



14 September 2016 / 12 Dhul Hijjah 1437

Dear Respected Parents and Carers

Assalamalaikum wa Rahmatullaah wa Barakatu

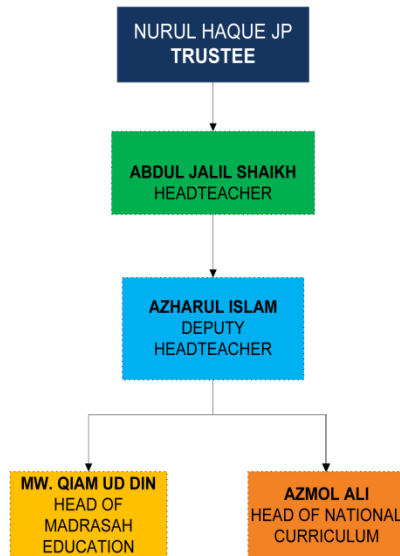
Wecome back! I make dua'a that you all have benefitted greatly during the first ten days of Dhul Hijjah and that you had an amazing Eid ul Adha with your families.

Alhamdullillah we have opened for business this new academic year and inshaAllaah are fully ready to provide your son a first class education. We ask Allaah the most High who has no partners to support and aid us. Ameen.

There is a lot of information in this letter. My sincere apologies for the information overload! However I believe it vitally important to keep everyone informed. InshaAllaah all future correspondence will be a lot shorter. Please take note of the following:

### **Staff Training and Communication**

Staff have received training on teaching, lesson planning, marking and assessment. They have also been provided with a new staff handbook setting out expectations. There are a number of new systems staff are required to follow this year, which of course parents will also need to become use to. The main thing however is that you as parents are involved in your son's education on at least a weekly basis and that you communicate with the school regularly via the appropriate channel to ensure your son remains on track. Parental involvement is extremely important and I must advise you that we cannot ensure your son succeeds at our school alone. We need to develop a strong parent – school partnership. However, in order to ensure proper systems are adhered to we have created the following hierarchical system.



Please note if you have any issue with any aspects of your son's education, including the conduct of a teacher you will need to contact the specific Head of Section by email. I will be grateful if you also cc myself and the Deputy Head brother Azharul Islam into your correspondence so we are aware of your concerns.

If you have a concern about the Deputy Headteacher, or a Head of Section then please email me and cc Shaikh Nurul Haque JP who is the trustee managing the school. If you have a concern about myself you may

discuss this with me or email Shaikh Nurul Haque JP. You can also find further details in our complaints policy.

In addition if you need to contact the school for any reason you can call 01216886507 or 07847597814 or email [contact@darululoom.org.uk](mailto:contact@darululoom.org.uk).

Please note the following email addresses for your convenience:

Trustee Nurul Haque: [nurul-haque@hotmail.com](mailto:nurul-haque@hotmail.com)

Headteacher Abdul Jalil Shaikh: [duhead@darululoom.org.uk](mailto:duhead@darululoom.org.uk)

Deputy Headteacher Azharul Islam: [deputy.head@darululoom.org.uk](mailto:deputy.head@darululoom.org.uk)

Head of Madrassah Education Dr Qiam Ud Din: [drqiam@gmail.com](mailto:drqiam@gmail.com)

Head of National Curriculum: Azmol Ali: [azmolali@darululoom.org.uk](mailto:azmolali@darululoom.org.uk)

### **School Dinners / Packed Lunch**

We will continue to provide school lunch this year at a cost of £11.50 per week. We are unable to provide school lunch for individual days. Anyone requiring a school lunch for their son **must pay our school administrator by the Friday before the week you wish to receive school lunch**. We are unable to accept payment after this time and thus if payment is not received your son will be required to bring in a packed lunch. I ask respectfully you do not put the school in a compromised position by making such requests. JazakaAllaahkhaira.

School lunches will resume the week commencing Monday 19 September 2016 and **orders must be received by Friday 16 September 2016**.

**Please note;** we are unable due to health and safety protocols to continue to warm up packed lunches. I understand many schools continue to heat up food on behalf of students. However, as the Headteacher of the school I am unwilling to put the school at risk by not conforming to the correct health and safety standards, which are present for everyone's safety and benefit. Again, I ask respectfully you do not put the school in a compromised position by making a request for your son's food to be heated. JazakaAllaahkhaira.

In addition students must come to school in the morning with their packed lunch if this is their chosen option. Only in exceptional circumstances are we able to allow parents to drop off packed lunches during the school day. In addition we will under no circumstances call students out of lessons to collect their lunches. Any packed lunches will need to be dropped off and handed to the school administrator, who will ensure inshaAllaah your son receives his lunch.

The school will continue to run the 'Tuck Shop' if your son requires a snack in addition to his lunch during the school day.

### **Attendance and Punctuality**

I take this opportunity to remind parents that students must attend regularly and come to school on time. Good attendance is an essential ingredient for good achievement. Medical or other appointments should be arranged outside of school time where possible. I am unable to authorise any term time holiday requests or non urgent absence requests. It is a mandatory requirement that the school reports poor attendance of individual students to the local council. If your son's attendance drops below 90% you will be contacted to remind you of our attendance policy. More information on attendance can be found in the school's attendance policy.

In addition students should attend school on time. Already today we have had students arrive late to school. This is unacceptable. The school gates will be open between 8.10am and 8.30am. Any student arriving after this time will be marked as late and will need to seek entry by pressing the intercom.

I request that all parents ensure their son has plenty of sleep the night before so they can perform to their best abilities whilst at school. As a guideline your son should be in bed by 9pm after praying Salatul Isha. Late nights for any reason should be avoided during the studying week. I thank all parents in advance for cooperating with this.

