



WESTWOOD
BOYS SCHOOL

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 Boys School.
Please read carefully.

School Contact Details

Name	Position	Contact Details
Khadija Khan	Executive Principal	0161 459 0024 office@westwoodhigh.org
Kamal Khan	Principal	0161 425 3599 office@westwoodboysschool.org
Mohim Khan	Vice Principal	0161 425 3599 office@westwoodboysschool.org
Jamal Uddin Khan	Chair of Governors	0161425 3599 office@westwoodboysschool.org
School Office	Reception	0161 425 3599 office@westwoodboysschool.org
Fees Office		0161 459 0025 fees@westwoodhigh.org
School Address	Westwood Boys School 121 Union Street Oldham OLI ITE	
School Website	westwoodboyschool.org	

Organisational Structure

Name	Designation
Muallimah Khadija Khan	Executive Principal
Maulana Kamal Khan	Principal, Teacher of PSHCE, Health and Safety Officer, DSL, First Safety Officer, First Aider, Mental Health First Aid Officer, Chief Examination Officer
Maulana Mohim Khan	Vice Principal, Assistant DSL, Teacher of Arabic, Islamic Studies and Urdu, Data Protection Officer, First Aider, Pastoral Lead
Hafiz Muzammil Hussain	Teacher of QS and Bangla, First Aider (Part time Admin)
Abdullah Al-Mubin	Teacher of PE, First Aider (part time Admin)
Saif Ahmed	Teaching Assistant, First Aider (part time Admin)
Farah Riaz	Teacher of English, Performance Management
Affia Iqbal	Fees Officer
Sofia Ahmed	Teacher of Maths
Fouzia Ravat	Teacher of Science
Azra Karim	Teacher of ICT
Omaira Nisar	Teacher Humanities: History, Geography and RS
Hamida Begum	Teacher of Art

Term Dates for Academic Year 2022 - 2023

September 2022							
	Mo	Tu	We	Th	Fr	Sa	Su
TERM 1				1	2	3	4
	5	6	7	8	9	10	11
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October 2022							
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	31						

November 2022							
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December 2022							
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January 2023							
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	30	31					

February 2023							
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March 2023							
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April 2023							
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May 2023							
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June 2023							
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July 2023							
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August 2023							
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	21	22	23	24	25	26	27
	28	29	30	31			

IMPORTANT DATES 2022-23

5 SEP 22	Staff INSET	21 OCT 22	Rabi al Awwal Break	1 MAY 23	Bank Holiday
6 SEP 22	First Day of School	16 DEC 22	Jumada al Ula Break	27 MAY 23	Dhul Qa'dah Break
		10 FEB 23	Rajab Break	27-29 Jul 23	Eid al Adha Break
		7 APR 23	Ramadan Break	22 JUL 23	Dhul Hijjah Break

Attendance and Punctuality

The school follows the Department for Education regulations and guidance. Regular school attendance is a legal responsibility on 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 8.30 and 9:15 am**. If you ring in later than this time, your child will receive an unauthorised absence.

We are unable to answer calls before 8.30 am, if you have an urgent query please email the school – office@westwoodboysschool.org 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 emergency.

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

- Arriving after 8:00 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 three times within a month will be given a 2-hour weekend detention.
- The school will notify parents via telegram if your 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, as 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:

