



Tawhid

BOYS SCHOOL

The Messenger of Allah (S A W) stated:
“To seek knowledge is compulsory upon all Muslims”



PARENTS' HANDBOOK 2019-20

Tawhid Boys School (INDEPENDENT SCHOOL)
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Read! In the name of your Lord who hath created; created man from a clot. Read! And your Lord is the most bounteous, who teaches by the pen, teaches man that which he knew not. (Qur'an 96:1-5)

Welcome to Tawhid Boys School

Assalaamu-alaykum

The very first verse that was revealed to our beloved Prophet Muhammad (PBUH) by Almighty Allah outlines firstly the attribute of the One who creates and secondly the creation, who is totally dependent on Allah. The verse also emphasises that it is a duty on all Muslims to educate themselves so that they may gain knowledge.

The first word revealed was: READ! Reading is one of the best ways to gain knowledge.

"Knowledge raises a human being to a higher position than other creatures of creation. Because of knowledge, we can gain wisdom, and that is one of the greatest gifts a person can have. Wisdom gives you the ability to know right from wrong; it is like a light, which allows you to see in the darkness. When people are lost in ignorance and going astray, the person with knowledge becomes a beacon of light; he shines out amongst the rest and shows them the way to safety"

(acknowledgements to Br. Yusuf Islam).

Muslims have with great enthusiasm excelled in the acquisition of knowledge. Centres of Knowledge can be traced back in Islamic history to the very first one established in the time of our Prophet Muhammad Sallallahu Alayhi Wassallam, which continues to grow and flourish creating such great personalities who became beacons of light and guidance for mankind. Tawhid Boys School has been established by the Grace of Almighty Allah, with this intention. That it will provide an Academic and Islamic education within an environment that will nurture the talents and potential of our children, equipping them with the necessary skills and moral qualities, and thus preparing them as citizens in tomorrow's world, Insha-Allah

The fruits of our endeavours will only be realised when our lives are moulded and our actions are in accordance to the Sunnah of our Prophet Muhammad SAW. To achieve this is our collective responsibility and we the school, request you the parents to help us to help our children.

May Allah assist us and except our endeavours, Ameen.

Was-salaam

Br. Abdul Ghani Alibhai
Chair – Tawhid Educational Trust

Was-salaam



Abdul Ghani Alibhai
Chair – Tawhid Educational Trust

Welcome to Tawhid Boys School

Assalam-u-alaykum WA Rahmatullahi WA Barakatuhu

Allah Subhan wa Ta'alah mentions in the Qur'an al Kareem:

**“O mankind! We created you from a single (pair) of a male and female, and made you into nations and tribes, that ye may know each other (not that ye may despise each other). Verily the most honoured of you in the sight of Allah is (he who is) the most righteous of you. And Allah has full knowledge and is well acquainted (with all things)”
(Qur'an – Surah Hujarat)**

Dear Parents & Carers

Allhamdoulillah, it gives me great pleasure to warmly welcome you to Tawhid Boys School and I am looking forward to working with you.

Our aim at Tawhid is to provide an opportunity, for all our pupils to excel themselves academically and spiritually within an Islamic environment, enabling them to be responsible citizens and active members of today's ever challenging Society.

If Islamic educational institutions are to nurture the love of learning and to produce individuals of sound moral character in accordance with Islam, then we must not divorce the process and practice of education and Islam. They are to be considered hand in hand.

As Muslim parents & carers, we need to be actively involved in the moral, physical, social, spiritual and academic development of our children. We need to provide a sound environment, at home and at school, in which the child can flourish in the practice of his faith and achieve the best academically. For this to happen, we need to work closely together in partnership, supporting each other, in the best interest of the child. As Muslims, without this co-operation and commitment, we will be failing in our duties towards our children.

We welcome, and encourage parents to be active partners in the future development of their child and the school.

Our children are our future.
Wassalam



Usman Dawood Mapara
Head Teacher

1.1 School Aims

At Tawhid we aim to provide our students with:

- A high standard of academic and Islamic education
- A safe and secure learning environment in which all members of the school community can achieve their best
- An outstanding broad and balanced Curriculum, within the tenets of Islam, which inspires and enables all our pupils to acquire understanding, knowledge and skills appropriate to equip them for the 21st Century
- Learning experiences, which challenge, build self-esteem, confidence and so enable our pupils to take up their responsibilities as adults and members of society they live in

Mission Statement

At Tawhid Boys School, the highest priority is given to the achievement of excellence that education extends beyond the 'purely academic', and students develop real Islamic morals, values and practice etiquettes in their daily lives.

1.2 Keeping in Touch

School Newsletters are sent out every half term to keep parents / carers informed about school events and developments. Please let us know if you are not receiving one. Parents and carers for families with more than one child attending Tawhid Boys School, where appropriate, will be receiving all written communication through their elder son. The School is increasingly promoting the use of electronic means of communication, its website and corresponding through emails. Parents will also be contacted via their mobile phones and SMS messaging. Parents can also access information on attendance, punctuality, assessments and behaviour of their child through the secure School online portal (MyChild). All school policies can also be viewed on the school website. Parents and Carers are advised of policies reviews during the year in the school Newsletter. They can request copies of policies from the school office at any time throughout the year.

