



Tawhid

BOYS SCHOOL

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



PARENTS’ HANDBOOK 2009-10

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Tawhid Boys School is a project of Tawhid Educational Trust.
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Welcome to Tawhid Boys School:	
<i>Assalam-u-alaykum Wa Rahmatullahi Wa Barakatuhu</i>	

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)

The very first verse that was revealed to our beloved Prophet Muhammad Sallallahu Alayhi Wassallam by Almighty Allah outlines firstly the attribute of the One Who creates and secondly the creation, which is totally dependant 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 our 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 the Ummah.

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 to face and challenge 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 Sallallahu Alayhi Wassallam. To achieve this is our collective responsibility and for this we the school, request you the parents to help us to help our children.

May Allah assist us and accept our endeavours. Ameen.

Yours Sincerely
Was-salaam



Br. Abdul Ghani Ibn Ismail
Amir – 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 morally responsible 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, social, spiritual and academic achievements 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.

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
- A broad and balanced Curriculum, within the bounds of Shariah, which enables all students to acquire knowledge and skills
- Learning experiences, which challenge, build self-esteem and confidence and so enable our students to take up their responsibilities as adults and members of society

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 moral values and practice etiquettes in their daily lives.

1.2 Keeping in Touch

School E-letters are sent out every half term to keep parents / carers informed about school events and developments. A hard copy can also be obtained on request from the School Office. 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 electronic means of communication, its website and corresponding through emails. Parents will also be contacted via their mobile phones and SMS messaging.

1.3 The School Day

During Monday to Thursday, students must be in school at 8.15am and leave the school by 2.50pm (latest 3.00pm).

Between 8.15am and 8.30 a.m, our students attend registration, assembly or a tutor period.

There are five teaching sessions during the school day, the times of which are as follows:

8.15am – 8.30am	Registration / Assembly / Tutor Period		
8.30am – 9.30am	Period 1	9.30am – 10.30am	Period 2
10.30am - 10.50am	Break	10.50am – 11.50pm	Period 3
11.50pm – 12.50pm	Period 4	12.50pm – 1.50pm	
Lunch – Salaat (Years 6, 7 and 8)	Salaat – Lunch (Year 9, 10 and 11)		
1.50pm – 2.50pm	Period 5		

On Friday, school starts at 8.15 am and ends at 12.30 pm. There are five teaching sessions, as follows:

8.15am – 8.20am	Registration
8.20am – 9.10am	Period 1
9.10am – 10.00am	Period 2
10.00am – 10.50am	Period 3
10.50am - 11.10am	Break
11.10am – 11.50am	Period 4
11.50am – 12.30am	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 items that are not allowed are not given to pupils as they will be confiscated. 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 play or lunch. Students are not allowed to leave the School premises during break or lunch times.

1.5 The School Year and Holidays

School Term Dates for the School Year 2009 / 2010

	Break Up	Return
Autumn term		
Haj Holiday	Wed 25/11/09	Wed. 23/09/09 Wed 02/12/09
End of Autumn Term	Thur 24/12/09	
Spring Term		
		Mon 04/01/10
Spring Half Term	Fri 12/02/10	Mon 22/02/10
End of Spring Term	Thur 01/04/10	
Summer Term		
		Mon 12/04/10
May Day Bank Holiday Fri	30/04/10	Tue 04/05/10
Summer half term	Fri 28/05/10	Mon 07/06/10
End of Summer Term	Fri 23/07/10	Tue 14/09/10

INSET day on Wednesday 23/09/09

Pupils Start on Thursday 24/09/09

Teachers Preparation Day Friday 23rd July 2010

INSET day on Tuesday 14/09/10

Pupils Start on Wednesday 15/09/10

Note: Please do not take children on holiday during the School Term. Any absences may be treated as unauthorised absence. This may lead to your child being taken off roll.

All pupils are to return back to School from the summer break as per Term dates. Please ensure your child attends School on the first day. Failure to do so may lead to your child being taken off roll.

