

Parent Handbook

2019 - 20



Noor ul Islam
PRIMARY SCHOOL



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Charity No. 11171380

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Welcome

Assalamualaikum Wa Rahmatullahi Wa Barakatuh

Dear Parents,

We would like to wish you all a very warm welcome to Noor ul Islam Primary School, whether you are an existing parent or are joining our school community for the first time. We are part of Noor ul Islam Trust, based in Leyton, London. At Noor ul Islam Primary School, we are committed to ensuring that all our pupils are offered a learning environment which is safe and secure. We endeavour to provide pupils with an enriching academic framework that complies with the National Curriculum, whilst encompassing Islamic morals and etiquettes as outlined in the Qur'an and the Sunnah of our Messenger (peace & blessings be upon him).

Our School's Mission Statement

To inspire our students to achieve excellence in Islamic conduct and personality;

To ensure they achieve their academic potential;

To develop each child to be an ambassador of Islam contributing to and serving the wider society we live in.

We look to ensure that your child enjoys school to the utmost, so that they may become a happy, confident learner. We hope that this handbook will go some way to assisting you and your child to get an even better understanding and appreciation of how the school is organised and the systems which are in place to ensure the very best outcomes. If you have any further questions that you would like answered please do get in contact with us.

We look forward to working with you to help your child flourish during their time at Noor ul Islam Primary School.



Mr. Majid Ishaque

Head Teacher

NPQH, MBA, QTS, PGCE, BSc HONS

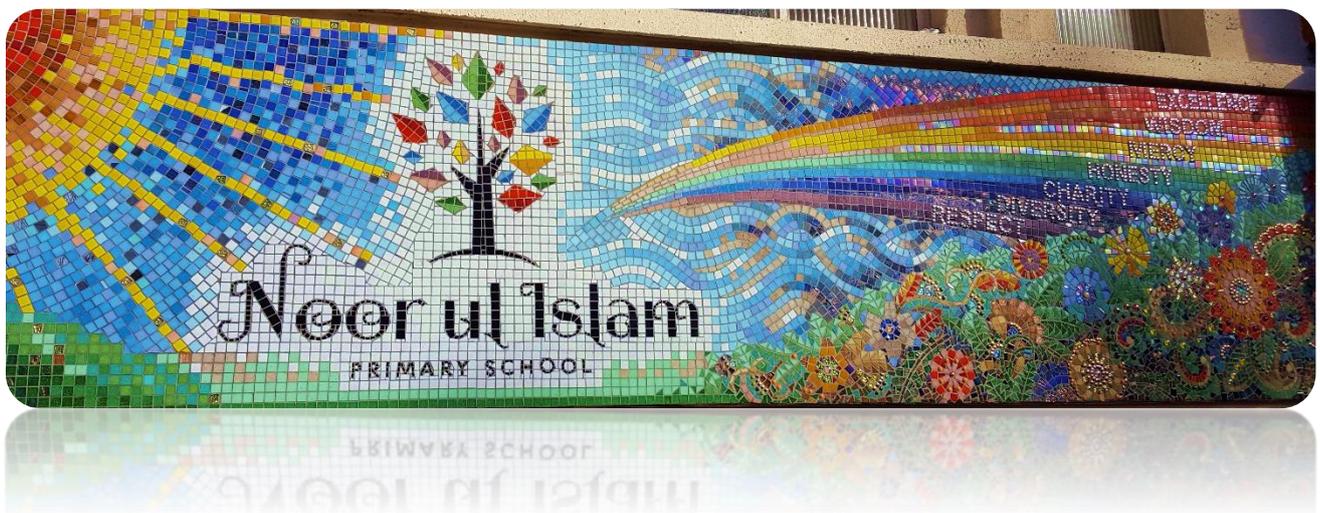
History of the School

In the year 2000, parents of children attending Noor ul Islam preschool were anxious to ensure their children continued to receive **primary education embedded within an Islamic Ethos**. The trustees at Noor ul Islam Trust considered their request and agreed that it was Noor ul Islam Trust's aim to open a Primary School.

Following a successful auction bid, Noor ul Islam acquired an old health clinic on Dawlish Road and after renovation, within 8 months the Primary school opened with 96 pupils attending Reception Class, Year 1 and Year 2. The plan was to have a new intake of Reception pupils each year with pupils remaining until the end of Year 6.

To accommodate this plan, in 2002 a mezzanine floor comprising of two classrooms, computer suite and washrooms were built by the Trust. Later Noor ul Islam purchased a building behind the school to provide an annex with an extra classroom. This gave Noor ul Islam Primary School the seven classes it needed to become **a complete one form entry Primary School, with facilities for over 160 pupils**.