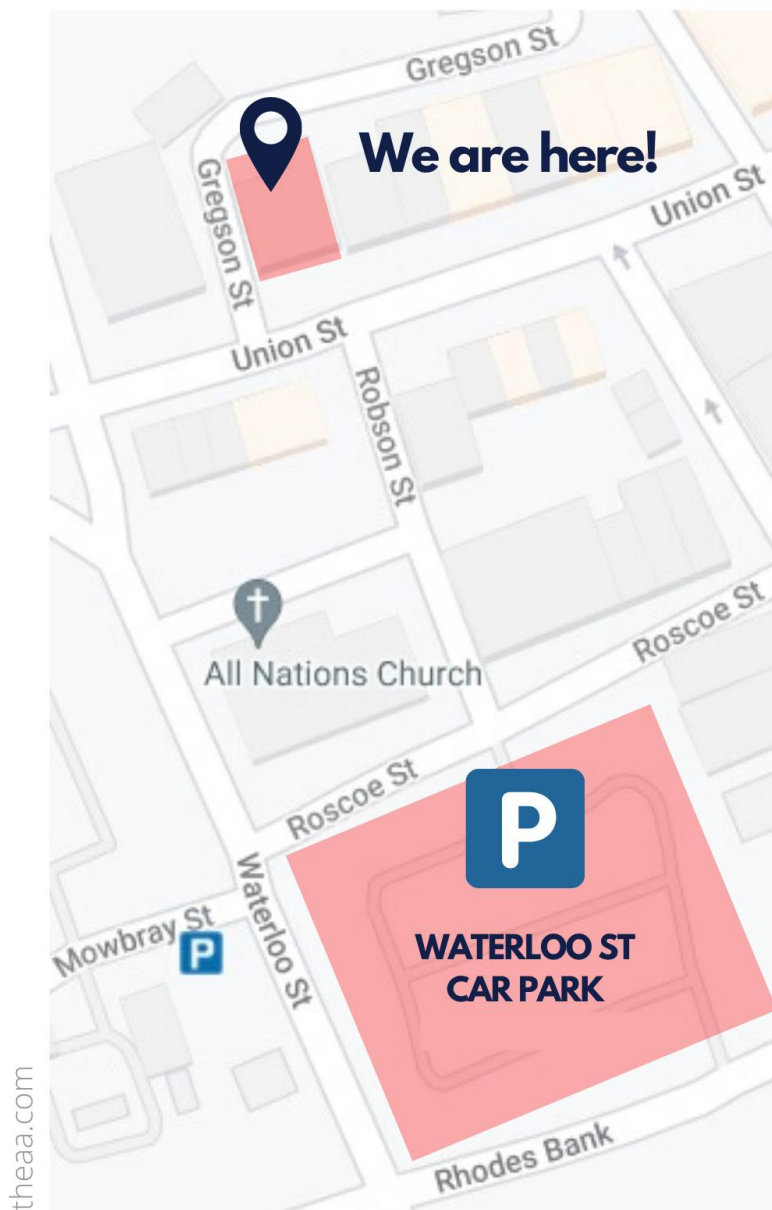
- Permission for authorised leave may be granted in exceptional circumstances.
- We may not authorise leave for students who have started a GCSE course, however, we will consider cases on an individual basis.
- If you wish to take leave during term time, you must apply for permission **at least 4 weeks 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.

School Travel Plan

The school is located next to a tramline. Please drive carefully at all times.

- Park safely in a designated parking bay
- Do not park on double yellow
- Do not obstruct traffic
- Do not cause a hazard for pedestrians and other road users

Noncompliance of any school rules could lead to deregistration.



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 (Jubba) for your child.
- 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 PE 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.

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.

Below is a list of items your child will need.

Main Uniform
School Black blazer – badged with school logo <i>(Blazers may only be removed in lessons with the permission of the teacher)</i>
School White Jubba
Black trousers
School Black V-Neck jumper – badged with school logo
Plain white topi
Plain black socks <i>(Must be worn at all times)</i>
Plain black formal shoes <i>(Polished black, traditional style, black flat sole and closed toe shoe. A plain design with no logos, decorative buckles, coloured laces or stitching, labels, tags, studs or other decorations. Boots, trainers, plimsolls, canvas or suede shoes are not permitted.)</i>
Plain bag
Plain outdoor coat <i>(Denim or leather jackets, or those with slogans or large logos, are not permitted)</i>

School PE Kit
White long sleeve polo shirt
Black tracksuit bottoms
Black sports socks
Black trainers

Hair Styles

Hair styles must be presentable and decent. Unacceptable styles include patterns shaved into the hair or eyebrows, Mohicans and hair dyed unnatural colours. Hair needs to be level; the difference in length between the top and the sides should not be in sharp contrast. The school may insist that hair is restyled if it fails to meet school standards.

The School Day – Mon – Thu

8:00 – 9:15	Lesson 1
9:15 – 10:05	Lesson 2
10:05- 10:20	Break time <ul style="list-style-type: none"> • Pupils are encouraged to bring healthy snacks. • Chocolates sweets and fizzy drinks are not permitted, they will be confiscated.
10:20 – 10:30	Tutorial – extracurricular learning <ul style="list-style-type: none"> • Monday – Personal Development (Check planners/Quran reading log/Class Charts) • Tuesday – Assembly • Wednesday – Hadith of the week • Thursday – Newsround
10:30 – 11:20	Lesson 3
11:20 – 12:10	Lesson 4
12:10 – 12:50	Lunch in Hall <ul style="list-style-type: none"> • Encouraged to bring a healthy lunch. • A microwave is available to warm food. • The school will not provide any cutlery.
12:50 – 13:40	Lesson 5
13:40 – 14:30	Lesson 6
14:30 – 14:45	Salah <ul style="list-style-type: none"> • Adjustments are made to the day to accommodate changes in Salah timings. • Pupils pray Zuhr and Asr Salah time when appropriate. • Pupils are expected to perform wudhu during their break.
14:45 – 15:45	After school clubs are available throughout the year.