There is always a possibility of changes occurring in relation to closure dates. So please consider this information as an initial guide to this information. 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 Diary.

All students are provided with a school diary, 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 diaries weekly 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 diary the time spent on each piece of work.

Note: Solvent based pens and Tippex must not be brought into 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. Avoid using the toilet area as a gathering place
- Not bring in objects of personal value, such as a mobile phone, radio, dictaphone, iPods, or any other audio / visual playing device, unless these are recommended by the school for educational purposes.
- 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

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 these rules 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 playtime, 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 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**

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 produced by individuals in the class every lesson (including PE). Tawhid operate a four – house - system in which students are organised. These are Badr, Hudeybiah, Tabuk and Khandaq. 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 punctuality.

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

The pupil’s individual ‘Mashallah and Astaghferullallah’ points are also recorded and the top twenty pupils in the ‘Logbook League’ at the end of the year all receive trophies and medals. Gifts and certificates are also awarded to all pupils who reach 200 points or above at the end of the year.

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 or colour dyes. Wearing of chains, earrings, rings, bracelets, friendship bands, etc, and body art (i.e. tattoos) is strictly forbidden. Items of jewellery will be confiscated. Pupils should only wear a watch to school.

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 Sharia, 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 6, 7, 8 & 9 (To be purchased only from school)
- ❖ White thaub or kafnee for Years 10 & 11
- ❖ Black 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)
- ❖ White topee/cap (no outdoor hats to be worn in the school building). Black hat is an optional for School Prefects only
- ❖ Black School jumper (available only from school)
- ❖ Black Jogging bottoms and T-Shirts for PE (To be purchased only from school)

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.

Outdoors uniform:

- ❖ We recommend pupil to wear the school's jackets / coats that is available from the school. Inappropriate items of clothing will not be allowed.
- ❖ 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 Kit, which is clean. The following PE kit is recommended:

- ❖ 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.

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 of 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.

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

Majority of our students are local and walk to and from school daily in small groups. At Tawhid we encourage our students to walk and use public transport hence promoting sustainable modes of transport. The School Travel Plan sets out the Action Plan for improving 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 and a waiting 'Meet & Greet' shelter for parents.

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 staffs are 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 8.30 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 Services and take appropriate action.

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 Children, Schools and Family (DCSF) 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 during Term time may be authorised at the management's discretion with the following conditions:

- Up to a maximum ten days leave maybe authorised in total during the Academic year
- All pupils should be back on the first day of the new Academic year
- No additional leave will be authorised at the beginning of the summer holidays
- No additional leave will be authorised to Year 11 Students
- No additional leave will be authorised to Year 10 students during GCSE Examination and Coursework periods
- No additional leave will be authorised to any students during revision and Examination periods (SATs, Progress Test and GCSE)
- Parents performing Hajj must make suitable arrangements for their child to attend school. Additional leave may be granted if no such arrangements can be made.
- Additional leave may be granted on exceptional circumstances

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

Where the application has been unsuccessful and parents have taken their child away, all absentees will be class as unauthorised. The pupil will be suspended upon arrival that may lead to a permanent exclusion. Parents are therefore strongly requested to confirm leave with the school before making any travel arrangements.

3.5 The Staff Team 2009/2010

Head Teacher	Usman Mapara	NPQH, PGCE Mathematics (Sec)
Deputy Head	Yahya Rawat	PGCE Science (Sec)
Head of Pastoral	M. S. Adia	BTEC National Dip Business & Finance
Head of English	Osman Snell	PGCE English with Media Studies (Sec)
Head of Science	Yahya Rawat	PGCE Science (Sec)
Head of Mathematics	Atiq Hussain	PGCE Mathematics (Sec)
Humanities	Mevlut Ceylan	PGCE Business Studies (Higher)
ICT	Sarfaraz Subedar	QTS ICT (Sec)
Arabic	Molana Siddique	BA Theology (Alim)
I & R Studies	Ashfaq Khan	Foundation Diploma in Religions
Year 6 Teacher	Asad Mehmood	BSc History
Physical Education	Said Medar Lloyd Boetang	British Judo Association NVQ Level 3 Sports, FA Skills Level 2
SENCO	Usman Mapara Asad Mehmood	SEN Coordinator BSc History
Careers		Usman Mapara
School Administrators		Mr M S Adia & Mr S Alibhai

The School encourages and supports staff CPD. Tawhid is a member of the Association of Muslim Schools (AMS) and is part of the East London AMS HUB working together with other Islamic schools. The CPD programmes are well supported by the Learning Trust.

