

Family Handbook

2021-2022



AN INTRODUCTION TO DARUL ULOOM ISLAMIC HIGH SCHOOL AND ITS WORKING PROCEDURES

**Our *purpose* is connected to our beliefs in Allah
Azzawajal.**

**We are driven by
knowing we will be held accountable by our
Creator, as the Prophet ﷺ said, “*Everyone of
you is a Sheperd, and each of you will be asked
about your flock*”.**

1 Introduction

Our Vision

At Darul Uloom Islamic High School our vision is for our pupils to journey through the Darul Uloom and become:

Future leaders our communities prosper from in the here and the hereafter,

Role models who excel academically and spiritually, becoming pillars of the community, making a difference,

Believers that put Allāh and His Messenger صلى الله عليه وسلم at the heart of everything they do, and in doing so they spread the beauty of the Qur'an and Sunnah illuminating their communities.

I am delighted to welcome your child to be part of our amazing community. I know that choosing the right secondary school for your child is a huge decision. In choosing DUIHS, you have put enormous faith and trust in us for your child's education and wellbeing. As a school we will work tirelessly to ensure that your child achieves the best that they are capable of.

Darul Uloom Islamic High School is a well-established madrassah school established in 1985. We expect a lot from our staff as educators and role models, and we expect a lot from our students and our families. We acknowledge that being the best version of ourselves is not easy and we work incredibly hard every day to make sure that we continue to improve. We ask that every student follows the Darul Uloom way, to ASPIRE:

Achieve
Solidarity
Persevere
Islam
Respect
Excel

It is not only your child who is joining our school community, we see you and your wider family as extended members of our community too. We expect all families to work in partnership with us to support your child's education. This means that you will ensure that your child arrives at school every day at least five minutes before their allocated start time, in the correct uniform, and with all the equipment that they need. We also expect your full support in attending family meetings and consultation evenings.

Your child should spend a minimum of one hour per morning and evening reciting the Holy Qur'an along with daily revision of his lessons taught. As families your support is essential for your child's learning. Please test them on the topics they have studied each day and each evening to support their acquisition of knowledge in their long-term memory. Research shows the more you test your child on a topic, the more they are likely to learn it. Please remember to test them on their learning.

We also know that for your child to achieve their potential they need to leave DUIHS with a wide vocabulary. Reading is the best way to support this. Therefore, it is essential that they spend at least twenty minutes each evening reading. Please ensure that there are a wide range of books at home and that you read with and to your child.

I look forward to working closely with you and your child over the next five years of their education and to help them achieve excellence.

Azharul Islam
Headteacher

Our Mission and Values

Mission

Our mission is to ASPIRE. This is values driven centred around our faith.

Values

A: To inspire an aspiration of driven success and high Achievement

S: To instil an atmosphere of tolerance, understanding, loyalty and Solidarity with the Ummah

P: To manifest motivation, confidence and Perseverance

I: To permeate a love of deen, hosting it at the heart of every venture, with excellent Islam

R: To nurture an unwavering persona of courtesy, openness, a sense of cohesion and community, leadership and Respect

E: To breed and grow ambition, working hard in all activities, to Excel

Key Staff

Ustaadh Azharul Islam	Headteacher, R.S teacher & DSL/SPOC
Ustaadh Azmol Ali	Head of National Curriculum, Year 8 Form Tutor, English teacher & DSL
Moulana Shahidullah	Head of Madrasah Education, Alimi teacher & DSL
Dr Abdul Matin	Head of Alimi & Alimi teacher
Moulana Abdullah Al-Mamun	Head of Hifdhs & Hifdh teacher
Moulana Ibrahim Amin	Senior Administrator & DSL
Moulana Junaid	Alimi Teacher, Year 7 Form Tutor & Wellbeing officer
Ustaadh Ali	History teacher, Year 11 Form tutor, SENCO & Careers advisor
Ustaadh Sayed	Exams officer, Year 10 Form Tutor & Arabic/ICT teacher
Moulana Ubaid	Year 9 Form Tutor & Alimi teacher

School Contact Information

Darul Uloom Islamic High School
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The Typical School Day (subject to change based on season)

MONDAY - FRIDAY

8.25am	Latest students can arrive through student entrance
8.25 – 8.30am	Morning Adkhaars
8.30 – 9:05am	Morning registration & lesson 1
9.05 – 9.35am	Lesson 2
9.35 – 10.10am	Lesson 3
10.10 – 10:25am	Morning Break (<i>15mins</i>)
10:25 – 11:00am	Lesson 4
11:00 – 11:35pm	Lesson 5
11:35 – 12:05pm	Lunch (<i>30mins</i>)
12:05 – 12:30pm	Form/Assembly/Reading
12:30 – 1:15pm	Lesson 6
1:15 – 1:35pm	Zuhr Prayers
1.35 – 2.20pm	Lesson 7
2.20 – 2.45pm	Afternoon Break (<i>25 mins</i>)
2:45 – 3:30pm	Lesson 8
3:30 – 4:15pm	Lesson 9
4:15pm	End of day for KS3 / Clubs
4:15 – 5pm	Lesson 10 (Year 10&11 only)
5pm-5:30pm	Clubs/boosters

Morning Adkhaars

What is the purpose of the morning adkhaars?

