



*In the Name of Allah, the Most Merciful, the Most Kind*

# Al-Aqsa School



Assalamu alaikum

Wednesday 21st February 2018

Dear Parents/ Guardians,

As we approach the last part of the spring term we would like to thank you for your continued support of Al-Aqsa School.

In order to achieve the best experience for our children we would like to draw your attention to the following points

## **Student Ambassadors**

We will be working with our student and staff next week to appoint Student Ambassadors for each year group to undertake various roles and responsibilities around the school, both during the school day and at extra-curricular events. This will provide an ideal opportunity for students to develop their leadership skills and who want to take on extra responsibility, extend their experience and provide themselves with opportunities which will support their applications to college and university and to work.

The application process is clear and formal, which we will share with our pupils. Al Aqsa School Ambassadors are expected to establish and maintain the highest standards of behaviour and attitude always, providing a positive role model for other students across the school.

## **Uniform**

Please ensure your child arrives to school wearing the correct uniform and with the correct equipment.

Girls in year 5 upwards should ensure that they are wearing modest clothing during their PE lessons. (I.e. a long sleeve white top that reaches the knees with jogging bottoms.)

Please refer to our school website for a full description of uniform requirements.

## **Late Pickups**

Unfortunately, many students are persistently picked up late from school, sometimes as late as 3:45. This is costing the school staff time, and there seems to be little improvement from those who are always late. The school had previously introduced a charge for late pickups and therefore will be reinforcing the charge for those parents who are late in picking up their children. This will be in effect from Monday 26th February.

Any child (from the primary) who is picked up between 3.10pm and 3.20pm will be charged £5, 3.20pm-3.30pm will incur a further £5 and so on in ten minute intervals.

For secondary, families will be charged £5 from 3.25pm onwards in ten minute intervals. One off emergencies will not be charged so long as the school office is informed.

## **Parking**

Thank you for your support in parking sensibly, we have seen a marked improvement in this area. We encourage you to walk to school if possible, otherwise we would like you to be mindful of our neighbours and not park on pavements or in front of people's driveways. The safety of the children is our priority. Please do not park on Little way, close to the entrance to the primary building, as this causes traffic chaos both in the morning and afternoon.

## **Salah time – Masjid**

We understand the Importance of reading salah with jamat in the masjid. To ensure each child is able to perform their salah correctly we will be taking small groups of children from years 3-6 to assess this. The Usthads will work with the boys and Ablahs will work with the girls.

During this period some children will be performing their Dhur salah in the classroom. We anticipate that most of the pupils are performing their salah correctly; however there are a few issues we need to rectify.

## **Attendance**

For our children to gain the greatest benefit from their education it is vital that they attend regularly, arrive to school, on time, every day the school is open unless the reason for the absence is unavoidable. Absences affect the pattern of a child's schooling and regular absence will seriously affect their learning. Pupil's absence or later arrival also disrupts teaching routines and may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

We will be working very closely with you, with regards to your child's attendance. If it falls below 95 % we will arrange a meeting to discuss this. Attendance below 90 %, at this level it is doing considerable damage to a child's education and we need parent's fullest support and cooperation to tackle this. We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached or is at risk of moving towards that mark is given priority and we will inform the families immediately. These pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment. These pupils and their families are subject to an Action Plan and we may need to do some work with the Education Welfare Officers.

## **Term Time Absences**

There is no automatic entitlement in law to time off in school time to go on holiday and holiday leave will **not** be granted. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised.

Targets for the school and for classes will be displayed on the school newsletter to encourage participation by all in reaching these. Parents have a duty to ensure that their children attend regularly. All staff are committed to working with parents and pupils to ensure as high a level of attendance as possible.

## **Punctuality**

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

The school day starts at 8:25 am and we expect our children to be in the playground before this time ready to start their school day. If your child has a persistent late record you will be asked to meet with the Head Teacher to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time. We will encourage good punctuality by being good role models to our children and celebrate good class punctuality.

## **Behaviour and Rewards – Key Stage 2 and Secondary**

During the last-half term we have reviewed our procedures for both Behaviour and Rewards. The new system has two parts: Positive Outcomes and Negative Outcomes. The outline to each part of the system gives an example of the varying levels of behaviour and the associated outcomes or actions. Our key procedures for behaviour and rewards can be downloaded from our school website. The underlying principle is one of MUTUAL RESPECT.

Why a new system?

- To acknowledge positive behaviour and reward good work.
- To identify and praise pupils who consistently show the right attitude to both school and their learning.
- To create an environment where good behaviour and progress are what every pupil strives for daily.
- To put clear sanctions in place if a pupil does not follow the school rules and policies.

To track achievement and behaviour, we successfully installed a new Management Information Systems called SIMS. Certificates will be presented throughout the year in celebration assemblies. We will also celebrate achievements via student notice boards and the school website. Details of launching a Parent App to improve communication between home and school are detailed on the next page.

## **The SIMS Parent App – easy access to important school information**

Dear Parent/Carer,

We have a convenient new way of sharing information with you about your child's school life. Soon you will be able to access our new parent app. The information that you receive through the app will help you to stay up-to-date with your child's daily school life as well as helping you to support your child's development and progress. You can access the system from a smartphone, tablet or PC, anytime, anywhere. You can access a demo video of the Parent App via our school website.

### **What will you find in the SIMS Parent App:**

- Important information such as attendance, behaviour and achievement.
- Your child's school report.

To access the SIMS Parent App you will receive an email from the school.

The following information is important about your SIMS Parent App account and the data that you will be able to access:

- Only parents/carers with 'parental control' for a child are entitled to a SIMS Parent App for that child's data
- Only you (as the parent/carer of a child), your child and authorised school staff can access this data about your child. A parent/carer(s) cannot see any contact information (e.g. home address, phone number, email address etc.) about another parent/carer(s) or any child
- Your data and that of all children is managed by the school and is held securely on servers at the school. We take the security of this data very seriously and all sensible measures have been taken to safeguard this information

It is extremely important that you inform us of any change to your email address and other contact information. Whilst we will always endeavour to keep up to date records through regularly asking for updates, Al Aqsa School will not be liable for any data breach if we have not been provided with accurate or current details from parents/carers.

When you connect to SIMS Parent App, data is transmitted across the Internet securely using security encryption

### **Getting started with the SIMS Parent App.**

When you receive an invitation from us via email, simply click on the link from your tablet, PC or smartphone to activate your account.

JazakAllah Khair

Amina Patel  
Head Teacher

Shafique Fazal  
Deputy Head Teacher