## **School Uniform and Haircuts**

As the headteacher I take the issue of school uniform very seriously. It is important that your son wears the correct school uniform every day.

Your son is required to wear a clean plain white Thobe or Shalwar Kamees with a front pocket and collar to school every day along with white socks, a white prayer hat and plain black shoes or trainers. In addition from Monday 19 September your son will be required to wear a black blazer. If needed a dark colour coat may also be worn. We have ordered school emblem badges to iron onto the blazers and thobes / shalwar kamees. The cost of these will be two badges for £5. Please put your son's name, year group and the money for the school badges in the envelope provided and return to the school administrator as soon as possible. Additional badges may be purchased at £3 each. It will be a requirement that a school badge is stuck to your son's blazer and on the pocket of his school thobe / shalwar kamees. For P.E your son should wear a plain white T-Shirt / Sweat Shirt and plain black Jogging Bottoms.

In addition your son is not allowed to have a non-Islamic haircut. A non-Islamic haircut is one where parts of the head are shaved / cut noticeably shorter than others. Haircuts should be of one length where possible.

If your son is unable to wear the correct school uniform for any reason he must attend school with a letter from you explaining the reason for this and when he will be in a position to wear correct uniform.

## **Internet at the School**

Alhamdulillah our school now has internet access in all buildings. We strongly encourage all students to bring in notebooks or tablets to school to aid their learning in the classroom. These will be used in class so students can make vital online research on topics they are studying. Students however must charge their notebooks or tablets at home and not bring charging wires to school. We are unable to allow these devices to be charged at school due to health and safety procedures the school has to abide by. Please note students will not be allowed to use their mobile phones and that all tablets and notebooks should be small enough to fit in your son's school bag. All devices should be clearly labelled with your son's name. Your son will be required to take full responsibility for his device and the school will not be liable or responsible for any theft or damage.

Your son will have to abide by the school internet usage policy. In addition I will like to assure you the school internet has been appropriately filtered to avoid misuse.

We understand some students may not have a notebook or tablet to bring to the school. As such we have arranged reasonably priced second hand notebooks for £40 for any students requiring one. Please note there is no compulsion to purchase these notebooks.

## **Changes to Year 10 and 11 Timetable**

Following previous correspondence please take note of the following changes to the timetable for Years 10 and 11. Please accept my apologies for any inconvenience caused as a result of these changes:

Year 10 will be in school until 6pm every Wednesday, Thursday and Friday.

Year 11 will be in school every day until 6pm (Monday to Friday).

## **Online Safety Training for Parents**

It is very important that as parents we are able to protect our children from the dangers of unsupervised internet use. Our children are exposed to extremist ideas, pornography, grooming and other online dangers when using the internet unsupervised.

As such in conjunction with the NSPCC the school will be providing a FREE training session for parents on Monday 26 September 2016 at 4.45pm. Everyone is welcome. You may attend without prior booking inshaAllaah.

## **Fundamental British Values – European Football Special Event**

The school has been offered special discounted rate tickets to watch Manchester United play Zorya Luhansk on Thursday 29 September 2016 at 8.05pm. Students will leave school at 4.30pm after completing their studies for the day. This trip is the first of many inshaAllaah that reward good behaviour and effort and show how Muslims positively integrate in all aspects of British Society.

This trip is limited to 14 spaces at a cost of £20, which includes entry and transport to and from the venue. Students will be required to wear school blazers only for identification purposes. It is expected that students will return to school at midnight inshaAllaah. Spaces will be offered on a first come first served basis.

If you wish for your son to attend the trip, please fill in the permission slip at the bottom of this letter and return with the £20 needed to the administration office. We reserve the right to withdraw your son from the trip if his behaviour or attitude to work is deemed not good enough.

### **Coffee Morning / Parent Teacher Association (PTA)**

I am delighted to announce we will hold our first parents coffee morning on Wednesday 28 September 2016 between 10am and 11am. Tea, coffee, water and biscuits will be provided inshaAllaah. However, if you wish to bake a cake to share at this event you are welcome! This event will be held in the Masjid second prayer hall and not inside the school. You will have a chance to meet me and the senior management team. **This will not be an opportunity to discuss any specific concerns relating to your son**, as time will not permit. You will however be able to discuss general concerns. Should you wish to discuss any specific concerns related to your son please follow the procedures outlined earlier in this letter. JazakaAllaahkhaira.

I also want to start work on the proposed PTA. If you wish to be part of the PTA please fill in the attached form and return to the school administrator as soon as possible. I envisage the PTA will play an important role in keeping the school and myself to account, as well as helping with school activities. As such I encourage all of our parents and especially our sisters whose voices are often left unheard to join. We will of course inshaAllaah meet your expectations and endeavour to uphold strict Islamic guidelines during PTA meetings etc.

### **Key Stage 3 English Teacher Vacancy**

Unfortunately due to a last minute resignation, we are currently looking to fill a vacancy for KS3 English. Alhamdulillah your son's education will not suffer as a result of this vacancy; all KS3 English lessons will be taken by Ustadh Azmol until we find a suitable replacement inshaAllaah. If you know anyone who is suitably qualified and available to fill this vacancy, then please spread the word and ask them to apply.

JazakaAllaahkhairan. I look forward to seeing you all at our coffee morning.

Wasalam



Ustadh (Abdul) Jalil Shaikh  
Headteacher

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I give permission for my son \_\_\_\_\_ in Year \_\_\_\_\_ to attend the scheduled trip on 29 September 2016 to watch the Manchester United game. I attach the sum of £20 for the trip.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_