Plain black	Any store
P.E. kit	Black top/trousers/burka	School - £40
Trainers – Only for PE	Black	Any store
School bag	Black with school logo	School - £20

Jewellery and Make up:

- Jewellery is not permitted except plain silver or gold stud earrings 5mm or less.
- A watch is allowed. We encourage children to wear one to help them navigate the day.
- Nose rings are **not** allowed. Nose studs are permitted.
- The school takes no responsibility for lost jewellery items brought into school.
- Make up, fake nails, nail polish and long nails are not permitted under any circumstances including non-uniform days.

School bag:

• Your child will only be allowed to use a bag issued by the school.

Coat:

- Leather and suede jackets are not permitted.
- Sports logos are not permitted.

Cardigan:

- Only buttoned-down cardigans are allowed.
- · Jumpers and hoodies are not permitted.

Headscarf:

- Pupils are permitted to wear a burka with the school logo.
- A rectangle scarf must be tied with a grip pin or a safety pin.
- The scarf is to be draped elegantly, covering the head and upper body.
- Due to health and safety reasons, no other pins (pokey pins) are allowed.
- Pupils who cannot or are unable to wear the hijab properly will be instructed to wear the burka.

If your child is unable to wear the correct school uniform for a valid reason, please ring the school as soon as possible.

If your child comes into school with incorrect uniform without a valid reason, you will be contacted to bring the correct uniform into school and your child will be issued with a 20-minute detention on the same day.

Parents must purchase TWO sets of uniform for their child.



The School Day

8:15 – 8:25	Pupils settle into class and listen to the adhkar		
8:25 – 9:15	Lesson I		
9:15 - 10:05	Lesson 2		
10:05 – 10:15	 Tutorial – extracurricular learning Monday – Quran reading Tuesday – Assembly Wednesday – Hadith of the week Thursday – Newsround Friday – Surah Kahf 		
10:15 – 10:30	 Break time Pupils are encouraged to bring healthy snacks. Chocolates, sweets and fizzy drinks are not permitted. They will be confiscated. Warm toast and fruit are on offer, free of charge when possible. Healthy snacks are sold in the tuck shop when possible. 		
10:30 - 11:20	Lesson 3		
11:20 - 12:10	Lesson 4		
12:10 – 12:50	 Lunch time Your child should bring a healthy lunch. Warm lunch can be purchased on a weekly basis for £13. A microwave is available, when possible, for your child to warm food. The school will not provide any cutlery. 		
12:50 - 13:40	Lesson 5		
13:40 - 14:30	Lesson 6		
14:30 – 14:50	 Salah Adjustments are made to the day to accommodate changes in Salah timings. Pupils pray Zuhr and Asr Salah when appropriate. Pupils are expected to perform wudhu during their break. 		
14:50 – 15:45	 After school club Various clubs are available throughout the year. 		

- There are six lessons in the day. Each lesson is 50 minutes long.
- Lesson timings are adjusted to fit in relevant Salah throughout the year.

Curriculum Information

Subject	Teachers [*]	Equipment and further instructions
Arabic	Rahmina Apa / Siddiqa Apa	Vocabulary to be memorised weekly
Art	Hamida Apa	All resources are provided
Bangla	Nilufa Apa	Vocabulary to be memorised weekly
Citizenship	Kudaja Apa	
English	Farah Apa / Shanaz Apa / Shamiza Apa	Dictionary &Thesaurus Read regularly – a list is provided upon entry
Food Technology	Reshma Apa	Ingredients are provided by the school. There is a £35 cost to cover ingredients for the whole year. A plastic tub with a lid to store prepared food
Geography	Sofia Apa Abedin	
Hadith	Muallima Khadija	
Health & Wellbeing / PSHCE	Shamila Apa / Tahsina Apa	
History	Kudaja Apa / Sofia Apa Abedin	
ICT	Azra Apa Shamila Apa	USB stick – 2GB will suffice
Islamic Studies	Habibah Apa	
Mathematics	Muallima Aameena Sofia Apa Khadija Apa	Casio fx-85GTX Scientific Calculator - £15 Helix Maths set - £3 (Both can be purchased from school) Free access to online learning platforms where homework will be given regularly. • drfrostmaths.com • eedi.com The Maths curriculum and learning videos are available on • whiterosemaths.com
PE	Anneela Apa	PE Kit – must be purchased from school £40
Quran	Fatema Apa	Qaidah/Tajweed book – provided by school Quran – brought from home
Religious Studies	Rahmina Apa / Tahsina Apa	
Science	Fouzia Apa Sajida Apa	
Urdu	Rehana Apa	Vocabulary to be memorised weekly