The school has grown from strength to strength and is now a fully functioning hub for learning with various facilities. This growth has coincided with the development of Noor ul Islam Trust, in particular the Masjid, which is undertaking an ambitious '**Project Rebuild**' scheme to regenerate the masjid at 715 High Road Leyton, into a central hub for the community. We also hope to expand the school in the future with the growing demands from the local community and further afield.



Our hand-crafted school mural by our Head of Islamic Studies – Ustadh Ishaq Ganee. This mural represents our core values as a school:

Excellence, Wisdom, Mercy, Honesty, Charity, Diversity & Respect

Our School in Action

School Timetable

The school day runs as follows:

EYFS & Key stage 1 – Reception, Year 1 & Year 2	
Time	Action
8:20am - 8:40am	School gates open – Morning remembrance in the hall
8:40am	Pupils proceed to classrooms
8:45am	Pupil register completed <i>(pupils entering after 8:45am will be considered late)</i>
9:45am-10:00am	Key stage 1 break
12:00pm-1:00pm	Key stage 1 lunch
2:00pm-2:15pm	Key stage 1 break
3:35pm	School gate opened for parents
3:40pm - 3:50pm	Home time, children dismissed from classes <i>(pupils picked up after 3:50pm will be considered late)</i>

Key stage 2 – Year 3, Year 4, Year 5 & Year 6	
Time	Action
8:20am - 8:40am	School gates open – Morning remembrance in the hall
8:40am	Pupils line up in the school hall
8:45am	Pupil register completed <i>(pupils entering after 8:45am will be considered late)</i>
10:45am -11:00am	Key stage 2 break
12:30pm -1:20pm	Key stage 2 lunch
1:20pm -1:45pm	Salah (Key stage 2)
3:35pm	School gate opened for parents
3:40pm - 3:50pm	Home time, children dismissed from classes <i>(pupils picked up after 3:50pm will be considered late)</i>

Staffing & Governors

- The school is headed by The Senior Leadership Team (Head Teacher & Deputy Head).
- The school comprises of single form entry with one class teacher per class and a learning support assistant shared between 2 classes (EYFS department have 2 learning support assistants).
- We have a dedicated SENCO who supports children with specific learning needs.
- We have a team of midday assistants for our lunchtime provision and office staff leading administrative activity and paediatric first aid.
- We have a team of premises managers and cleaners to ensure the maintenance of the school.
- Additionally, we have a governing body that aid in the monitoring checks and continual development of the school.

'Governors are highly ambitious for the school. In recent years, they have enhanced their skills and revised the systems for monitoring the school's work and the impact of leaders' actions.'

(Ofsted January 2018)



Tarbiyah Partnership

The staff and governing body of Noor ul Islam Primary School will foster a culture of the highest professional standards. This is exercised through the development of respectful, caring and professional relationships between adults and pupils, and fostered by adults who demonstrate integrity, maturity and good judgment. As a school we expect the same values of our parents and in their conduct in and around the school environment.

In addition, as a faith school we require adults to uphold strong Islamic values at all times.

The Messenger (peace and blessings of Allah be upon him) gave parents the responsibility of raising children and made that obligatory upon them.

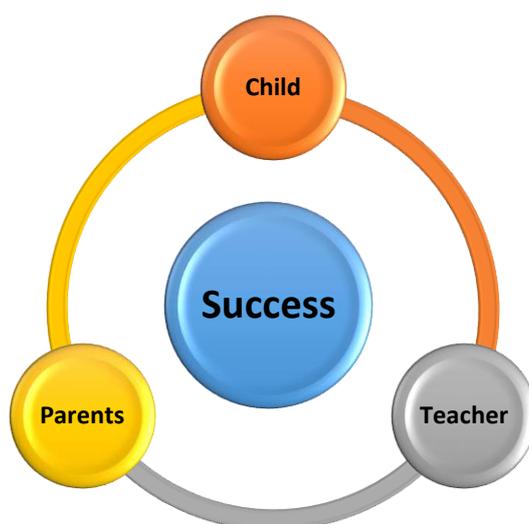
*It was narrated that 'Abd-Allaah ibn 'Umar said: I heard the Messenger of Allah (peace and blessings of Allah be upon him) say: "Each of you is a shepherd and each of you is responsible for his flock. The ruler is a shepherd and is responsible for his flock. A man is the shepherd of his family and is responsible for his flock. A woman is the shepherd of her husband's household and is responsible for her flock. A servant is the shepherd of his master's wealth and is responsible for his flock." He said: and I think he said, "A man is the shepherd of his father's wealth and is responsible for his flock. **Each of you is a shepherd and is responsible for his flock (i.e his family).**"*

(Saheehain)

The school endeavours to mirror the wholesome Islamic upbringing pupils receive at home and reinforce what they have learnt. Good religious education will help children to fulfil the rights and obligations of all around them (including parents themselves), and ultimately aid them in becoming responsible citizens of their communities and valuable and productive members of modern society.

