

Parent Handbook

2023 – 24



Noor ul Islam
PRIMARY SCHOOL



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Charity No. 1171380

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Welcome

As Salaamu alaikum wa rahmatullaahi wa barakaatuh and hello!

Welcome to Noor ul Islam Primary School, a vibrant, single-form entry Muslim faith school in the heart of Waltham Forest.

At Noor ul Islam we value each child individually and aim wholeheartedly to inspire them to achieve excellence in their learning and Islamic character, enriching and serving wider society.

As such, we work tirelessly to cultivate a school environment which breeds a natural and lifelong desire for education – both moral and academic.

We work together in partnership with all stakeholders to ensure students leave Noor ul Islam Primary School spiritually enlightened and eager to engage and contribute to the diverse community and wider world that we are blessed to be a part of.

Our aim for each child that enters our school is to provide the foundation and tools to become good, active citizens who embrace their individuality and celebrate their faith. We model an approach of fairness and sincerity to meet this aim.

We are very excited to invite you to our school and show you our special community!

Noor Ul Islam Primary School

Our School's Mission Statement

To inspire our students to achieve excellence in their learning and Islamic character, enriching and serving the wider society.

Our School's Values

Respect – Honesty – Mercy – Diversity –
Excellence – Wisdom - Charity

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.

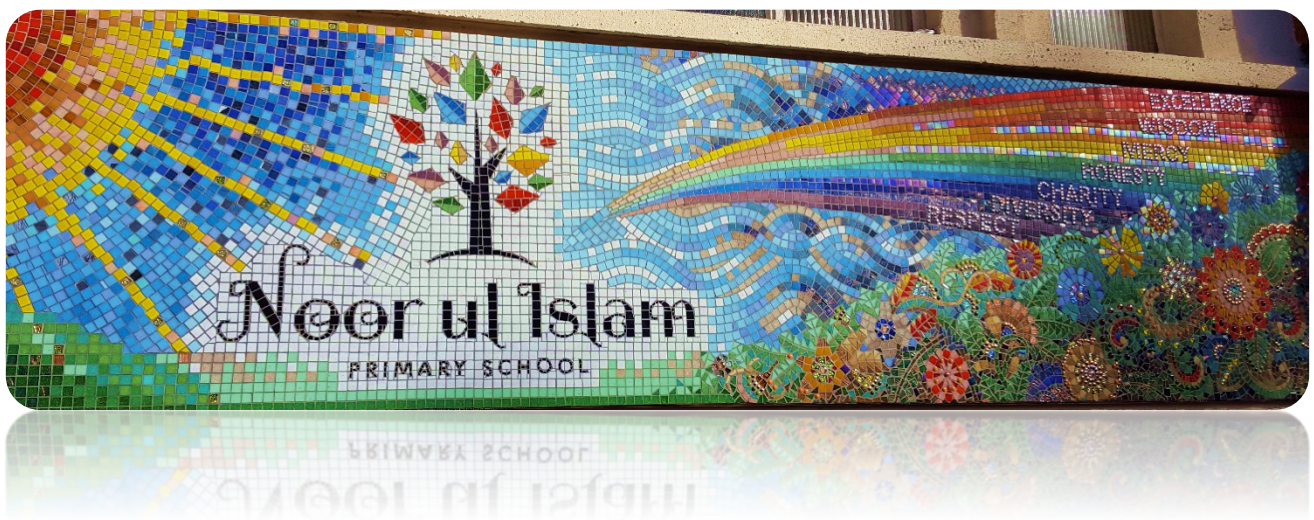
History of the School

In the year 2000, parents of children attending Noor ul Islam Preschool were eager 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.