*Teachers are subject to change.

Other equipment required:

- Writing pens black/blue, green, purple.
- Pencils, rubber, sharpener, ruler, highlighters, pencil case.

Home School Communication

It is extremely important that you develop a strong bond with both your child and the school. Remember that the school is always there to help and guide you regarding your child. Make a habit of asking your child how their day went at school and if they have settled in or if they are having any problems.

You know your child best and will be able to judge when it is important to intervene. If your child is having problems and you have talked to them and reassured them, yet despite this, things have still not improved, then it may be an idea that you contact the school.

If you have a general concern about your child's learning:

• You can write a comment in your child's planner.

If you have a more serious concern about your child's learning:

• You can call the school and request a phone appointment with your child's teacher at a suitable time.

If you have a general comment/suggestion about the school:

• You can email the school office or put a note in the suggestion box. The suggestion box can be found in Westwood Prep Reception area

If you have a more serious concern and would like to speak to an SLT:

• You can contact the school administrator who will liaise with SLT to help resolve the issue.

If you feel that your concern has still not been resolved:

- You can ring school to arrange a telephone meeting with the Principal.
- If the problem is still not resolved, then a meeting in person will be arranged when suitable.

If you have any further concerns after speaking to the Principal:

- You can email the Director of Education (admin@westwoodhigh.org)

YOU MUST DOWNLOAD THE TELEGRAM APP TO KEEP UP TO DATE WITH ALL SCHOOL ANNOUNCEMENTS.

E-Safety & Home Learning

Whether on a computer at school/home, a games console or a mobile device, children and young people are increasingly accessing the internet whenever they can and wherever they are. Mobile device technologies can bring great social benefits. They can play a major role in keeping your child safe, informed and in reach of assistance if necessary.

However, internet and mobile-based technologies also open young people up to potential dangers. It is recommended that you ensure that your child's device only allows ageappropriate access before they are given charge of it. The school employs a range of measures to protect our students from incidents of cyberbullying, inappropriate communications via social networking, exposure to inappropriate internet content, illegal activities and content liable to be offensive to members of our school community. These measures include the blocking of certain websites and monitoring an individual's internet use. Your child should be aware that their own actions may increase their personal risk of becoming a victim of inappropriate attention online.

Parents have a key role to play in promoting e-safety and the responsible use of ICT. We ask you to talk with your child about the risks they might encounter and help them to develop safe and responsible behaviour when using technologies. E-safety principles and practice are taught by the school in both the Well Being Programme and in Computing lessons.

Office365

Your child is issued with an email address and password, which allows access to an online Microsoft Office 365 account. This service provides each student with online file storage and access to the Microsoft Office suite of programmes and services.

Safeguarding

At Westwood High, we take safeguarding very seriously. All adults who regularly work on our site are required to undergo a Disclosure and Barring Service (DBS) check to prevent unsuitable people from working with students. All visitors are closely supervised when on site.

Our staff are trained to be vigilant for all kinds of safeguarding concerns, including bullying, online safety, emotional or other abuse or extremist behaviour. We have clear procedures in place where any potential safeguarding concerns are identified. We share information with other public bodies – within agreed protocols.

A member of the School Leadership Team is the Designated Senior Person for safeguarding. We also have a designated lead governor for child protection on the Governing Body.