- To provide you with the best start to the day, remembering Allah azzawajal and knowing that He is the one who protects and guides us.
- To develop your spiritual state.
- To enhance your powerful knowledge and support your progress.
- To provide you with an opportunity to practice your Arabic oracy skills.
- To ensure you receive key information about school expectations.
- To provide you with an opportunity to practice self-control.

What are the expectations in morning adkhaars?

- Students must be standing and ready to recite in playground by 8.25am.
- Students will stand in their assigned place in year groups.
- Students will demonstrate respect, track the speaker and be active listeners.
- Students will demonstrate humbleness knowing Allah azzawajal is seeing them and hearing them.
- Students will show determination and a growth mindset.
- Students will transition in single file and in silence to the first lesson.

Reading

We are passionate that all students at Darul Uloom Islamic High School are fluent readers of the Holy Qur'an and who love reading general books too. That is why every student in Year 7 to 11 have to read the Holy Qur'an daily between 30 minutes to 2.5 hours in the morning. Also, students will read for 15 minutes during form twice a week. When reading, students spend time reading a quality, challenging book, which their tutor reads aloud to the group. The vision for reading is to ensure that every student reads high quality and challenging texts, so they are instilled with the knowledge to think critically and creatively. We also want our students to enjoy reading and become confident readers who read both at school and at home.

The three Key Aims of Reading

- Better Readers - increase student's reading ability, fluency, and vocabulary through the "whole word method."
- Better People – research suggests that when you read about an experience you feel it as if it happened to you, not just the character you are reading about; when reading, students read a wide variety of books from a wide variety of perspectives and this encourages students to be more tolerant of others and develop their Cultural Capital.
- Love Reading – we want all of our students to develop a lifelong love of reading - to be able to, and have experience of, reading a wide variety of texts.

The books selected for Reading have been carefully chosen and will provide students with a variety of literary experiences. This may mean that, on occasion, they are exposed to some words or references which are of a sensitive nature. As with any such content, staff will approach this appropriately and explain the context required for students to accept these issues with maturity and understanding.

Our aim is to enthuse students through this daily reading opportunity, and we ask that as families, you show interest at home and discuss their Reading books with your child, even if it is not something you have read yourself.

2 Learning

Curriculum in Year 7,8 & 9

The start of secondary school marks an exciting phase in the lives of our students. It is the period when they build on their primary education. Our curriculum is designed so that students can master the basics as well as offering flexibility so that teachers can tailor their teaching to students' needs and aspirations.

National Curriculum

Subject	Number of lessons per week
English	3
Mathematics	3
Science	3
Creative Art	1
Arabic speaking	2
Humanities	1
ICT	1
Arabic	2
Islamjyaat	1
PE	2
PHSE	1
Religious Education	1
Total	20

Numbers shown are for KS3 with 45-minute lessons. We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. All the statutory content for the Relationships and Sex Education (RSE) and Health Education, Citizenship and Careers is covered through the explicitly designed PHSE curriculum.

We consult widely, with families, about our curriculum offering. Should you have any further queries please do not hesitate to contact our Head of NC.

Relationships and Sex Education (RSE) and Health Education

This is covered during Science and PHSE lessons. Our RSE curriculum is designed and approved by the AMS, which understands the sensitive nature of the topics and has taken consideration of Muslim values and beliefs.

Current Attainment and Progress

Students are set aspirational targets at the beginning of Year 7 based on KS2 prior attainment/entrance tests. End of cycle assessments are reported twice a year. The final end of year assessment is based on what students have learnt from the start of the key stage.

Educational Visits & Outdoor Education

During the year, we offer a wide variety of educational visits to the students. These range from local visits within lesson time to nearby places of interest and to residential activities further afield.

Families will always have advance notice of visits and will be informed as to which visits are compulsory and those that are optional.

As part of the school life and the National Curriculum, all students must take part in and experience a variety of outdoor activities. A residential activity will take place in December or January and **every student must endeavour to participate**

in this experience.