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 711-715 High Road Leyton, E10 5AB, 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 former Head of Islamic Studies – Ustadh Ishaq Ganev.
This mural represents our core values as a school:*

Respect – Honesty – Mercy – Diversity – Excellence – Wisdom - Charity



Our School in Action

School Timetable

The school day runs as follows:

Key stage 1 – Reception, Year 1 & Year 2	
Time	Action
8:20am - 8:45am	School gates open – Morning remembrance <i>(pupils entering after 8:45am will be considered late)</i>
8:45am	Pupil register completed
9:30am-9:45am	Reception snack break
9:45am-10:00am	Key stage 1 snack break
12:00pm-1:00pm	Key stage 1 lunch
2:00pm-2:15pm	Key stage 1 snack break
3:40pm	School gate opened for parents
3:40pm – 3:55pm	Home time, children dismissed from classes <i>(pupils picked up after 3:55pm will be considered late)</i>

Key stage 2 –Year 3, 4, 5 & Year 6	
Time	Action
8:20am - 8:45am	School gates open – Morning remembrance <i>(pupils entering after 8:45am will be considered late)</i>
8:45am	Pupil register completed
10:45am -11:00am	Key stage 2 snack break
12:30pm -1:10pm	Key stage 2 lunch
1:10pm -1:30pm	Salah (Key stage 2)
3:40pm	School gate opened for parents
3:40pm – 3:55pm	Home time, children dismissed from classes <i>(pupils picked up after 3:55pm will be considered late)</i>



Staffing & Governors

Here's what you will find at Noor Ul Islam Primary School:

- single form entry with one class teacher per class
- a governing body that ensures clarity of vision, ethos and strategic direction of the school
- headed by a headteacher and a Senior Leadership Team (SLT).
- has a middle leadership team structure of subject leaders
- additional part time teachers who serve as intervention teachers.
- dedicated SENCO team supporting children with specific learning needs.
- operations team of office staff leading administrative activity and paediatric first aid.
- midday assistants for our lunchtime provision.
- premises staff and cleaners to ensure the maintenance of the school.



Tarbiyyah Partnership

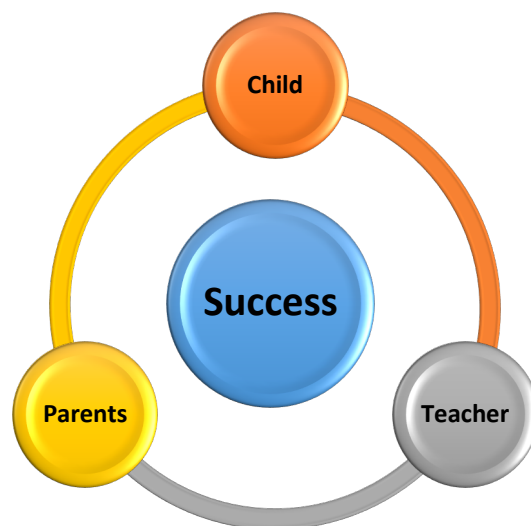
The staff and governing body of Noor ul Islam Primary School will foster a culture of the highest professional standards. This is exercised through the development of respectful, caring and professional relationships between adults and pupils, and nurtured by adults who demonstrate integrity, maturity 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 our society.



Teaching & Learning in our School

Curriculum

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

- 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
- Islamic Studies, Qur'an, Tajweed and Arabic. The school will offer an optional Qur'an Hifdh class where possible.



Foundation Subjects



Numeracy (Power Maths)



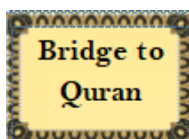
Literacy (The Literacy Tree)



Phonics (Floppy Phonics)



Physical Education



Bridge to Quran



Islamic Studies (Safar Academy)



Bespoke Arabic Scheme



Assessment

Children in 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.

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 by 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 and any next steps in their learning. 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 Plans

At the beginning of each half term, parents will receive a curriculum plan to inform them of the different topics we hope to cover in class over the next few weeks. It would be of great benefit to the children's progress if parents provided help and support in these areas.

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, Kick-Boxing, Baking etc. are offered. These run over a half term normally. Details of club bookings are emailed to parents in the preceding term.

SEND 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 SEND team that support children through group sessions, one to one provision, creating Individual Education Plans and much more.

Safeguarding and Wellbeing

Rules & Behaviour

At Noor ul Islam Primary School we want to 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 uses the Anti-Bullying Alliance definition of bullying, "The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace."