3.6 The School Office

Mr. M.Adia & Mr Alibhai are School Administrators. Mr Adia is the Head of Pastoral Care. 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 Alibhai manages the school data management system and monitors attendance and punctuality.

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, 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 selected from each class by the students meeting the Head teacher. 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

The Head teacher, School Staff and the Shura at Tawhid Boys School are committed to maintaining a positive partnership with our students and their 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 most positive way. In most cases, concerns and complaints can be resolved by talking to staff at the school. Sometimes parents may wish to make a more formal complaint. All complaints are logged and monitored by the School Management on a Termly basis.

The following describes procedures used by our schools for dealing with general complaints. Typically there are four main stages involved in raising concerns or making a 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 will let you know how a complaint is being addressed and when you can expect to hear from them.

Stage 1 – Initial Approach

It is important that parents contact the school first with their concerns and talk to the Form Tutor or subject teacher. Most problems can be sorted out in this way easily and informally.

Stage 2- Head teacher Consultation

If you are still unhappy the next stage is to raise a formal complaint by writing to the head teacher. The head teacher will investigate your complaint. After he has looked into the issues, you may be asked to meet with the head teacher or you may get a letter explaining the school's response.

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 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) at the school address. 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 12 and 20 school days from the receipt of your letter. You will be asked to meet the SSC. The SSC findings will be final and you will be informed in writing about the committee's findings within 5 school days from the date of the hearing, Insha-Allah.

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 irrespective of their ability within an Islamic environment.

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.

4.2 What we offer at Key Stage 2

During Years 6, students follow a broad and balance curriculum and particular emphasis is put on raising student's literacy and numeracy skills. Students are taught by specialist subject teachers and prepared for Standard Assessment Tests (SATs). Class sizes are smaller than the state schools allowing more time for one to one teaching. Additional weekly Booster classes after school are timetable for ten weeks beginning from March in English, Mathematics & Science. Students also study Islamic and Religious studies, and Arabic as a modern foreign language.

4.3 What we offer at Key Stage 3

During Years 7, 8 and 9 (Age 11-13) all students follow the National Curriculum subjects as well as Arabic language and Islamic Studies. At the end of the Key stage particular emphasis is put on raising students' standards above the national average.

In each year, Progress test in literacy and numeracy are administered to ensure pupils are making progress and performing to expected academic levels.

4.4 What we offer at Key Stage 4

During Years 10-11 (Age 14-16), in the final two years leading up to GCSE examinations, all students continue with an essential common core of subjects. These include English, English Literature, Mathematics, Science, Geography, ICT, Islamic Studies, Arabic and Business Studies. In Addition, Year 10 students are sent for work experience for two weeks at the end of the summer term allowing them to gain real life experience of the outside world at work. Careers guidance is offered in Year 11.

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, Intermediate and Higher level. All coursework **must** be completed as an entry requirement. **Students who fail to complete coursework will not be entered for any examinations. Students must therefore complete coursework in all subjects where there is a coursework element contributing to the final examination. Students attendance and punctuality will be taken into consideration at the time of exam entry.**

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 S.E.N 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 on a termly basis.

Additional Support in school: Wherever possible, additional support in small groups is provided for students whose literacy and numeracy skills are under developed when compared to same-age peers. 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 in 2006, 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 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.

Alhamdu-Lillah, at present we are able to cater for students with hearing and visual impairment and motor skills disability.

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 and can also be downloaded from the school website.

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 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.

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 a detention slip/homework diary. Parents are to authorise the detention and return the slip back to the school. The teachers will keep records of all detention set. 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. Each week pupils are presented with a different Hadith 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. 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 and citizenship education. One lesson is allocated each school week for PSHCE, where important issues are discussed and studied. Citizenship is also offered at GCSE. The school also provides an opportunity for pupils to take part in the School Linking Programme that brings children from other faiths and beliefs to get together and share experiences to develop a better understanding of each others culture.

4.12 Religious Education

In Key Stage 2 and 3, students follow a comprehensive course in Islamic Studies. They cover a wide range of topics that enriches their 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 and have the opportunity to experience other cultures and faiths.

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

4.13 Collective Worship

On Monday and Thursday mornings, there are class assemblies, which are based on various moral topics usually in connection with the Islamic calendar. 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 12.30 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 Sex Education

With the highest level of modesty and morality in mind, Sex Education is taught as modules through the Islamic Studies, PSHCE and Science programmes of study. An Islamic perspective will form the basis of the content of such modules. Advice will be taken from respected Islamic Scholars. All modules are compulsory for pupils to study.

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 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.

4.16 School Reports and Assessments

At the end of the Autumn term, you will be invited to a *Progress review Meeting* with your child's form tutor to discuss the general progress and/or concerns relating to your child's education and pastoral needs in the *Interim Report*. During the summer term, a full *academic report and assessment* of each student will be given to parents. Parents will also be invited to discuss their child's progress with subject teachers.

Your attendance and participation at both of these meetings is 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.

A database of each student's attainment is updated termly for each subject allowing the school to monitor and direct additional support for students. *Insha-Allah*, this close monitoring will ensure students do not fall significantly behind their expected levels during the Key Stages and also enable us to extend high achieving students further.

In addition to the end of Key Stage Examination (SATs) in Years 6, Progress Tests in Year 7, 8 and 9 are also administered to monitor student's progress.

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. Their achievements are recorded in the Pupil Progress File, a collection of all their achievements throughout their school life. 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 programme from Year 7 to Year 11. We work closely with neighbouring further education Institutions and Connexions to provide relevant information and literature on careers and developing personal skills to improve pupils' life chances.

5. External Links

5.1 Student Records

Tawhid liases 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 AMS 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 or vocational courses. We have establish partnerships with FE colleges. Tawhid 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.

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 in the short period of its establishment.

TAWHID BOYS SCHOOL

Tawhid Board of Trustees:

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

School Shura Council (SSC): A Alibhai, Y Hafesji, I Hafesji, I Patel, R Dana, M Mapara, N Ahmed, O Mapara, U Mapara, U Waheed, M Patel, D Akhoon, A Shaikh, I Lunat

Shura Roles & Responsibilities Sept 2009 - 10

Role	Responsible
Patron	Mufti Zubair Bhayat Saheb
Amir (Chair)	Br Abdul Ghani Alibhai
School Development Committee (SDC)	Brs. Usman Mapara, Abdul Ghani Alibhai, Dawood Akhoon, Yahya Hafesji, M Patel, Ilyas Lunat, Y.B
Maintenance	Brs. Mohammed Patel & Mehmood Mapara
Personnel	Br.. Rashid Dana
Buildings	Brs. Umair Waheed & Ilyas Lunat
Health & Safety	Br. Ilyas Lunat
Fees Management	Br. Rashid Dana
Finance	Br. Ismail Patel, Br. R Dana & Br. Omar Mapara
Admissions	Br. Mohammed Patel
Child Protection Officer	Br. Yahya Hafesji
TET Correspondents	Br. Abdul Ghani Alibhai
Website Management	Br. Rashid Dana & Abubakr Akhoon
ICT Coordinator	Br. Zakaria Jabbar & Talha Shaikh
Purchasing	Br Usman Mapara

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

Insha-Allah, We hope 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 (September 2003).
Reviewed by Staff and School Development Committee (SDC) Autumn 2009*