1.3 The School Day

During Monday to Thursday, students must be in school at 8.15am. Between 8.15am and 8.20 a.m. is registration. Lessons begin at 08.20. The main tutor period and assembly take place between 12.35-12.55 on each afternoon. (Slight variations during winter time)

The teaching sessions during the school day vary from Year to Year group and are as follows:

Mon-Wed (Y7-Y9)		Mon-Thurs (Y10 & Y11)	
08.15am – 08.20am	Registration	08.15am – 08.20pm	Registration
08.20am – 09.00am	Period 1	08.20am – 09.20am	Period 1
09.00am – 09.40am	Period 2	09.20am – 10.20am	Period 2
09.40am - 10.20am	Period 3	10.20am – 10.35pm	Break
10.20am – 10.35am	Break		

Lesson will run as follows after break

10.35am – 11.35pm	Period 3/4
11.35pm – 12.35pm	Period 4/5
12.35pm – 12.55	Tutor Period /Assembly
12.55pm – 13.55pm	Lunch & Salaat
13.55pm – 14.55pm	Period 5/6
14.55pm - 15.55pm	Period 6 (Year 10 & 11)

On Friday, school starts at 8.15 am and ends at 12.40 pm. There are five teaching sessions, as follows:

08.15am – 09.05am	Period 1
09.05am – 09.55am	Period 2
09.55am – 10.45am	Period 3
10.45am - 11.00am	Break
11.00am – 11.50am	Period 4
11.50am – 12.40pm	Period 5

1.4 Lunch Arrangements

Students are encouraged to bring with them a healthy balanced packed lunch for the afternoon. The School Healthy Lunch Policy is strictly adhered to. Parents are requested to ensure that disallowed food items are not given to pupils as they will be confiscated and a detention issued. The school website has an area dedicated to Being Healthy and regular updates will be posted on sharing good practice. **Chewing gum is banned** throughout the school premises. Should a child be found chewing gum on school premises, he will be detained and given the task to remove chewing gum. Students are not allowed to eat in the school building other than during wet break or lunch. Students are not allowed to leave the School premises during break or lunch times.

1.5 The School Year and Holidays

Tawhid Boys School Term Dates for the School Year 2019 / 2020

Autumn Term 2019

Start	Half Term	Finish	Number of Days
Monday 2 nd * September 2019	Monday 21 st October- Friday 25 th October 2019	Thursday 19 th December 2019	*74 days

*** Including Staff INSET days on Monday 2nd September 2019**

Pupils Return to School on Tuesday 3rd September 2019

Spring Term 2020

Start	Half Term	Finish	Number of Days
Monday 6 th January 2020*	Monday 17 th February to Friday 21 st February 2020	Thursday 9 th April 2020	* 64 days

*** Including Staff INSET day on Monday 6th January 2020**

Pupils Return to School on Tuesday 7th January 2020 at 8.15a.m.

Summer Term 2020

Start	Half Term & Eid al Fitr	Finish	Number of Days
Tuesday 20 th April 2020	Thursday 21 st May to Friday 29 th May 2020	Friday 10 th July 2020	*53 days

School closed - Bank Holiday on Monday 4th May 2020

New Academic Year 2020_21

Staff INSET Day on Tuesday 1st September 2020

Pupils Return to School on Wednesday 2nd September 2020

There is always a possibility of changes occurring in relation to closure dates. So please consider this information as an initial guide. School closures for staff training (non-student days) enable the staff team to prepare and plan for students learning. The majority of activities are related to staff professional development. At Tawhid, we believe that in order for our students to have access to the best of teaching, our teachers also have to be up to date with current research, policies and practice in education. Our teachers also need to be learners for Tawhid to truly be a centre of learning.

2. Your Child at School

2.1 Introduction

At Tawhid Boys School, we believe strongly in 'Adab', self-discipline and self-respect. Part of this is self-organisation. For our staff and students in school, this means being punctual, attending regularly and being suitably equipped and prepared to learn.

On the first day all students receive a copy of their timetable, which informs them of their lesson times, classrooms and subject teachers.

2.2 Essential Equipment for School

Students should bring the following items to school:

- ❑ A rucksack style bag is recommended to help students avoid the risk of back and neck pain. Plastic carrier bags are not appropriate because they do not give enough protection to their contents, nor should bags be excessively large.
- ❑ Bag for PE Kit. It is deemed inappropriate for PE Kits and footwear to be placed in the same school bag as books, as these may include books with prayers and PE kit may be unclean after use.
- ❑ Mandatory equipment to include: -
Biros (Black/blue, red & green) *no fountain pens*, pencils, calculator, geometry set, eraser, ruler.
- ❑ School Planner.

All students are provided with a school planner, which is used for recording homework. This is a good place in which to keep the school timetable, note homework set and any deadlines to be met. Form Tutors will check planners daily to see they are well kept and parents are asked to sign them once a week and make any comments they have. Students should enter in their school planner the time spent on each piece of work.

Note: Solvent based pens and correction fluid (tippex) are banned throughout the school.

2.3 School Discipline

At Tawhid Boys School we have a **student code of conduct**, which informs our students of what is expected of them in relation to their own behaviour and behaviour towards others.