- Lesson timings are adjusted to fit in relevant Salahs throughout the year.

School Day – Friday only

8:00 – 9:15	Lesson 1
9:15 – 10:05	Lesson 2
10:05- 10:20	Break time <ul style="list-style-type: none">• Pupils are encouraged to bring healthy snacks.• Chocolates sweets and fizzy drinks are not permitted, they will be confiscated.
10:20 – 11:10	Lesson 3
11:10 – 12:00	Lesson 4
12:00 – 12:30	Lunch in Hall
12:30 – 13:10	Lesson 5
13:10 – 13:30	Jumua
13:30 – 13:40	Walk to Centre
13:40 – 14:30	Lesson 6
14:30 – 14:40	Walk to School
14:45	Home time

Further adjustments may need to be made to accommodate Jumua prayer during winter.

Curriculum Information

Subject	Teachers	Equipment and further instructions
Arabic	Maulan Mohim	Vocabulary to be memorised weekly
Art	Aunty Hamida	All resources are provided
English	Aunty Farah	Dictionary and Thesaurus Read regularly – a list is provided upon entry and Vocab books
History, Geography & RS	Aunty Omaira	
ICT	Aunty Azra	USB stick – 2GB will suffice
Islamic Studies	Maulana Mohim	
Mathematics	Aunty Sofia	Casio fx-85GTX Scientific Calculator - £12 Helix Maths set - £2 (Both can be purchased from school) Free access to online learning platforms where homework will be given regularly. <ul style="list-style-type: none"> • drfrostmaths.com • eedi.com • diagnosticquestions.com The Maths curriculum is available on whiterosemaths.com
PE	Ustaadh Mubin	
PSHCE	Maulana Kamal	
Quran	Hafiz Muzammil	Qaidah/Tajweed book – provided by school. Quran – brought from home
Science	Aunty Fouzia	

Other equipment required:

- Writing pens – black/blue, green, purple
- Pencil, rubber, sharpener, ruler, highlighter, pencil case
- Folders/plastic wallets to organise worksheets and assessments

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, and things have still not improved, then it may be a good 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.
- You **MUST** check and sign the planner weekly (every weekend).

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

- You can call the school and request an 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.

If you have a more serious concern and would like to speak to 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 Executive Principal (admin@westwoodhigh.org)

YOU MUST DOWNLOAD THE TELEGRAM APP AND CHECK REGULARLY TO KEEP UP TO DATE WITH ALL SCHOOL NOTIFICATIONS.

Online Safety

We strongly advise against allowing your child unsupervised access to mobile devices and the internet until they are mature enough to deal with online tech.

Online Etiquettes:

- Always respect everyone online
- Never accept 'friends' requests from – or give personal information to – strangers
- Never post/share inappropriate photos of yourself/others
- Never share photos of others without their permission
- Never share screenshot conversations
- Never lie or make hurtful comments online
- Never create fake accounts to cause distress to others
- Never access sites that parents would not approve
- Never overuse the internet. Agree suitable times with your parents
- Always report abuse or inappropriate pictures to parents

What can you do as a parent/carer:

- **Decide if your child is mature enough** to have their own mobile device (smart phone, iPad etc). **If in doubt, wait. If you go ahead, have strong rules.**
- **Have an open relationship with your child about online safety and have regular discussions on safe and responsible use.**
- Only allow your child to use social networking if s/he is old and mature enough (most social networking sites expect that you are **age 13 or over**)
- **Schedule timing in settings** so that your child cannot access the internet at night
- Ask your child to **hand in all devices to you before s/he goes to sleep** and at home when s/he comes to school.
- **Take the phone/device off your child** when s/he needs to do **homework** or **revise for exams**
- **Set restrictions** on the device so s/he can only access content that is ok
- **Check internet history regularly.** If you have more than one device, use the **same Apple ID** on the devices to check and monitor. This means that the history on the device will also be on yours, so you can check it without asking for the device.
- Set limits and boundaries with your child. **Reinforce the Online Etiquettes** regularly
- Report serious incidents to the **Child Exploitation and Online Protection** centre or ring **999 for immediate help**
- **Ask the school for help if needed**

Reporting tools – When should I report to CEOP?