'Parents are overwhelmingly positive about all aspects of the school's work, particularly the progress that their children make and the school's friendly, welcoming and inclusive ethos'

(Ofsted January 2018)



Teaching & Learning in our School

Curriculum

Noor ul Islam Primary School follows The National Curriculum for Primary Schools in England. The subjects we cover;

- English
- Mathematics
- Science
- Computing
- Design & Technology / Food Technology
- Art
- History
- Geography
- Religious Education
- Physical Education
- Creative Performing Arts
- Personal Social & Health Education
- Social & Emotional Aspects of Learning
- In addition, we teach Islamic Studies, Qur'an, Tajweed and Arabic. The school also offers an optional Qur'an Hifdh class.



	Foundation Subjects (Plan Bee) Mathematics & Literacy
	Foundation & Non Core Subjects (Collins Collect)
	Phonics (Jolly Phonics)
	Reading (Oxford Reading Tree)
	Physical Education (GoActivate)
	Science (Empiribox)
	Islamic Studies (Safar Academy)
	Islamic Studies (Islamic Studies Dept)

'The head teacher and deputy head teacher set high expectations for the quality of teaching. They have established systems to ensure consistency between classes. This works well, and teachers understand what is expected of them and what constitutes effective learning in lessons.' (Ofsted January 2018)

Assessment

Children in Year 2 and Year 6 sit end of key stage assessments (SATS). Pupils in Early Years complete the EYFS curriculum by the end of the summer term. All other year groups have regular assessments including an end of year external assessment (GL assessments) to help teachers evaluate the progress of pupils.

'Pupils make strong progress throughout the school, especially in mathematics. In 2017, the proportion of Year 6 and Year 2 pupils that attained above the national average in reading, writing and mathematics was high. Standards are high because leaders, governors, teachers and parents expect all pupils to work hard, achieve well and be successful.' (Ofsted 2018)

Homework

Homework is given to pupils on a weekly basis to supplement pupil learning. Homework and reading books are normally provided every Friday and should be completed and returned to school on Tuesday of the following week.

Reports

Parents will receive an annual report about their children's strengths, progress and achievements and be informed about any gaps in their children's progress and ways that they can help. Reports will focus on how well the child is progressing in terms of becoming secure in their learning. Reports will include brief qualitative comments about planned learning across the curriculum areas and in different contexts. Parents are welcome at any time to discuss their child's progress; it is best to make an appointment in advance, although it is often possible to chat informally to a teacher at the end of the school day.

Learning Journals

At the beginning of each year parents will receive a learning journal for the year that details the expected objectives that their child should meet by the end of that academic year. This will be used by pupils in school to self-assess and plan their learning effectively over the course of the year. This approach of giving children control and oversight of their learning is key in developing their 'metacognition' skills and has been shown to have a major impact on their success at school.

Academic Review Days

Academic Review Days are held twice a year. They establish a process of dialogue and reflection between pupils, class teachers and parents about learners' strengths, specific targets and strategies for learning.

Trips

Pupils attend a variety of trips throughout the academic year to supplement their learning. Local trips are free (to the park, fire station etc.). Trips further afield are priced to account for travel expenses and entrance fees. Parents are welcome to volunteer for trips after successful completion of the School's Safeguarding Induction.

Extra-curricular activities

There are a range of extra-curricular activities held throughout the year for pupils. Various after school and morning clubs such as Karate, Survival Skills, Wacky Science, Baking etc. are offered. These run over a half term normally. Details of club bookings are emailed to parents in the preceding term.

SEN Provision

At any point in their lives, children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning, or having additional support needs. Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- Problems at home
- Bullying
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an additional language



A child's/young person's needs may last for a short time, and the problem may be resolved easily, or their needs might be very complex, and they may require additional support for a number of years. We have a dedicated SEN team that support children through group sessions, one to one provision, creating Individual Education Plans and much more.

'Teachers make sure that pupils who have special educational needs (SEN) and/or disabilities are very well supported. The special educational needs coordinator (SENCo) works effectively with other members of staff to ensure that additional interventions make a difference.'
(Ofsted January 2018)

Safeguarding and Wellbeing

Rules & Behaviour

At Noor ul Islam Primary School we foster good attitudes to learning and towards each other. Serious or persistent misbehaviour will be brought to the attention of parents. Discipline within the school will be most effective when parents support the actions taken by the school and this support is clearly seen by the child.