Students should:

- Move around the school at all times in a quiet, orderly and sensible manner. No running inside the school building
- Be punctual at all times and keep desks, rooms, corridors, hall and playground clean and tidy. Do not drop litter
- Make use of the toilet during break and lunchtimes so as to avoid needing to go during lessons. Avoid using the toilet area as a gathering place
- Not bring in objects of personal value, such as a mobile phone, radio, iPods, or any other audio / visual playing device, unless these are authorised by the school (SLT) for educational purposes. All unauthorised devices will be confiscated and not returned to parents until the end of the Academic Year.
- Hand in any lost property to the school office. The school is not responsible for the loss of any valuable items. It is the students' and their parents own responsibility
- Not leave small items of value unattended, such as a wallet or watch or other personal possessions
- Not to enter the school building during break and lunch time without permission from a teacher

We also have **Classroom Rules**, which are in place in all classrooms, which inform our students of what is the expected behaviour in a learning environment. We feel that all of our rules ensure a safe and learning environment and enable teachers to teach and children to learn. If our students break any of these rules then we work through a hierarchy of sanctions. This can range from loss of break time, letter home, parents called to the school, short-term exclusion, through to being permanently excluded from the school. More specific details of procedures can be found in our Discipline Policy, Child Protection Safeguarding Policy and Anti Bullying Policy. These can be downloaded from our website or obtained from the school office on request.

We also like to give recognition and rewards to students who follow rules, which we believe, are more effective in shaping a student into a good citizen. This can range from verbal praise from the teacher through to being presented with an award in assembly.

The classroom rules are as follows:

1. **Observe Islamic etiquettes and mannerism at all times**
2. **Respect all school property and keep classroom tidy**
3. **No eating or drinking in school (Chewing gum is banned throughout the school)**
4. **Listen when the teacher is talking**
5. **Put your hand up when you want to say something**
6. **Stay seated unless you have permission to move**
7. **Be polite to one another**
8. **Respect other students and their property**
9. **Do not throw anything**
10. **Make sure you do not need to go to the toilet during the lesson**

BULLYING – ‘the deliberate desire to hurt another student or put them under stress.

This will not be tolerated in any form whatsoever. If a student is a victim of bullying or if they observe incidents involving others, either in school or on the way to and from school, we encourage our students to tell a member or staff or their parents. If you become aware of such an incident, please let us know, so that we can work together to address the problem. We are a ‘*telling*’ school, as bullying is too important not to report.

LOGBOOK Awards

Every class in the school has a logbook that the teacher uses to record the general level of behaviour, effort and quality of work (and homework) produced by individuals in the class every lesson (including PE). Tawhid operate a four – house - system in which students are organised. Pupils develop a sense of team spirit and belonging when participating in their respective groups.

The four houses are represented in each class and pupils are awarded Mashallah or Astaqferullallah points according to their behaviour, effort and quality of work during the lesson. If a pupil receives a ‘Mashallah’, two bonus points are awarded to his team and if he receives an ‘Astaghferallah’, one point is deducted from his team total. ‘Mashallah’ points are also awarded for excellent homework and 100% attendance and punctuality on a weekly basis. Points are also rewarded to encourage pupils to walk and cycle to school and also general moments of good character shown at any time during the school day.

The points are added weekly, the database updated and prizes are awarded to the class, team and individuals with the highest points total at the end of the year. The winning team receives the ‘Logbook Trophy’ which is displayed in the school.

2.4 Personal Appearance and Uniform

Students are expected to come to school looking neat and tidy in correct uniform. We request the co-operation of parents in ensuring that their child keeps strictly within the prescribed limits. Should any child need, as a temporary measure, to wear garments to school, which do not conform to the uniform requirements or colours, an explanatory letter should be sent to the Tutor.

Hair must be short, one length all over and well cared for, without the use of step-cuts, layered or colour dyes. Wearing of chains, earrings, rings, bracelets, friendship bands, etc, and body art (i.e. tattoos) are strictly forbidden. Items of jewellery will be confiscated. Pupils are however allowed to wear a watch to school. Pupils will be sent home to rectify their haircuts in the event of not meeting the School standard. Any absences will be taken as unauthorised and the parent will be liable to a daily penalty for their child missing school in line with the School Charging Policy which is currently at £30/day.

Cleanliness and personal hygiene is very important in Islam, therefore we expect our students to be clean and dressed in clean garments.

The **school uniform** at Tawhid School is designed to comply with Islamic dress code, to encourage high standards of personal appearance, which will enhance the image of both individual students and of the school within our community. The full support of parents in maintaining high standards is greatly appreciated. The uniform is as follows:

- ❖ Grey Kafnee for Years 7, 8 & 9 (To be purchased only from school)
- ❖ White thaub or kafnee for Years 10 & 11
- ❖ **Navy Blue trouser**, with length above the ankles
- ❖ Black or navy blue socks (**NO WHITE SOCKS**)
- ❖ Black shoes (No trainers or trainer shoes are to be worn in school, unless for sports activity)
- ❖ **Black topee**/cap (no outdoor hats to be worn in the school building).
- ❖ Black School jumper with School Logo (available only from school)
- ❖ Black Jogging bottoms and T-Shirts for PE (To be purchased only from school)
- ❖ **Blue School Blazer with School Logo** (To be purchased from School only)

Uniform checks will be carried out regularly on a daily basis and students requested to ensure they wear the correct uniform. A note is required giving a valid reason why your child is not wearing the correct uniform and by when they will have the full uniform in place. If a student is not wearing the correct uniform, Parents will be notified and the student sent home. The student will be reinstated with the correct uniform only. It is the parents/carers responsibility to ensure their child attends in full school uniform. The school has the right to send home any pupil that does not comply with this. Every attempt will be made to contact the parent in the first place. However in the event of the school not being able to establish contact, the School will send home pupils who are persistently breaching the code of conduct. This will be at the School's discretion. We therefore advise parents/carers to check uniform before the child leaves for school in the morning.