Modern Foreign Languages (Arabic)

All students will study Arabic in Year 7 and beyond. Arabic is a vitally important world language and is the sixth most spoken language in the world, along with being religiously important as the holy Qur'an and the ahadeeth are written in Arabic.

As the study of a foreign language becomes more prevalent, some parents and students may be pleased about the continuity of their language study, particularly as Islamic schools and maktabas are offering Arabic.

The focus should be on the development of listening and speaking skills, on the development of cultural awareness and understanding, and on language awareness. It therefore does not matter which language is studied at secondary school; those who have experienced effective primary language teaching and learning should experience accelerated progress in their secondary language studies.

Library

In the Library, you can select from a range of books and borrow kindles so that you can read for pleasure and also enrich your knowledge and understanding of different subjects and topics. Reading for just 20 minutes a day can make a big difference to your educational success and well-being and, there are lots of books for you to discover, learn and enjoy. Ustaadh Ali can help you to select a book that you will love. The library also contains textbooks and educational materials. Ustaadh Ali supports whole school literacy initiatives and, in particular, reading for pleasure. The school holds virtual author visits and activities throughout the school year and promotes the writing/spelling competitions as well as national poetry competitions too.

Home learning

There is never a case of no home learning at DUIHS. Students are expected to revise or complete home learning for a least one hour per evening for National curriculum and one hour for Qur'an.

All students are given home learning in appropriate subjects every week, sometimes on more than one occasion. In order that students are not overloaded on any particular night, a home learning timetable is issued by at the beginning of the year.

For younger students, home learning should take about 20 minutes for each subject. If the home learning takes substantially less or more than 20 minutes, students should check that they are doing what they have actually been asked to do. For older students, home learning may take up to 30 minutes each to complete.

There is a wide variety of home learning; not all will be written. For example, some may be reading or research. Some home learning may consist of long term projects set over a period of weeks. Families can support their child to complete their home learning by looking through their Google classroom, ensuring work is completed to the best possible standard and handed in by the set deadline.

Student Planner

At the beginning of each year, students are issued with a Student Planner. Its most important function is to help the student organise their learning in and out of school. There will also be sections for the student's progress. Both Form Tutors and families are expected to sign the student's planner each week. In this way, the family can see comments from the Form Tutor or from subject tutors, and families can also communicate with the Form Tutor if they wish. The planner is a very important document and students are expected to take great care of it. If the planner is lost or defaced a student will be expected to replace the planner at a cost of £5.00.

Items required for DUIHS

Students are expected to bring the following to school:

Daily

A pencil case containing:

- 2 black pens
- 2 purple pens
- Pencils
- Pencil Sharpener
- Pair of Compasses
- Ruler
- Rubber
- Glue stick
- Mini-whiteboard & whiteboard marker
- Calculator (see below)

Also required daily:

- Qur'an
- Reading book
- Mini white board
- White board pen and cloth or rubber

Replacement white boards and pens are available from Student Reception for £1.

Mathematics

Students require a scientific calculator. We recommend a Casio fx-83GTX.

The following are **optional** items which may be of use to students in certain lessons.

IT

- Personal Headphones

Forgotten Equipment

If students forget to bring the correct equipment to school this will result in a RTL referral. Staff are unable to ensure that any equipment that is dropped off at Main Reception is passed onto a student. The only exception to this is for medicines and lunches. If these are brought into school by families, these will be passed onto students.

Extra-Curricular Activities

The library is open to students after school up until 5.30pm. There are also a wide range of extra-curricular activities available to students after school. A timetable of activities is shared with students and they are responsible for informing their families they are attending any extra-curricular activities and provide details of finishing times.

3 Ethos

Home – School Contract

A separate copy of the Home School Contract will be provided that must be signed by families, students and the Head. A copy will be kept in the student file and one copy will be returned home for your records.

At Darul Uloom Islamic High School, our purpose is excellence. We focus on being the best version of ourselves to change our world for the better.

We will consistently be in the top 1% of schools nationally.

A successful education depends on an active three-way partnership between the student, the student's family and the DUIHS. All have both rights and responsibilities.

Darul Uloom Islamic High School will ensure that we provide:

- A safe, secure and well-disciplined working environment where students can be the best version of themselves.
- A broad and balanced education.
- An explicit curriculum, expertly delivered.
- Regular home learning.
- Challenging targets which are regularly reviewed.
- A form tutor to monitor the student's overall progress, including supervision of the Student Planner – the cornerstone of the three-way partnership.
- Bespoke support for any individual needs the student may have.
- Regular information about individual attainment and an annual consultation evening.
- A wide variety of extra-curricular activities.
- A variety of external visits including overnight stays.
- A prompt response to any communication from families.
- Information to families, as soon as possible, about any concerns about attendance, behaviour or academic progress.
- A positive behaviour policy that supports high standards of behaviour and appearance.
- Committed, student-centred staff.