The school adopts a positive behaviour management policy that recognises that good behaviour must be encouraged and poor behaviour discouraged. The school has many approaches to motivating pupils, however these are not done at the expense of reminding pupils first and foremost of the importance of sincerity and pleasing Allah.

It is inevitable that children misbehave sometimes and the school approach is premised on a key principle that the type of behaviour displayed is a choice. The opportunity to make good choices and likewise poor choices. We avoid ever blaming the child himself/herself. All behaviour is a choice and teaching children to take responsibility for their choices is a crucial part of our approach to behaviour management.

Children will be taught that because of the choices they make, there will be consequences and these will be consistently applied. This can be summarised in the 3 Cs;

- Choices
- Consequences
- Consistency

The school has a detailed behaviour policy which can be accessed via our school website or a copy can be requested at the office.

Anti-Bullying

The school has a robust and clear anti-bullying policy to ensure all children can flourish at the school. The school defines bullying as given by the DfE, "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally taken from the DfE Anti Bullying document, 'Safe to Learn: Embedding anti bullying work in schools').

We recognise that bullying can be physical, verbal and indirect. Any cases of alleged bullying are thoroughly investigated by the school Anti-Bullying co-ordinator and findings reported back to parents within 10 working days.

The school also pro-actively seeks to ensure pupils are happy through an anonymous pupil welfare questionnaire, carried out every half term that allows pupils to report any concerns they may have about another child in the school. The school has a suggestion/worry box available for pupils to place any concerns in at any time of the school year.

The full Anti-bullying policy can be accessed via our school website or a copy can be requested at the office.



'Pupils are very well cared for. Pupils say that they trust adults to look after them and know that any problems are resolved quickly and effectively. Pupils say that bullying is extremely rare, but know the forms it can take.' (Ofsted January 2018)



Child Protection

Noor ul Islam Primary School is committed to safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance.

Everyone working in or for our school shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children to learn and develop in our school setting.
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting

Our Designated Safeguarding Leads for Child Protection are Mrs. Hawa Moorea (SENCO), Mr.Majid Ishaque (Head Teacher) & Mr.Shahzaman Hussain (Deputy Head Teacher).

The school has a responsibility to act upon concerns that they may have about a child's welfare. Examples of this may be when a child:

- Is demonstrating inappropriate behaviour
- Is involved in bullying
- Is failing to come to school and or/on time
- Where difficulties at home are having an effect on the child's well-being.

'The arrangements for safeguarding are effective. Leaders have heightened the profile of safeguarding over recent years. A culture of keeping pupils safe is prominent around the building and understood by staff, pupils and parents.' (Ofsted January 2018)

E-Safety

E-safety has an increasingly high profile in society and is a focus for staff and children at Noor ul Islam Primary School. We teach E-safety in school as part of our PSHE curriculum for each year group. Our approach is summarised in the acronym **SMART**.

S - Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password.

M - Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

A - Accepting emails, IM messages, or opening files, images or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages.

R - Someone online might lie about who they are and information on the internet may not be true. Always check information by looking at other websites, in books, or with someone who knows. If you like chatting online it's best to only chat to your real world friends and family.

T – Tell a parent, carer or a trusted adult if someone, or something, makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

ICT Acceptable Use Agreement

All staff and pupils are required to sign an acceptable use of ICT policy. This details our expectations of pupils in their use of ICT at school and detailed on the next page. These are good behaviours that should be replicated at home.

- I will only access the school network through my authorised username and password. I will not use the passwords of others.
- I will not use the school IT systems for personal or recreational use, for online gaming, gambling, internet shopping, file sharing or video broadcasting.
- I will not try to upload, download or access any materials which are illegal, inappropriate or which may cause harm and distress to others.
- I will not try to use any programs or software that might allow me to bypass the filtering and security systems in place.
- I will not try to install programs on any school computer or try to alter computer settings.
- I will carefully write email and other online messages making sure the language I use is not strong, aggressive or inappropriate and will show respect for others. I am responsible for the emails I send and the contacts I make.
- I will not open emails unless I know and trust the person/organisation who has sent them.
- For my own safety and that of others, I will not disclose personal information about myself or others when online. I will not arrange to meet 'online friends' unless I take a trusted adult.
- I will not take, or distribute, images of anyone without their permission.
- I will only use chat and social networking sites with permission and at the times that are allowed.
- I will report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- Where the material I research on the Internet is protected by copyright, I will not try to download copies, including music and video. I will only use the work of others found on the Internet in my own work with their permission.
- I will take care to check that information I find on the Internet is accurate and understand that some work found on the Internet can be untruthful or misleading.
- I will immediately report any damage or faults involving IT equipment, however this may have happened.
- I will not use my name or the school's name when working online to prevent my identity being traced.