Outdoors uniform:

- ❖ We recommend pupils to wear school jackets/coats that are available from the school. Inappropriate items of clothing such as 'hooded tops' will not be allowed and confiscated.
- ❖ Reflective cuffs or patches are recommended for road safety reasons.

PE Kit:

For Physical Education, we would like all students to have the appropriate clothing, taking weather conditions into consideration. The clothing for PE must be different to that of the uniform the student is wearing in school. Students must ensure they have PE kits on the appropriate days. They must also have a PE Kit, which is clean. The following PE kit is compulsory for all pupils:

- ❖ School Jogging bottoms
- ❖ School T-Shirts
- ❖ Trainers (Shoes not allowed)
- ❖ Plain black or navy blue sweatshirt or tracksuit top (during winter)
- ❖ Plain sports socks

In the event of the child not being able to participate in PE, parents are to send a note or phone into school and notify staff as to a **valid** reason why they are unable to participate.

2.5 Accidents, Illnesses and Problems

In the event of illness, students must report to the school office. If students feel unwell they must not stay in the office area or in the toilets without permission from a member of staff. Students must not make their own arrangements to go home under any circumstances. Parents must collect their child from school. The Child cannot remain in school for the remainder of the day.

We encourage our students to report all accidents at once to a member of staff. We have staff trained in First Aid. In the event of an accident or illness, the parent/carer or the next contact person will be informed.

Where an illness or accident is seemed to be serious, medical advice will be sought immediately and the responsible person will be informed as soon as possible.

2.6 Lost Property

We expect all our students to report and hand in any lost property to the school office in order for the rightful owner to regain possession. To help locate ownership of lost clothing, we request parents support in making sure that all items of clothing coming into school are clearly labelled with the child's name.

While the school will take all reasonable care for students' property, parents must understand that we cannot accept liability for any losses. Any items not collected over a period of time from the lost property will be disposed of to the local charity shop.

2.7 Transport

At Tawhid we encourage our students to walk and use public transport hence promoting sustainable modes of travel. The School Travel Plan sets out the Action Plan for improving travel sustainability at Tawhid on a yearly basis. Stoke Newington is served with a very good bus and rail service. The railway station falls adjacent to the school premises. We do not have parking facilities on site and therefore request our parents to ensure they have parked their vehicles safely and without obstructing other road users or our neighbours. We would also like to request our parents to park their vehicles away from the school premises allowing our students and other pedestrians to cross the road safely and to reduce the congestion outside the school. The school travel plan encourages all pupils and visitors to walk, cycle or use public transport. The school has provision for safe cycle storage on site.

2.8 Fire Drill

Our children's safety is paramount. As part of our fire safety procedures we regularly have fire drills. All students are expected to make themselves familiar with Fire Drill procedures and the routes out of particular classrooms. Everyone is encouraged to remember SILENCE is of the utmost importance at all times during the drill.

3. Contacting the School

3.1 Working Together

We believe that Education is a triangle. The triangle cannot be completed unless it has three sides and three corners. The three corners of education are the teacher, the student and the parent. Take any one of the three away and education remains incomplete. Therefore, we emphasise that in this education partnership, parents have an important role to play in their child's education.

3.2 Communication with the School

The school office staff is the first point of contact. If there are any changes of address, contact details or any other information detailed in your child's school records, then please inform us immediately, in case we need to contact you in any emergency. If you need to discuss issues with your child's teacher or head teacher, you can directly email staff and the Office. Appointments must be made in advance through the School Office if you would like to meet a member of staff.

3.3 Attendance and Punctuality

Punctuality is an important element of civilised behaviour, so a serious view will be taken of persistent lateness. If a student is late twice in a week, the Form tutor will issue a detention. Any student arriving after 8.15am is considered late. If there is an unavoidable reason for delay then parents should inform the school by telephone or letter, as soon as possible. The School gates will be closed at 8.20 am. Any students persistently arriving late will be requested to go home, in which case parents will be informed to collect their child.

The proper place for students to be on a school day is in school. If any student is unavoidably absent then a telephone call to the School Office should be made by 8.30am on the morning of the absence. A note, written and signed by the parent, must be brought to school on the student's return.

If a student is likely to be absent for longer than two days a letter must be sent to the school no later than the second day, since the school management follows up absences that have not been notified in this way. If a student is absent due to medical reasons for longer than five days, a doctor's note will be required upon return to school. Where such evidence cannot be produced and persistent absences continue, if we feel we do not have the cooperation of the parent in this matter, the school

will seek advice from the Children Social Services and take appropriate action. Any unauthorised absences of 5 days or more will be reported to the Local Authority. Any unauthorised absences may also result in parents/carers being fined at the charged rate of £30/day.