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 term that allows pupils to report any concerns they may have about another child in the school. The school has worry boxes available in each class 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 enjoy coming to this school. Parents and carers said that the school feels like a family and that staff know every pupil by name and treat them all as individuals. Pupils are happy and safe. They behave well. Pupils learn about what bullying means. They know that they can speak to a member of staff or use the 'worry boxes' if they have any concerns. Staff act quickly to resolve any problems.'
(Ofsted February 2022)

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 Ustadah Hawa Moreea, Ustadah Nusrat Abdoola (Assistant Headteacher), Ustadh Hussain Shefaar (Headteacher), Ustadah Imrana Naz (Assistant Headteacher).

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. Pupils say they feel safe at school. Pupils know who to talk to if they have any concerns. Staff teach pupils different ways to keep themselves safe, including when online. Staff know their responsibility to report to senior leaders any safeguarding concerns. Leaders, in turn, ensure that everyone receives the training they need.' (Ofsted February 2022)



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'aas 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 or weekly basis (£2.80 per day). Menus are supplied via the Jummah notices.

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 3:55pm 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. You must inform the school on each day of your child's absence if it is more than a day. 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 show 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 parents' contribution, we make regular efforts to get people out of their cars. 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 **£4900 for Reception* & £3,900 for Year 1 through to 6** (without discount applied).
- You may pay in **one full annual payment** or **10 monthly instalments (Aug-May)**
- Payments should be made via standing order.
- 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.
- **Any late payment of fees past the stated deadline will incur a £30 additional charge per month**
- 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.



- The school offers discounts for any siblings that join the school as follows:
 - The sibling discount for the second child is £100.
 - For those with three or more children, the sibling discount is £300 for the third child and £300 for additional siblings thereafter. This means, if you have 3 children at the school, you get £400 discount as below.
 - 1st child: No discount (£0)
 - 2nd child: £100 discount
 - 3rd child: £300 discount
- From the 3rd child every child gets £300 each. E.g. if you have 4 children, you get £700 discount as below:
 - 1st child: No discount (£0)
 - 2nd child: £100 discount
 - 3rd child: £300 discount
 - 4th child: £300 discount

**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 School Fund

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).

<i>Payment type</i>	<i>Prefix</i>	<i>Example</i>
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	LB	LB/Y3/LPatel
Hifdh Class Fee	HFD	HFD/Y2/MAli
Miscellaneous (none of the above)	MIS	MIS/Y3/MAhmad
Fines	FN	FN/Y6/AAhmed

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:

Noor ul Islam Primary School Staff will:	The child's parents will:
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 Jummah 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-4pm on weekdays.

If you would like to discuss your child's special educational needs.	Make an appointment to meet the SENCO (Ms. Hawa Moorea) by emailing primary.school@noorulislam.org.uk
If you would like to speak to the Head Teacher	Please call or email the school office to book an appointment primary.school@noorulislam.org.uk
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
Messages, Queries or Concerns	Process
If your child is absent from school	Please notify the school office of each day of absence no later than 9:00am either by telephone on 0208 558 8765 or our central email on primary.school@noorulislam.org.uk (stating the child's full name and class in the subject eg. Zara Abbasi Year 4 absence). 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 (8:45am – 2:45pm) 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 etc.	Please call the school office to speak to the Finance Officer or email her directly on primary.school@noorulislam.org.uk
If you would like to talk about your child's learning /concerns/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. Please state your name and your child's full name along with their class. The office will ensure the teacher receives your email. <i>You will receive a response within 3 working days Insha' Allah.</i>

- Termly newsletters are sent to parents showcasing pupil achievements.



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 Jummah 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.

Teaching and learning/Parent Tarbiyah 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 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 Cricket Ground is a chance for parents to come along and cheer on their child.

PTFA (Parent Teacher & Friends Association)

Every year parents join our *Parent Teacher & Friends Association* with the aim to work alongside school staff and governors to promote healthy relationships between parents and the school. PTFA 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 retail stores.