Mental Health and Wellbeing

Good mental health and wellbeing is crucial to learners being able to access the curriculum and make progress. Form tutors and class teachers all support learners within this area. Enabling learners to be resilient and having a positive mind set is embedded in all we do at Westwood High. However, we recognise that there are times in many people's lives when they may need an extra bit of support. This is available through our pastoral team. If your daughter develops a mental health and wellbeing issue, we know that this can be a very daunting and unpredictable time. Please find below some resources that may help to broaden your understanding of the issue, and how to support your daughter in overcoming it.

- <u>https://mhfaengland.org/</u> mental health first aid England
- <u>https://www.mind.org.uk/</u> Mind
- <u>https://youngminds.org.uk/</u> Youngminds
- <u>https://teenmentalhealth.org/</u> Teen Mental Health
- https://www.childline.org.uk/ Childline
- <u>https://www.selfharm.co.uk/</u> Selfharm
- <u>https://www.beateatingdisorders.org.uk/</u> Beating eating disorders
- <u>http://www.papyrus.org.uk/</u> Papyrus prevention of young suicide
- <u>https://www.myh.org.uk/</u> Muslim Youth Helpline

Mobile Devices Policy

This policy on the use of mobile devices in school has been drawn up in the best interests of pupil safety and staff professionalism. Mobile devices include mobile phones, tablets, iPods, MP3/4 players, cameras and any other device that has similar functionality.

Pupils

- Learners are not permitted to have mobile devices or phones at school or on trips.
- If a learner brings in a mobile device to school by mistake, it must be switched off and handed in to Reception first thing in the morning and collected at home time (the phone is left at the owner's own risk).
- The first time a mobile device is brought to school without permission, it will be confiscated and only handed to a parent on the last day of term.

Parents and visitors

- Parents or visitors must not use mobile phones in the school building or grounds.
- Mobile devices must never be used to take photographs or for filming in the school building or grounds

Tuition Fees

Tuition fees for the Academic year 2023-2024 have been set at £2750.

Academic year 2023-24	Amount (£)	Payment Due Date
Term I	950	Upon acceptance of a place*
Term 2	900	01 September 2023
Term 3	900	01 January 2024
Admin Fee	50	01 September 2023**
KS3 Resources	50	01 September 2023**

*This applies to new pupils. Term I fees for returning pupils is I April 2023. ** Applies to new pupils.

- Pay by card by calling the Fees Office.
- (Calls may not be answered during holidays).
- Pay via bacs or at the branch. We do not accept cash or cheque.
- You must always quote your child's unique reference number when making payments.
- You must send a copy of the payment receipt to <u>fees@westwoodhigh.org</u> if you were unable to add a reference.
- Please retain proof of payment in case there is a pay related dispute.
- Fees are payable by the payment due date.
- Termly tuition fee payments are non-refundable.
- The amount must be paid in full regardless of your child's absences or school closure.
- Parents who are unable to keep up with fee payments must contact the fees office (0161 459 0025) and arrange a payment plan as soon as possible.

Discounts:

- Parents who pay the full amount for the year in one go are eligible to a £50 discount (this does not include parents with more than one child).
- Parents with more than one child are eligible to a ± 100 discount per child.

Failure to pay in accordance with the payment dates above could result in your child's termination of registration.

Your child risks being deregistered if your fee payments are not up to date by the end of April of each year.

List of Policies

The following policies are available for parents upon request.

- Accessibility
- Admissions
- Allegations Against Staff
- Anti-Bullying
- Assessment
- Asthma
- Behaviour Policy
- Careers
- Complaints
- Curriculum
- Data Protection
- Educational Visits
- First Aid
- GCSE
- Mobile Phone
- Safeguarding
- Term Time Leave
- Tuition Fees
- Uniform

Westwood High Parent Declaration 2023 – 2024

Full name of child	Class	
Full name of parent/carer		

This document is an agreement between Westwood High and the parent/carer named above.

Please read the statements below and tick the boxes next to each statement.

Ticking a box means that you have fully understood each policy and agree to abide by each of our school's policies. It is your responsibility to seek clarification if you do not understand any part.

YOU MUST TICK ALL BOXES FOR YOUR CHILD TO START OUR SCHOOL	ТІСК
School Travel plan I will fully comply with the school travel plan. I know that I am not allowed to drive up past the tramline or drive into Westwood Business Centre. I will supply my car details (or any car that will come to collect my child) to the school below. I will not park on double yellow, obstruct traffic or cause a hazard for other road users and pedestrians. I am aware that noncompliance on more than one occasion could lead to deregistration.	
Car Registration Make and Model Colour	
Uniform and Appearance I understand the importance of wearing correct uniform. I will come into school and drop off correct uniform if my child is incorrectly dressed. My child will comply with the Uniform and appearance policy.	
Attendance I understand that my child must be in school every day. I must report absences by 9:15 am in cases of emergency (illness, bereavement etc) to the school office. Unauthorised absences and unexplained absences will be reported to the Local Authority.	
Term time leave I understand the school's term time leave policy. I will not seek term time leave unless in exceptional circumstances (bereavement, critically ill kin). I will contact the school if I need to take urgent leave before booking tickets etc. <u>My child will be deregistered if I take</u> <u>unauthorised term time leave</u> .	
GCSE Pathways I am happy for the school to make the final decision on my child's GCSE subject entries. They will try to take my wishes into consideration but will give precedence to my child's ability, progress, teacher assessment data and overall wellbeing. I understand that GCSE Science Triple Award may/not be available at additional cost.	
Compulsory Booster Classes In KS4, my child will attend a 7 th lesson as part of the school day. In Year 10-11, my child will attend evening and weekend booster classes If my child is not meeting targets, I will provide extra tuition at extra cost.	

Fees I understand that Tuition Fees are set at £2750 for the academic year 2023-24. This amount is to be paid in 3 installments. (1 st instalment (£950) when I accept a place, 2 nd instalment (£1000) on 1 st Sep 2023 and 3 rd instalment (£800) on 1 st Jan 2024). Each fee payment is non-refundable. I must pay a £100 Admin/KS3 Resources fee* on Induction day. I will be invoiced for all payments due. Payments must be made by card or directly into the school's bank account using my child's unique reference/invoice number. I must always retain proof of payment in case there is a dispute. Payments must be made on time and a term in hand. Tuition Fees go up by at least £100 every year. If your balance is not up to date by April of every year, your child will be deregistered.					
Additional fees to be paid on Induction day School Uniform £35 x 2 PE Kit £40 School Bag £20 KS3 Resources £50 Admin fee £50					
GCSE Exam fees: Must be paid be	£200 for full year evening and wee efore exam entry deadlines or I wil L L REGARDLESS OF SCHOO	l risk non-entry.			
Abuse of Staff I understand that abuse towards staff and students is unacceptable. Verbal or physical abuse towards any member of our school community could result in prosecution.					
Contact Details and Communication I will ensure that the school has my up to date contact details. I will set up the Telegram Messenger App to receive school notifications and will check messages/emails regularly.					
Online Learning and Online Safety If school resorts to online learning my child must have a laptop/PC/tablet and headphones at home. I will take steps to ensure safe use of mobile devices out of school. I will restrict unsupervised access to mobile devices and internet. I will take active steps to work with the school in ensuring my child's online safety. This includes parental controls preventing access to over-age websites/platforms, social media and gaming sites.					
Cooperation I will cooperate fully with the school and will attend important school related meetings. I will attend compulsory Tarbiyyah meetings.					
Three Term Probationary Period I understand that my child will need to spend a 3 term probationary period and that he may be deregistered if the child or parents are continually in breach of school's policies.					
Declaration I understand and agree with all the above policies and will comply with all school policies. My child may be deregistered from the school if I fail to comply with the school's policies. Name of parent/carer: Signature: Date:					
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