We expect all our student's to partake in school trips and enrichment activities which form part of the School Curriculum. It is compulsory for all pupil's to attend all school events such as, but not limiting to, trips, Sports days, DofE Expeditions, football competitions and any other organised activities the School has planned for the academic year. Any unauthorised absences during these events will result in parents being fined at the daily charged rate of £30/day.

3.4 Holidays

It is extremely important that parents do not arrange family holidays during term time. Some severe disadvantages of taking leave during term time include:

- Your child's education suffers
- Lessons are missed
- Continuity of project / course work is lost which unnecessarily causes your child anxiety
- You are in breach of your legal obligation to send your child to school

If this is unavoidable, it is the parent's responsibility to check dates very carefully to avoid missing vital elements of your child's lessons and examination courses. Any absence may be authorised by the School Development Committee, but only in exceptional circumstances. The Department for Education expects us to discourage such practice.

Requests for absence at the start of a term and at a time when examinations are being taken are unlikely to be met with consent.

If you are unable to avoid requesting absence during School Term time, an application must be made in writing to the School Management **not less than 4 weeks** before the absence is due to start. A response will be sent to you within 14 days of receipt of your request.

Additional Leave Policy

1. At the discretion of the SDC, additional leave may be authorised up to a maximum of 5 school days only under special circumstances
2. Pupils must be back on the first day of the new Academic Year, failure to do so may result in exclusion on return and may lead to pupil being taken Off role
3. Leave may not be authorised at the beginning of the summer holidays
4. No additional leave may be granted to Year 11 Students
5. No additional leave may be granted to Year 10 during GCSE Assessment period
6. No additional leave may be granted to Students during Revision & Exam Periods (Progress Test & GCSE)
7. Parents performing Haj must make suitable arrangements for their child to attend school. Additional leave may be granted if no such arrangements can be made only in special circumstances but not during exam preparations or any exam / assessment period
8. For Haj each case to be assessed on individual merits
9. Where leave has not been authorised by the School Management and the pupil has been absent, **a penalty of £30 per day** will be enforced for the full duration of the unauthorised leave period. All payments must be made in full on the day before the pupil can be readmitted into school

Each application will be assessed on its own merits. The Management decision is final.

3.5 The Staff Team 2019 - 20

Head Teacher	U. Mapara
Deputy Head	Y. Rawat
Head of English	O. M. B Snell
Head of Science	Y. Rawat
Head of Mathematics	M. Jamadar
Curriculum Coordinator	U. Mapara
ICT Coordinator	Y. Rawat
LAC Coordinator	O. M. B. Snell
Behaviour Management Co.	A. Khan
SMSC Coordinator	ML. S Potts
Humanities Coordinator	U Mapara
Exam Officer	Y. Rawat
Humanities Teachers	N. Hussain & I Gorur
Computer Science	I Gorur
Arabic Coordinator	Molana Siddique
I & R Studies Coordinator	A. Khan
Quran Teachers	MI M Dhoodhat & MI M A Wakeel
Art Coordinator	S. Malik
Physical Education Coordinator	Said Medar
Senior Administrator	S. Alibhai
Administration & Support	MI Saqib
Caretaker	A. Alibhai
Senior Management Team	U. Mapara, Y. Rawat, O. M. B. Snell, M. S. Potts, A. Khan, M. Jamadar

The School encourages and supports staff CPD. CPD programmes are well supported through a range of external agencies.

3.6 The School Office

Mr. S Alibhai is the School Administrator. He is the first point of contact for parents and carers as he liaises with parents and teachers. His other duties include the management of school fees and admission of newly arrived students. Mr S. Alibhai manages the school data management systems and monitors attendance and punctuality as well as Careers events. ML Saqib coordinates the School Enrichment Programme, trips, and school projects.

3.7 The Shura Council

The Shura (Governing Body) is a very important part of the school and meets regularly to discuss Whole School Issues. There are three sub-committees for Finance & HR, School Development Committee (SDC) and Buildings, which meet several times each term.

All Shura Members are very kindly supporting the school on a voluntary basis. May Allah reward their efforts, Ameen.

3.8 The Students Shura Council

At Tawhid Boys School, we believe in our students learning the way of our beloved Prophet Muhummad S.A.W, by learning to participate in consultations. We have therefore introduced a Students Shura Council. This includes two students elected from each class by the students meeting the Enrichment Coordinator. Meetings take place each half term to discuss issues of importance to the students. This allows students to collectively present and share their concerns and ideas with the Management, forming a direct communication link. Insha-Allah, our students will develop a greater sense of ownership over their school.

3.9 Complaints Procedures: A Guide for Parents and Carers

Head teacher, School Staff and the Shura at Tawhid Boys School are committed to maintaining a positive partnership with parents. Sometimes things happen which make children or parents unhappy. It is important that parents and carers feel able to raise concerns and do this in the best way.

In most cases, concerns and complaints can be resolved by talking to staff at the school. Sometimes parents may wish to raise a more formal complaint.

The following describes procedures used by our school for dealing with general complaints. Typically there are four main stages involved in raising concerns or making a complaint.