<u>Boys' Uniform</u>	<u>Purchase information</u>
ON A NORMAL DAY:	
Crew neck cotton rich sweatshirt Navy Blue (for Reception to Year 4) Royal Blue (for Year 5 & 6)	EMBROIDERED FROM M&S
Royal Blue Embroidered Book Bag and/or Blue backpack – 2 sizes (backpack is optional)	EMBROIDERED FROM M&S
Grey Trousers (same shade as girls' pinafore dress)	
Plain White Shirt	
Dark colour socks (plain black or grey, no pattern/design)	
Plain Black school shoes	
FOR PE:	
Embroidered White polo shirt	EMBROIDERED FROM M&S
Navy Blue Jogging Bottoms (no logo/design)	
Dark colour socks (plain black or grey, no pattern/design)	
Plain Black trainers for PE	
Girls' Uniform	
ON A NORMAL DAY:	
Cotton rich sweat cardigan Navy Blue (for Reception to Year 4) Royal Blue (for Year 5&6)	EMBROIDERED FROM M&S
Red Embroidered Book Bag and/or Blue backpack – 2 sizes (backpack is 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)	
Plain White Shirt	
White hijab (no lace/design/pins)	
Dark colour socks (plain black or grey, no pattern/design)	
Plain Black school shoes	
FOR PE	
Embroidered White polo shirt	EMBROIDERED FROM M&S
White Long-Sleeved polo shirt (KS2 girls only)	
Navy Blue Jogging Bottoms (no logo/design)	
Dark colour socks (plain black or grey, no pattern/design)	
Plain Black trainers for PE	
SUMMER UNIFORM FOR GIRLS Yrs 1-3	
Girls Navy Gingham Dress	Asda
White Leggings	

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





ACADEMIC CALENDAR 2023-2024

September 2023						
Su	M	Tu	W	Th	F	S
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

October 2023						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

November 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

December 2023						
Su	M	Tu	W	Th	F	S
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

January 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

February 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

March 2024						
Su	M	Tu	W	Th	F	S
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

April 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

May 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

June 2024						
Su	M	Tu	W	Th	F	S
						1
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	31

July 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

August 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
	22	23	24	25	26	27
	28	29	30	31		

TERM DATES

Autumn Term (74 total days)
 Mon 4th Sep – Thurs 21st Dec 2023
 Half Term - Mon 23rd Oct – Fri 27th Oct 2023

Inset days: Mon 4th – Tue 5th Sept
 (no school for pupils)

Spring Term (66 total days)

Mon 8th Jan – Thurs 28th Mar 2024
 Half Term - Mon 12th Feb – Fri 16th Feb 2024

Inset day: Mon 8th Jan (no school for pupils)

Summer Term (55 total days)

Mon 15th April – Fri 25th July 2024
 Half Term - Mon 27th May – Fri 31st May 2024

Eid ul Adha break: Mon 17th Jun – Tues 18th Jun 2024

Inset day: Mon 15th Apr and Fri 26th Jul (no school for pupils)

This calendar gives a total of 195 days (190 pupil days plus 5 inset days).

ISLAMIC EVENTS

Islamic New Year: Sun 7th Jul 2024

Ramadan begins: Around Mon 11th March 2024

Last 10 days of Ramadan: Sun 31st Mar – Tue 9th Apr 2024

Eid ul-Fitr: Around Wed 10th April 2024

Eid ul-Adha: Around 16th June 2024

Start of Dhul-Hijjah: Wed 7th June

*Subject to change

- Staff INSET Day (No school for pupils)
- School Holidays/Closed
- Public Holidays
- Normal school day
- Half Day
- SATs (Year 6)

Safeguarding – Key Contacts

- **Designated Safeguarding Lead (DSL)** – Ustadah Hawa Moorea
Hawa.Moreea@noorulislam.org.uk
- **Deputy Safeguarding Lead (DDSL)** – Ustadah Nusrat Abdoola, Ustadh Hussain Shefaar (Headteacher) and Ustadah Imrana Naz (Assistant Headteachers)
- **Anti-Bullying Officer** – Ustadah Imrana Naz (Assistant Headteacher)
- **Lead Fire Marshall Officer** – Ustadah Salma Musbally (Teacher)

Should you wish to contact any of the above members of staff, please e-mail at primary.school@noorulislam.org.uk for the attention of the Anti-Bullying Officer or Fire Marshall.

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