Photographs & Videos

The school will seek parental permission for taking photos and videos of pupils. The vast majority of these photos and videos are for internal use only. The photos and videos of pupil work are also used externally on our school's Facebook page, YouTube Channel and Instagram account, however parental permission will be checked in this instance before publication.

Sensible Eating

Snack time & Lunch time

Parents have the option of giving their child a packed lunch or paying for school dinners on a half-termly basis.

Your child's daily school food routine will be as follows:

- A light snack in the morning break.
- A balanced meal at lunch time.
- Another small snack for afternoon break for EYFS and Key Stage 1.



Parents must ensure that their child has a wholesome lunch, snacks that they may have during break times and a water bottle. Even if your child is having school dinners, you must still provide them with snacks and a water bottle.

The school strongly advocates healthy eating. Chocolates, chewing gum, fizzy drinks and sweets are not permitted.

We are a nut free school, therefore refrain from giving your child nuts/nut containing snacks as this is hazardous for other children with allergies.

Your child will be taught the du'as for before and after eating. Please help them practice this at home.

School Dinners

School dinners are freshly cooked by HMC certified caterers and delivered to the school on a daily basis. School dinners can be booked on a half-termly basis (£2.80 per day). Menus are supplied via the Jumuah notices and can be found on the school notice board near the office.

Attendance & Punctuality

The school attendance guidelines in place are:

1. To encourage and praise good attendance and punctuality.
2. To identify, help to rectify and monitor problems in attendance/ punctuality in a positive fashion.
3. To constantly reinforce the importance of good attendance and punctuality towards high achievement.

• **Please note that lateness is logged and is subject to a charge.** Children arriving after 8:45am and those picked up after 3:50pm will be considered late. Parents will not be charged for the first 3 instances of lateness. **Thereafter, any further instances of lateness will be individually charged at £10.**

• Absences must be authorised by the school. Please inform the school office as soon as possible if your child will be absent. If we are not informed of an absence, it will be marked as an unauthorised absence. If your child is absent due to an appointment, you must provide evidence by bringing the appointment letter/note from GP, however parents must endeavour to make appointments outside of school time.

• Holidays must be taken during schooling holidays only. Time off during the term can be requested only in genuine emergencies. **Unauthorised time off taken during term time will incur daily charges of £50 per day of unauthorised leave & prolonged absences will lead to the permanent suspension of your child.**

• If your child has an illness which results in absence of more than 3 days, you may be asked to provide a medical certificate. If absence occurs directly before or after a holiday period, confirmation of the medical condition will be required before the school can authorise this absence.

Health & Safety

The school conforms to the Health and Safety at Work Act 1974, a copy of which is displayed in the staffroom. Fire drills are held regularly, at least once a term, to ensure quick and safe evacuation from the building. For obvious safety reasons, children should not walk to school/cross the road on their own, all pupils should be dropped off inside the school. They should not be left outside the gate alone, it is the responsibility of parents to ensure their children arrive to school safely. Poor behaviour or conduct around the school.

Please note the school has a zero tolerance policy with regards to the conduct of parents and extended family of any child attending the school. This includes behaviour in and around the school. Families that fall foul of this will be sent a written letter concerning their conduct. Should this conduct continue this can lead to the withdrawal of the space for your child /children.

Examples of such behaviour could include:

Rudeness to school staff members

Arguments between parents near the school

Aggressive or bad driving etiquette near the school such that it brings the school's name and reputation into disrepute

First Aid at school

A large number of school staff are trained in DfE approved Paediatric First Aid courses. Should your child feel unwell at school, they will be seen by one of the trained first aiders in the office. Parents will be contacted to collect their child should they assess the child is too unwell to stay at school.

Children who have hurt themselves at school will have first aid administered as necessary. Parents will be informed on the same day of any injury that may have been caused and a record of the incident will be kept in the school office for future reference.

Pupils who have been unwell at home with vomiting and diarrhoea are requested to stay at home for at least 24 hours after the last episode of vomiting or loose motions. This will ensure any virus/infection is managed safely within schools and is based on NHS guidelines for schools.