Stage 1 – Initial Approach

It is important that parents contact the school first with their concerns and make an appointment to talk to the Form Tutor or the subject teacher. Most problems can be sorted out in this way easily and informally. However, the staff member may feel it more appropriate to refer the complainant to a more senior or experienced member of staff who will try to resolve the concern informally.

Stage 2 – Head Teacher

If you are still unhappy, the next stage is to raise a formal complaint either by arranging and appointment to see the head teacher or by putting your concerns in writing. The head teacher (or their nominated representative) will then investigate the concerns and respond within agreed timescales. An acknowledgement will be made of the concern/complaint within seven school days. The headteacher/or their nominated representative will respond to the issues raised within 21 school days of receiving the complaint. If it is not possible to meet these timescales, then the headteacher will contact the complainant to discuss reviewing these.

If the concern or complaint is against the headteacher, in the first instance the complainant will need to write in confidence to the chair of governors at the school. The chair of governors will seek to resolve the issue informally before, if necessary, moving to Stage 3.

Stage 3 – Appeal to School Development Committee (SDC)

If you are still unhappy after raising the complaint at Stage 2, you would need to inform the SDC in writing. You may be asked and have the right to meet with the SDC and explain your case. The SDC will listen to you and will inform you in writing of their decision.

Stage 4 – Appeal to School Shura Council (SSC)

You can write to the School Shura Council (SSC) care of the school. You should say exactly why you are unhappy with the SDC's findings and ask that a complaints hearing be arranged with SSC.

The SSC will meet between 11 and 21 school days from the receipt of your letter. You will have the right to be accompanied by one other person to meet the SSC. An Independent observer will form part of the Shura Panel that will consist of at least three people who have not been directly involved in the matters detailed when investigating your complaint. The SSC findings will be final and you will be informed in writing about the committee's findings within 7 school days from the date of the hearing, Insha-Allah. The complainant, the Proprietors, Headteacher and the person complained about should all be given a copy of any findings and recommendations.

Timescales for dealing with your complaint:

Ideally, complaints should be dealt with quickly, but if your complaint is complicated or requires detailed investigation, it may take a longer time to sort out. The school should let you know how a complaint is being addressed and when you can expect to hear from them.

(Please refer to the schools' website to view the full Complaints Policy or request a copy from the school office)

4. The Curriculum

4.1 Our Philosophy

At Tawhid we aim to provide our students with a broad and balanced curriculum, which will, Inshallah, enable our students to achieve academic excellence within an Islamic environment irrespective of their ability.

It is our aim that, through the curriculum we provide students an education, which will encourage each individual student to achieve his highest intellectual, spiritual and moral potential within an Islamic environment.

4.3 What we offer at Key Stage (KS) 3

During Years 7 & 8 all students follow almost all the National Curriculum subjects as well as Quran studies, Arabic language, Islamic History and Islamic Studies. At the end of the Key stage particular emphasis is put on raising students' standards above the national average.

In addition to continuous internal assessments, a number of Granada Assessments (GL) including Progress tests in Literacy and Numeracy are administered at the end of each year to monitor students' progress against National expected norms.

4.4 What we offer at Key Stage 3/4

During Years 9, 10 & 11 all students continue with an essential common core of subjects at GCSE level. These include English, English Literature, Mathematics, Science, Geography, History, Computer Science, RS, PE, Psychology, and Arabic. The School also offers GCSE examination in other languages such as Turkish, Urdu, and Bengali. In Addition, Year 10 students complete their work experience programme for two weeks in the summer term allowing them to gain real life experience of the outside world at work. Careers guidance is offered at both KS 3 & 4.

4.5 Sets, Groups and Classes

Students are taught in mixed ability groups with same age peers and with work being differentiated to aim to cater for all abilities. We encourage our students to help one another and also offer opportunities for cooperative tasks, where students can share their strengths and abilities to complete a task together.

Students are entered for examination according to their levels. At GCSE, students are entered for Foundation and Higher level. Student's attendance and punctuality will also be taken into consideration at the time of exam entry. Parents can refer to the School Exam Policy on the school website or request a copy from the School Office. The Key points are outlined below:

The Centre will not enter candidates for examination prior to Year 11. Candidates have to qualify to be entered for Tiered exams by meeting the Thresholds set for each Tier. The senior management in consultation with the subject teachers will have the final say in deciding the final tiers for examinations as per school Exam Policy.

1. The Centre does not allow pupils to sit examinations for qualifications offered at Tawhid at external centres.
2. Where Controlled assessment is mandatory for examination entry-pupils will not be entered if controlled assessment is not completed or is deemed unsatisfactory.
3. Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.
4. At present, the centre does not accept entries from external candidates.
5. At present the centre does not act as an exam centre for other organisations.
6. Late entries are authorised by Head of Centre and Deputy Head.
7. GCSE retakes are allowed. Retake decisions will be made in consultation with Candidates, Head of centre, Deputy Head and Heads of department.

4.6 Out of Classroom Education

At Tawhid, we believe our students learn best by doing things. Therefore, we try to include opportunities during the school year for students to be involved in activities for short periods during the day, which take them out of the classroom or out of school. Parents will be asked, at a later stage, to confirm that it is their wish for their child to be able to take advantage of such activities.