- What is CEOP?
- **CEOP (Child Exploitation and Online Protection Centre)** works with child protection partners across the UK and overseas to identify the main threats to children and coordinates activity against these threats to bring offenders to account
- If your child has experienced sexual or offensive chat that has made them feel uncomfortable or someone is trying to meet up with them, you can report this directly to CEOP.
- This may have happened in a chat room, message board, instant messenger or on a social networking site. It could be on a mobile phone, games console or computer. It could be messages, images or conversations over webcam. The important thing is that if an adult is making sexual advances towards your child on the internet you should report it to CEOP.
- **Remember if you need immediate help call 999**

Parental controls offered by your home ISP

How to set up filters on your home internet to help prevent age inappropriate content being accessed on devices in your home: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider>

Support from school

- If worried about your child, call to speak to our pastoral lead

Questions & Answers:

- **How do I set restrictions & filter websites?**
 - Follow the guidance provided by your internet service provider
 - On tablets, manage the settings for the browser (safari) restrictions
 - On desktops/laptops manage the settings on internet options
- **How do I check history on the internet?**
 - On tablets select the bookmarks icon to view history & view the website data under advanced settings
 - On desktops/laptops, click on the start icon on to access the history
- **What do I do if my child is accessing the internet at night?**
 - Schedule timings on her device for when she can/can't access the internet
- **Who do I contact for additional support on e-safety?**
 - Contact the school, our staff can provide advice and support
- **How do I report abuse?**
 - Report on the DEOP website or ring 999 for immediate help

Additional Parental Support:

<http://www.bbc.co.uk/webwise/0/21259413>

http://www.vodafone.com/content/digital-parenting.html/digital-parenting/view_magazines.html

<http://www.bbc.co.uk/programmes/p018hhbb>

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parents-guide-technology>

SOCIAL GAMING

Please read the following advice from Safeguarding essentials about social gaming:

E-safety Training Child Game

A common message given to young people is: don't speak to strangers online. This is primarily a safeguarding message; we recognise that strangers might pose risks and we want to protect our children from these. But, what is a stranger to someone online? The way that we interact with people online has changed, and for young people, a lot of this is due to online social gaming. What is social gaming? When I played games when I was younger, I would either play by myself or have someone physically sitting next to me with a games controller. Nowadays, however, due to the speed of the Internet, we can play with others online and see what they are doing in real-time; we call this social gaming. We can also chat to them via text or voice, adding to the experience and the immersion. We can choose to play games with our friends, but more and more games are encouraging players to play against people they don't know... people we would refer to as 'strangers'.

Why we need to change our terminology?

Imagine the scenario: a child is playing an online game with a friend, and that friend invites one of his friends to play. Within a minute or two, the child may not perceive the new person as a stranger; they have become a new friend or acquaintance. It happened quickly, and as they were introduced by their friend, they are more likely to be immediately trusted. We know that when people are online their behaviour changes and, in this scenario, due to the physical distance between players, the child would be more likely to engage in riskier behaviour (engaging with the 'stranger') than they would do in real life as their defences are lower. We, therefore, may be better talking to children about 'new people' or 'new players' they meet online, rather than 'strangers'.

The risks

It is important that young people are made aware of the risks that meeting new people online can bring:

- They may not be who they say they are and may be good at hiding their true identity;
- They may be attempting to groom or harm by using emotional and/or persuasive strategies – this could involve trying to make video-chat arrangements;
- They may be trying to arrange to meet in real-life;
- They may be trying to find people online to bully.

Supporting young people

It is crucial to have open, honest chats with young people about the people they meet online. Our key messages to them should include:

- The importance of thinking before acting, and approaching new people with a level of scepticism, even if they're friends of friends;
- The knowledge that it's easy to pretend to be someone else online;
- The importance of blocking and/or reporting anyone online who's pretending to be someone else;
- The importance of speaking to trusted adults about people online who are frightening them or asking them to do things which make them feel uncomfortable.

COVID-19 Guidelines

Please refer to latest Covid-19 document.

Online Learning during Lockdown

In the event of school closure, we will resort to online learning using Microsoft Teams. Pupils must use a laptop/desktop/tablet and head phones. Pupils will not be permitted to join using a mobile phone. In such circumstances, the school day may be adjusted to accommodate learning. This information will be shared with parents if the situation arises.