School travel plan - pupil pick up and drop off

The school is committed to developing sustainable modes of travel to the school. Whilst we appreciate the additional effort required to walk to school, we would still encourage parents to think about travelling to the school by walking and where walking is not possible alternative arrangements such as car sharing and park and stride.

A culture of car dependency exists in the UK. 67% of commuting trips are made by car, as are 46% of all trips of less than two miles (National Travel Survey, DfT 2013). In order to reduce our school parent's contribution we make regular efforts to get people out of their car. Events such as 'Beat the Street' and 'Walk to School Week' are promoted.

Those of you who do choose to drive to school please note that Dawlish Road and surrounding roads operate under permit parking only. Parents are welcome to apply to the local council for a permit that allows 15 minutes of parking at school drop off and pick up times. Evidence of your child's attendance at the school is required by the council, letters can be requested at the school office.

Additionally, we would like to stress the importance of road safety. Please drive responsibly and do not park on;

- The zig zag markings at the front of the school
- double yellow lines
- driveway space for the residents

Please also avoid manoeuvring cars dangerously such as 3 point turns in the middle of the junction or of course allowing children to alight whilst the car is positioned in the middle of the road. Parents who are found to be flaunting the rules will be spoken to by the member of school staff on duty, any subsequent violations will result in a letter being sent to the parents detailing further sanctions.

School Fees

When pupils first join the school, a **£500 registration fee** (non-refundable) must be paid to secure their place, thereafter annual school fees apply.

- Annual school fees are **£4,550 for Reception* & £3,450 for Year 1 through to 6** (without discount applied).
- You may pay in **one full annual payment** or **10 monthly instalments** (July to April)
- Payments are via bank transfer (preferred), cheque or cash.
- Individualised fee invoices will be assigned to each pupil, including any relevant discounts (staff, siblings etc.).
- Non-payment of fees can result in your child being **suspended** from school.
- This is a fee paying school and parents need to be aware of the fact that this is a significant financial commitment over 7 years.

**Please note that Reception pupils are eligible for the EYFS Grant, discounts to fees will be applied on an individual basis dependent upon your child's date of birth.*

Payment Methods

- **Pay via bank transfer direct to the school account / Pay by cheque (make cheque payable to Noor-ul-Islam School Fund).**

Account Name: Noor ul Islam Primary School

Account Number: 60852813

Sort Code: 20-53-00

Please make payment references in the following format – **Payment Code Prefix/Class/First Initial and surname of pupil** (not parent).

Payment type	Prefix	Example
Fees	FE	FE/REC/Akhan
School Dinners	SD	SD/Y6/ZAli
Trip	TR	TR/Y3/MAhmad
Application to School	AP	AP/Y3/Mali
Registration Fee	RG	RG/Y2/HMajid
After School Club	ASC	ASC/Y2/AMoham
Lost Book	BK	LB/Y3/LPatel
Hifdh Class Fee	HFD	HFD/Y2/MAlI
Miscellaneous (none of the above)	MIS	MIS/Y3/MAhmad

Failure to correctly reference payments will lead to an administration charge of £20 being added to your school fees bill.

Parent – School partnership

Home School Agreement

Our home school partnership/agreement outlines how we would like to develop positive relationships. We endeavour to work closely with families and to help ensure that each child has the opportunity to fulfil their potential. The agreement is as follows:

<i>Noor ul Islam Primary School Staff will:</i>	<i>The child's parents will:</i>
a) Encourage children to do their best at all times.	a) Ensure that their child arrives at school on time in the correct uniform.
b) Encourage children to take care of their surroundings and others around them.	b) Make sure that their child attends regularly and provides a note of explanation if the child is absent.
c) Inform parents of the child's progress at regular meetings.	c) Promote Islamic values outside the school.
d) Inform parents about what the teacher aims to teach children.	d) Attend Academic Review Days to discuss their child's progress.
e) Inform parents of major concerns they may have about the child's progress.	e) Look after the school's surroundings and keep the neighbourhood peaceful, parking their cars with consideration for others.
f) Promote an Islamic environment in the school.	f) Share the responsibility of their child's education and promote a good relationship with the school.
g) Provide a balanced curriculum, supported with homework.	g) Be committed to ensuring their child's education at Noor ul Islam Primary School is a happy and worthwhile experience.
h) Try to meet the individual learning needs of the child.	h) Support 'outside' school activities such as trips.
i) Teachers will always listen to parents' concerns and suggest ways forward.	i) Ensure their child completes their homework on time and support other opportunities for learning at home.

Communication from the School

We urge parents to adopt a culture of open communication with the school so we can help address any queries or concerns you may have.