4.7 SEND Special Educational Needs

Tawhid Boys School is not a selective school.

We aim to provide an education for all our students regardless of their learning ability or disabilities by providing students with support to enhance their learning further. If a student is experiencing learning difficulties beyond general differentiation by the class teacher, then an Individualised Education Plan (IEP) will be written with targets set for students and agreed between the School and the Parents to support the learning of the child. The IEP highlights areas of development and sets out a strategy for supporting the child's progress in those areas of the curriculum. A special educational needs co-ordinator (SENCO) will co-ordinate support throughout the school and raise standards further.

The SENCO shall also co-ordinate between the school and the home the programme set out. Parents are advised to monitor and support their child at home through paired learning. A Review of the IEP will take place at least twice a year.

Additional Support in school: Additional support in small groups is provided for students whose Literacy and Numeracy skills are under developed when compared to expected National norms. This enables students to explore concepts and work with the teacher on a one to one basis. Their confidence grows further and opens up opportunities for them to develop.

At present we do not have the resources or skills to provide support for students with significant learning difficulties and a Statement of Special Educational Needs. However, if a parent wishes for their child to attend Tawhid Boys School, then prior to discussing this with us, we advise that you approach the Local Education Authority to clarify provision arrangements and discuss the possibilities with the named officer for SEN.

4.8 'Positive About Disabled People'

We do not currently have the facilities to support pupils with very complex needs and the design of the building, as it exists, makes it unsuitable for pupils with certain physical difficulties. However, we are working to improve this situation and each application will be considered on an individual basis. Our Equality & Accessibility Plan shows how we plan to improve access for disabled pupils, including those with SEN, to the curriculum and to information, as well as how we plan to improve physical accessibility, as funds allow.

The School has limited access for wheelchairs as at present. Due to the layout of our premises, we sincerely apologise to parents and members of our community who are unable to visit all areas of the premises.

4.9 Homework

Homework which may take many forms, including that of continuing class work or projects and assignments, will be set on a regular basis- and must be carefully and thoroughly done and handed in on time. Homework timetable requirements will be sent to parents during the Autumn term.

Equally, students must be ready to undertake extra homework, which may not be timetabled, if it is appropriate to a particular stage of a subject. The support of parents in ensuring that homework is conscientiously done in appropriate surroundings is much appreciated. The ability to study independently becomes increasingly important, as student's progress through the school and good habits established at an early age is a foundation for good self-discipline in later life.

It is imperative parents work closely with the school to support their child. Parents must check, via the School portal (MyChild), Pupil planner, homework is done regularly. They must allow time to go through the work with their child and provide the school with feedback on related task. They must praise, encourage our students at home and use appropriate rewards to celebrate achievements. Students must feel their hard work is being valued. Homework is monitored on a weekly basis by tutors.

4.10 Detentions

A student maybe detained by a member of staff for ten minutes after school without notifying the parent prior to the detention. This allows staff to appropriately solve any concerns raised during the day with the student. For detentions of a longer period, staff will notify parents at least a day in advance via the student planner. Staff may also set lunch time detentions at their own discretion. Pupils will be allowed adequate time to partake their lunch.

4.11 Personal, Social, Health, Citizenship & Economic Education (PSHCE)

Special emphasis is on developing the spiritual and moral aspect of pupils. Emphasis is also on promoting respect and tolerance of the community we live in and our pupils gaining a full understanding of British Values and Customs. Each week pupils are presented with a Hadith on a theme by their form tutor that focuses on developing an aspect of pupils' life. Hadith is put into context that pupils can relate to bringing learning into practice. Also, an extended tutor period and guest speakers are invited each half term to further develop pupils understanding of the Theme and its underlying morals and values. Pupils are very receptive and the process engaging.

All students throughout their school life at Tawhid are given the opportunity to develop further in all aspects of personal, social, health, citizenship and economic education. At Key Stage 3 & 4 one lesson is allocated towards delivering PSHCE. At Key Stage 4, pupils also complete units from the 14-16 Workskills BTEC Level 2 course. The school also provides an opportunity for pupils to take part in the School Linking Programme that brings children from other faiths and beliefs together and share experiences to develop a better understanding of each others culture.

4.12 Religious Education

In Key Stage 3, students follow a comprehensive course in Quran & Islamic Studies. They cover a wide range of topics that enriches their recitation (with particular emphasis on Tajweed and makhraj) understanding of faith and deepens their knowledge of religious belief. *Insha-Allah*, our students will develop real Islamic values, *Adaab & Akhlaaq* in their lives and within their families. They also study KS3 RE and have the opportunity to study the major world faiths in depth.

At Key Stage 4, students embark upon a religious studies course leading to a GCSE qualification.

4.13 Collective Worship

On Tuesday and Thursday, there are class assemblies as well as upper and lower whole school assemblies on alternate weeks, which are based on various moral topics. Tutor groups are also responsible for delivering class assemblies on a rota system which take place on Tuesday afternoons. At Tawhid Boys School we provide the opportunity for all our students to perform Zuhar Salaah in a congregation. Prayer times are integrated within the school timetable. On Friday, school ends at 12.40 pm, allowing students to attend the Friday congregational prayer, *Salaat-ul-Jumm'a*. The 'Seerah' of the Prophet (S.A.W) and biographies of the Sahabas, the noble companions, are presented to pupils daily during prayer times.

4.14 RSE

With the highest level of modesty and morality in mind, Relationship and Sex Education (RSE) is taught as modules through the Islamic Studies, PSHCE and Science programmes of study. Emphasis is also on promoting respect and tolerance of the wider community we live in. Full details can be found in the school RSE Policy.

4.15 Equal Opportunities

Diversity is what makes Tawhid Boys School special. We are an expanding school and have students of various nationalities. Most of our students are local or from neighbouring boroughs. The majority of our students speak more than one language. They bring a wealth of experience and culture to the school that enriches the education of all our students.

At Tawhid we believe in providing an education for students of all ethnic backgrounds and students are not discriminated against because of their race or ability. We believe that all children have a right to learn. Tawhid is not a selective school, and parents make an informed choice to have their children educated here. We promote respect and tolerance of all people, their beliefs and practices under the Protected Characteristics in the Equality Act 2019.

4.16 School Reports and Assessments

In September/October and January/February parents and carers are invited to a *Pupil Progress Review Meeting* with the subject teachers to discuss the Academic progress and setting of targets relating to their child's educational and pastoral needs. During the summer term, a full *academic report and assessment* of each student will be given to parents. Parents can also use the online School secure portal to access assessment data for their child at any point in time.

Your attendance and participation at both of these meetings are compulsory. Reports will not be sent home. Parents who fail to attend Parents Evening must contact the school and arrange an appointment to collect their child's report.

Parents are also welcome to arrange an appointment to discuss their child's progress during the course of the year as and when felt necessary to do so. Please arrange an appointment in advance.

In addition to internal assessment and moderation, end of Term and Yearly GL assessments are also administered to track, moderate and monitor student's progress throughout each year group.

4.17 Work Experience & Career Development

In Year 10 students undergo a two-week work experience programme. Placements are closely organised in areas of Students interest. We have established a good relationship with our work experience providers and valuable feedback is obtained on each placement from employers. Their suggestions and advice are valued and ideas taken on board when planning for the next cohort. Students record their daily experiences in a diary.

We also provide Careers guidance and support the child's development throughout their time at Tawhid through interactive resources, activities, presentations from speakers from different professions and a continuous career's programme from Year 7 to Year 11. We work closely with neighbouring further education Institutions to provide relevant information and literature on careers and developing personal skills to improve pupils' life chances. Visits to career fairs and exhibitions, college and university raising aspiration and open days, and motivational talks are all planned throughout the year for Years 9, 10 & 11.

In Years 9, 10 and 11 students participate in the Duke of Edinburgh Award to develop a range of leadership and life-long skills. They will complete the Bronze and Silver Award over the three years. Tawhid is working towards the "Quality in Careers Standard" Accreditation.

5. External Links

5.1 Student Records

Tawhid liaises closely with its feeder schools in order to obtain student records. These are very useful to establish the new student's educational progress and areas for development.

5.2 Links with Local Schools

Tawhid Boys School is continuing to build links with other schools in the community and Muslim schools as part of the AMSUK HUB. On a termly basis, as part of their professional development, teachers from Tawhid will attend subject specific Network Meetings to share experiences and ideas.

5.3 Links with Post-16 Sector

Tawhid Boys School will try to ensure to the best of its ability that every child shall leave the school with the best education he could have possibly gained. This will provide a foundation for further studies, vocational courses and work. We have established a Progression Partnership with Brooke House Sixth Form College that ensures all our Year 11 pupils to have interviews with the College and careers advice on choices and further progression on education beyond 16. These are impartial and offered to all pupils irrespective of whether they want to attend the college after leaving Year 11. Tawhid has also built strong links with a number of other colleges and Universities. We will continue to strengthen links with the Post –16 sector.

5.4 Service to the Community

Tawhid is a community-based school that has built strong links with its community since its establishment. The expansion of the school is as a result of the continuous support from the local community. We work closely with our parents, community leaders and other community organisations. A range of community linked charity fund raising events are planned throughout the year to promote further good community spirit for the whole school.

5.5 Links with Business and Industry

Tawhid has received valuable support from the local businesses and organisations without which the expansion of the school work experience programme could not have been attainable.

5.6 External Agencies

Tawhid has built strong links with a wide range of organisations that provide professional support to enhance the learning experiences of its pupils. In particular, It has worked closely with the Hackney Learning Trust over the years to develop management systems, special needs provision, safeguarding, subject specific expertise, healthy and eco schools, and sustainable travel. Tawhid has received outstanding recognition and has been accredited for its School travel plan and Healthy School initiatives.

TAWHID BOYS SCHOOL

Tawhid Board of Trustees:

Proprietor(s): (Chair) A G Alibhai, (V Chair) Y Hafesji, R Dana, I Hafesji, M Mapara, N Ahmed

On behalf of everyone associated with Tawhid Boys School, a warm welcome to you and your child.

Insha-Allah, We pray the partnership between home and school will be a successful one.



*This Parent Handbook has been produced by Br. Mohammed Sayeed Bham, Former Education Advisor, and
Br. Usman Mapara, Head teacher, on behalf of Tawhid Boys School.
Reviewed by Staff and School Development Committee (SDC) July 2019*