Parents will be expected to sign the Westwood Boys School Online Learning Declaration to ensure that learning is effective and your child and other children are safe.

Safeguarding

At Westwood Boys School, 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. The school's safeguarding and anti-bullying policies are available to download from the school website.

The following link also provides information and useful links for parents and carers to find help and support if they are worried about their child.

https://www.oldham.gov.uk/lscb/info/14/parents_and_carers

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/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 into 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.
- The second time a mobile device is brought to school will result in a suspension.

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 2022-2023 have been set at £2700.

Academic year 2022 - 23	Amount (£)	Payment Due Date
Term 1	900	01 September 2022
Term 2	900	01 January 2023
Term 3	900	01 April 2023

- **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 fees@westwoodhigh.org** 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.

Additional Fees

KS3 Resources + Admin fee = £100

School Uniform: White Thobe (£20), Blazer (£15) and V-neck Jumper (£15)

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.

Review Date - This policy is reviewed annually.

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 Boys School Parent Declaration 2022 – 2023

Full name of child		Class	
Full name of parent/carer			

This document is an agreement between Westwood Boys School and above named parent/carer.

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. You must renew your commitment to school rules annually for your child to continue on in our school.

YOU MUST TICK ALL BOXES FOR YOUR CHILD TO START OUR SCHOOL	TICK
<p>School Travel plan I will fully comply with the school travel plan. I know that I am not allowed to park on double yellow, obstruct traffic or cause a hazard for other road users. I will park on a safe parking bay and am aware that the school is located next to a tramline.</p>	
<p>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 hair policy. I understand that my child will be sent home and only allowed to return to school once his hair has been restyled according to school guidelines. Hair must be level.</p>	
<p>Attendance I understand that my child must be in school every day. I must call the school to inform them if my child is going to be absent in cases of emergency (illness, bereavement etc). Unauthorised absences and unexplained absences will be reported to the Local Authority.</p>	
<p>Term time leave I understand the school's term time leave policy and will not seek term time leave unless in exceptional circumstances (bereavement, critically ill kin). <u>My child will be deregistered if I take unauthorised term time leave.</u></p>	
<p>GCSE Pathways I am happy for the school to make the final decision on my child's GCSE subject entries. School 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.</p>	
<p>Compulsory Booster Classes In KS4, my child will attend a 7th lesson as part of the school day. In Year 10-11, my child will attend evening and weekend booster classes at extra cost. If my child is not meeting targets, I will provide extra tuition at extra cost.</p>	
<p>Fees I understand that Tuition Fees are set at £2700 for the academic year 2022-23. This amount is to be paid in 3 installments. (1st instalment when I accept a place, 2nd installment on 1st Sep 2022 and 3rd instalment on 1st Jan 2023). 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</p>	

<p>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.</p> <p><u>Additional fees to be paid on Induction day</u> School Uniform: White Thobe (£20), Blazer (£15) and V-neck Jumper (£15) KS3 Resources + Admin fee £100</p> <p>Year 11 Booster Classes: £200 for full year evening and weekend classes GCSE Exam fees: Must be paid before exam entry deadlines or I will risk non-entry.</p> <p><u>FEES ARE PAYABLE IN FULL REGARDLESS OF SCHOOL CLOSURE.</u></p>		
<p>Abuse of Staff I understand that abuse or aggressive behaviour towards staff and students is unacceptable and understand that there will be consequences of such behaviour.</p>		
<p>Contact Details and Communication I will ensure that the school has my up to date contact details. I will set up the Telegram App to receive school notifications and will check messages/emails regularly.</p>		
<p>Online Learning and Online Safety In the event of lockdown my child will attend online learning. Each child must have a laptop/PC/tablet and headphones at home. Fees will be paid in full during online learning. 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 online safety. This includes parental controls which prevent access to over-age websites/platforms, social media and gaming sites.</p>		
<p>Cooperation I will cooperate fully with the school and will attend important school related meetings.</p>		
<p>Commitment to Hifz I will support my child fully to complete Hifz and increase learning and revision times as the need arises. My child will attend all extra Hifz classes in and out of school hours. I will cooperate fully with Hifz Teacher to keep my child engaged and motivated. My child will dedicate himself fully at all times.</p>		
<p>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 policies.</p>		
<p>Declaration I understand and agree with all the above policies and will comply with all school policies. I understand that my child may be deregistered from the school if I fail to comply with the school's policies.</p>		
Name of parent/carer:	Signature:	Date: