

Contract

Our Vision

To motivate youth to be achievers with extraordinary determination on:

- Setting right goals in area of education.
- Morality attitude.
- Ethics and values.

Iqraa Arabic School teaches three subjects and prepare students to seat GCSE Arabic and GCSE Islamic Studies.

- Arabic language.
- Islamic Studies.
- Quran with Ahkaam according to Rewaayet Hafss.

The School Time and dates are shown in the **yearly timetable available on the website.**

Headteacher's name: Salah Chergui

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School Rules

1. Student must reach School 5 minutes before the lesson start.
2. No football game is allowed in the morning time or at the end of the School time, (football game is allowed at playtime only).
3. There is to be no running or other rough behavior at all-time in the building. Students should walk in an orderly manner **with** the Teacher to classroom.
4. Stand in line next to the Teacher at the end of the school to be escorted to their parents.
5. Good behavior and respect are expected to be shown to Teachers, office workers and other students.
6. Do not push or fight while playing. Give others a fair chance too.
7. Report any bullying or injury to the Teacher or the office immediately.
8. Do not litter on the ground.
9. Use of bad language and inappropriate conduct will be harshly dealt with.
10. Students should always wear neat uniform (**girls must always wear white headscarf and appropriate Hijab (black ibaaya) suitable for Salaat in school**).
11. No jewellery of any kind is allowed.
12. Students are not allowed to use gel or hair colour.
13. **No mobile phones are allowed.**
14. No portable play station is allowed, i.e., DS Console or PSP'S.
15. Respect must be shown for school properties. Restitution for any damage done will be the responsibility of the offender.
16. Students must not leave the school grounds between arrival time and dismissal time unless written or telephone permission has been approved by the Head teacher/office.
17. No fizzy drink is allowed in the pack lunch (chocolate bars or crisps should be as a special treat only).

Attendance

Attendance is considered crucial for students to complete the course and succeed in the exam at end of year; however, Iqraa Arabic School considers only the following as acceptable reasons for absence:

- Personal illness.
- Appointment with a doctor that cannot be made outside the regular school time.
- Planned absence which is approved by the Head Teacher in advance.
- Emergency family situation.

If a student has a genuine absence cause, he/she will be responsible for the assignments/homework that he/she missed. The student has as many days as he/she was absent to make up the assignments/homework. It is up to the student/parents to inquire about missed work and tests.

Homework Policy

Students are expected to complete their homework/ assignments on the due time. If a student consistently does not complete his/her homework/ assignments, they can expect the Teacher to contact their parents/ gradients and issue detention at the playtime where necessary. Failure to complete homework/ assignments can influence the student's grade in that subject since marks are attributed to homework/ assignments too.

A- What is expected of Teachers, Parents and Children?

Teachers should

- Set and correct homework in terms of the School policy.

Children should

- Complete homework tasks as specified on time.
- Give the same level of effort and presentation as would be expected of class work.

Parents should

- Support and encourage children in completing tasks on time.
- Be active in supporting their child's learning.
- Notify the Teacher at the start of the day if there are reasons why homework couldn't be completed.
- Ensure that children adhere to instructions about homework.

B- How much help should parents give children?

Parents are expected to oversee and motivate their children completing their homework; however, the work produced should be the child's own. Parents are expected to ensure all set homework are completed and submitted in ClassDojo on time but have no responsibility to explain or teach their children as this remain the Teachers duty and the School's responsibility.

Recreation period

There is a recreation period after lunchtime so students can get a break between classes, socialize with one another, and get some fresh air and activities, this will help students to be more alert for the rest of the day.

The recreation will take place outdoors where possible to maximize the benefits of this period.

We provide bouncy castle, table tennis and other fun activities in a supervised manner during the break time.

If there is a good reason for your child to remain indoors during this period, the class Teacher and/or Office must be notified on a weekly basis by a written or telephone request. Students will be assigned some gainful activity work to do, to occupy them during that time.

Note or Telephone call from parents

We require written notes or a telephone call for the following reasons:

- Absence.
- Remain indoors at the recreation period.
- Leaving school by their own during school time for students over 12 years old only.

Special Note: Make prior appointment (at least one week) before meeting with Head teacher and/or Teachers.

Discipline Policy

There is an effective discipline policy in place that would allow for an orderly environment in which learning can take place.

Harassment of students, damage to school property, insolence, profanity, fighting, failure to obey Teachers' instructions, and any deviant behavior that might cause injury to the student's self or to others, will not be tolerated.

Students who cause damage to school property will be expected to pay for the damage.

The primary contact for parents at the school is the child's Teacher.

Most matters pertaining to your child's education and behavior will be reported through the class Teacher or the office. Subject Teachers may also deem it necessary to discuss delinquent work habits and/or unacceptable behavior with the parents.

Punishment will always fit the offense. Of course, there are behaviors that will warrant a Principal's Referral immediately; examples of this include gross insubordination or violent behavior.

Behaviors that are less severe will be dealt with in the manner described below. This format is not inclusive and is subject to change:

- First Incident – Warning and name on board.
- Second Incident – 30-minute (break time) detention.
- Third Incident – Inform Parents & 30 minutes (break time) detention.
- Fourth Incident – Head teacher referral.
- Continued violations will be dealt with appropriately and could lead to dismissal.

Rewards

Students showing exemplary behavior shall be rewarded with:

- Certificates of Recognition.
- Reward Cards and stickers.
- Special recognition to parents.
- Special privileges given by the Headteacher.

Important Notice

- **The School provides a one academic year course associated to a one academic year contract / one academic year payment.**
- **Payments made per installments / direct debit are not the terms fees; therefore, full yearly payment shall be made to Iqraa Arabic School even if you pull out your child from school before the end of the academic year and there are not attending for the remaining classes of the academic year.**
- **Payments made to the School are non-refundable.**
- **Please ask for a receipt when making payment.**

Head Teacher

Student's & Parent's Name

...Salah Chergui....

.....

Signature

Date

Parent's Signature

Date