- Email is the main form of communication used by the school. A weekly Jummuah notice email is sent every Friday with all key information for parents. Additional emails are sent as needed for fees, trips, bookings, meetings etc.
- The school office can be contacted between 8:20am-4:45pm on weekdays.
- Half-termly newsletters are sent to parents showcasing pupil achievements.

<i>Messages, Queries or Concerns</i>	<i>Process</i>
If your child is absent from school	Please notify the school office of each day of absence no later than 9:30am either by telephone on 0208 558 8765 or emailing our attendance officer Ms.Sabiha Ugradar on Sabiha.ugradar@noorulislam.org.uk or our central email on primary.school@noorulislam.org.uk . Please note that this notification does not guarantee that absences will be authorised, the reason for absence will be reviewed before it is approved.
If you have a message about collection arrangements, school dinners, trips, medication etc.	Please call the school office (8:20am – 4:45pm) or come to the school office in person at school drop off and pick up times.
If you would like to talk about any financial queries, fees, grants etc.	Please call the school office to speak to Ms. Sabah Mayet (Finance Secretary), or email her directly on Sabah.mayet@noorulislam.org.uk .
If you would like to talk about your child's learning and/or progress.	Speak to your child's teacher at pick up time, or arrange an appointment with the teacher by emailing primary.school@noorulislam.org.uk for the attention of the class teacher. The office will ensure the teacher receives your email. <i>You will receive a response within 3 working days.</i>
If you would like to talk about any bullying concerns or the school curriculum.	Please email Mr.Shahzaman Hussain (Deputy Head Teacher) to book an appointment on shahzaman.hussain@noorulislam.org.uk .
If you would like to discuss your child's special educational needs.	Make an appointment to meet the SENCO (Ms.Hawa Moorea) by emailing hawa.moreea@noorulislam.org.uk .
If you would like to speak to the Head Teacher	Book an appointment at the school office or drop in at the Head Teacher Meet and Greet every Wednesday 3pm-4pm.
If you would like to find out general information, school policies and procedures.	Please visit the school website on www.noorulislam.org.uk/primary-school
If you have a complaint	The school has a clear complaints policy. Please refer to it for further details via our website. All formal complaints will be responded to within 10 working days.
If you have any Safeguarding concerns.	Please contact our Designated Safeguarding Lead (Ms.Hawa Moorea) by emailing hawa.moreea@noorulislam.org.uk . Additionally the NSPCC Whistle blowing helpline can be contacted on 0800 028 0285 / help@nspcc.org.uk

- Texts are only sent to parents in rare, extreme circumstances, e.g. the school is closed due to snow.



The school believes in the value of working with parents to help support their child's development. Throughout the year there will be opportunities for parents to become involved at the school.

A selection of some of the opportunities are listed below. Regular information will be made available via the weekly Jummuah notices email.

[Parent Partnership Sessions](#)

These are held every half term or so and cover a range of topics from E-safety through to raising children in modern society.

[Meet the teacher coffee morning](#)

Held at the beginning of every school year, these events give parents the opportunity to meet their child's new class teacher and be introduced to the school curriculum for the year.

[Teaching and learning/Parent Tarbeeyah workshops](#)

These sessions are held throughout the year and are an opportunity for teachers to explain how the school approaches the teaching of certain subjects. These include topics such as phonics, maths, reading schemes and SRE.

[Volunteering for trips](#)

Parents are given the opportunity to volunteer for class trips with their child's class. Parents are chosen on a first come first served basis and are only allowed to accompany a trip subject to prior completion of a safeguarding induction session at the school.

[One off events](#)

The school also arranges events such as Ladies nights, quiz nights, fathers and son's BBQs to help develop an amicable and fraternal relationship between families and school staff.

[End of year presentations](#)

These presentations held at the end of the academic year are an opportunity to see children perform in plays, nasheeds and public speaking etc.

[School sports day](#)

The annual event held at Leyton Youth Ground is a chance for parents to come along and cheer on their child.

[PTA \(Parent Teacher Association\)](#)

Every year parents join our *Parent Teacher Association* with the aim to work alongside school staff and governors to promote healthy relationships between parents and the school. PTA members are actively involved in arranging events, helping with fund raising and building awareness of school events and schemes. Previous work has included father son barbeques, mother daughter Eid parties, sisters' quiz night, baking clubs, creative clubs etc.

School Uniform

Embroidered Uniform can be bought from Marks & Spencer's Online (link below). Non-embroidered items can be bought from Marks & Spencer's or other uniform stores.

<u>Boys' Uniform</u>	<u>Purchase information</u>
<u>ON A NORMAL DAY:</u>	
100% Cotton Crewneck SWEATSHIRT Navy Blue (for Reception to Year 4) Royal Blue (for Year 5 & 6)	(EMBROIDERED FROM M&S)
Royal Blue Embroidered Book Bag/Blue backpack – 2 sizes (optional)	(EMBROIDERED FROM M&S)
Grey Trousers (same shade as girls' pinafore dress, please check display in the school foyer)	
Plain White Shirt	
Dark colour socks (plain black or grey, no pattern/design)	
Black and Plain school shoes	
<u>FOR PE:</u>	
Embroidered White T-shirt	(EMBROIDERED FROM M&S)
Navy Blue Jogging Bottoms (totally plain, no logo/design)	
Dark colour socks (plain black or grey, no pattern/design)	
Black trainers for PE	
<u>Girls' Uniform</u>	
<u>ON A NORMAL DAY:</u>	
100% Cotton Sweat CARDIGAN Navy Blue (for Reception to Year 4) Royal Blue (for Year 5&6)	(EMBROIDERED FROM M&S)
Red Embroidered Book Bag/Blue backpack – 2 sizes (optional)	(EMBROIDERED FROM M&S)
Grey Longer Length Crease Resistant Traditional Pinafore with Permanent Pleats & Storm wear	(FROM MARKS & SPENCER)
Grey Trousers (matching same colour as the dress, please check display in the school foyer)	
Plain White Shirt (Long sleeves)	
White hijab (no lace/design)	
Dark colour socks (plain black or grey, no pattern/design)	
Black and plain school shoes	
<u>FOR PE</u>	
Embroidered White T-shirt	(EMBROIDERED FROM M&S)
White Long Sleeved top to wear underneath the T-Shirt	
Navy Blue Jogging Bottom (totally plain, no logo/design)	
Dark colour socks (plain black or grey, no pattern/design)	
Black trainers for PE	

School Uniform Order Link - <https://tinyurl.com/nuipsprimary>

Autumn Term 2019

72 pupil days, 3 inset days (75 Total days)

Inset Days: Monday 2nd & Tuesday 3rd September 2019 (no school for pupils)

First Day of Term: Wednesday 4th September 2019

Half Term: Monday 21st October 2019 – Friday 25th October 2019

Inset Days: Monday 11th November 2019 (no school for pupils)

End of Term Break: Monday 23rd December 2019 – Friday 3rd January 2020

Spring Term 2020

59 pupil days, 1 inset day (60 Total days)

Inset Day: Monday 6th January 2020 (no school for pupils)

First Day of Term: Tuesday 7th January 2020

Half Term: Monday 17th February – Friday 21st February 2020

End of Term Break: Monday 6th April 2020 – Tuesday 14th April 2020

Summer Term 2020

58 pupil days, 2 inset days (60 Total days)

First Day of Term: Wednesday 15th April 2020

May Day Bank Holiday: Friday 8th May 2020 (no school for pupils)

Ramadan and Eid-ul-Fitr Break: Monday 18th May – Tuesday 26th May 2020

INSET Day: Wednesday 27th May 2020 (no school for pupils)

Pupils Last day/Half Day: Thursday 16th July 2020 (School finishes at 12.00 noon)

INSET Day: Friday 17th July 2020 (no school for pupils)

This calendar gives a total of 195 days (189 pupil days plus 6 inset days).

Pupils start back at school on Tuesday 1st September 2020 (TBC)

Safeguarding – Key Contacts

- **Designated Safeguarding Lead (DSL)** – Mrs. Hawa Moorea (SENCO)
Hawa.Moreea@noorulislam.org.uk
- **Deputy Safeguarding Lead (DDSL)** - Mr. Majid Ishaque
(Head Teacher)
Majid.Ishaque@noorulislam.org.uk
- **Anti-Bullying Officer/ Deputy Safeguarding Lead (DDSL)** –
Mr. Shahzaman Hussain (Deputy Head Teacher)
Shahzaman.Hussain@noorulislam.org.uk
- **Lead Fire Marshall Officer** – Mr. Ishaq Ganee (Head of Islamic Studies)
Ishaq.Ganee@noorulislam.org.uk
- **Governor for Safeguarding (interim)** – Mr. Asim Mirza
Asim.Mirza@noorulislam.org.uk

NSPCC Whistleblowing Helpline

This helpline is available for staff/parents who do not feel able to raise concerns regarding child protection with the school/are worried a concern expressed hasn't been acted upon.

Tel – 0800 028 0285 Monday-Friday (8am-8pm)

Email – help@nspcc.org.uk

Parent Handbook Version 1.5 Est. May 2019 – Subject to change