As families we will ensure that:

- Our child attends the DUIHS on time, every day during term-time, unless he / she is very ill.
- The DUIHS is informed promptly about any absences.
- Where possible, all appointments are made outside of the school day.
- Extended family trips or holidays are not taken during term-time.
- The DUIHS is informed of any concerns that may affect our child's progress or behaviour.
- Home learning is completed on time and to the highest standard.
- The DUIHS Dress Code is complied with.
- The Student Planner is checked and signed each week (this is vital).
- We attend Family Evenings and any special appointments if requested.
- The replacement cost of any equipment or books our child loses or damages is paid.
- The policies of the DUIHS (available on the internet and by request) are supported fully.
- We support our child in participating in extra-curricular activities, work experience, trips and in particular the compulsory Residentials, where applicable.

- The DUIHS discipline procedures are supported, including the use of same-day corrections and confiscation of mobile phones when necessary.
- Our child attends boosters and catch-up sessions if progress is unsatisfactory.

As a student I will ensure that I:

- Come to the DUIHS on every day of each term unless I am very ill (98% target).
- Am on time for registration and all lessons.
- Wear the correct uniform (see Dress Code).
- Take all the books and equipment (including Student Planner) needed to lessons.
- Work hard at all times, meeting all dates set for handing-in class and home learning.
- Use the Student Planner to record home learning and targets and ensure there is no graffiti.
- Behave responsibly both at the DUIHS and when travelling to and from the DUIHS.
- Help to keep the DUIHS a clean, safe and pleasant place to learn in.
- Treat everyone in the DUIHS with respect and support my peers to learn.
- Take an active part in the DUIHS life including clubs, teams, trips, in particular the compulsory residential, where applicable and work experience.
- Never bring anything dangerous or illegal into the DUIHS.
- Conduct myself in a self-disciplined way, always showing good manners, and honesty and never undermine the safety or happiness of others.
- Give letters and information from the DUIHS to my family and return the replies promptly.
- Use *all* of the DUIHS facilities, including ICT, in a responsible, respectful and considerate manner.
- Obey the DUIHS rules in and out of the classroom.
- Attend compulsory boosters if my progress is unsatisfactory.
- Cooperate with and attend all corrections.
- Keep my mobile phone switched off and handed to the office in the DUIHS.
- Follow instructions, work hard and be kind.

Positive recognition & precise praise

There is a firm emphasis on positive recognition and precise praise to recognise the hard work and excellence of all students. Random Rewards are also used each term to recognise the hard work and achievements of students.

At DUIHS, recognition is Everything!

VALUE	CLASSROOM RULES - HABITS FOR GREAT LEARNING	WHOLE-SCHOOL RULES – HABITS FOR GREAT LEARNING
Purpose	<ul style="list-style-type: none"> • Attend the DUIHS. • Be punctual to the DUIHS & lessons. • Be organised and ready to learn. • Keep focused on the task in hand. • Take responsibility for considering the purpose of your learning. • Think about how you are going to remember this learning. • Reflect on your teachers' feedback. • Consider the big picture and where your learning is going. 	<ul style="list-style-type: none"> • Only access lockers at break and lunchtime. • Walk purposefully, never running. • Move around and conduct yourself in an orderly manner. • Enter the building from outside play in a calm and orderly way. • Distinguish between indoor and outdoor play. • Reflect on leading a purposeful life. • Be ambitious for your future.
Respect	<ul style="list-style-type: none"> • Give salaam first! • Follow staff instruction, first time, every time. • Track the speaker and show interest. • Look after all learning resources. • Respect other people's right to learn. • Respect other people's contribution. • Respect your learning environment and corridors. 	<ul style="list-style-type: none"> • Be polite and kind. • Follow staff instruction, first time, every time. • Respect other people's physical space. • Bullying and violence are never tolerated. • Keep our DUIHS environment clean and safe. • Respect and look after all the DUIHS's resources and facilities. • Contribute to the positive ethos and reputation of our DUIHS. • Be proud of yourself and to be part of the DUIHS family.
Integrity	<ul style="list-style-type: none"> • Support other people in their learning. • Be honest and take responsibility when you get it wrong. • Show sensitivity when difficult topics are being addressed. • Show dignity and maturity when others are not. • Accept other people's differences and try to see the best in others. • Hand in work that is entirely yours and completed to the best of your ability. 	<ul style="list-style-type: none"> • Never bring in anything dangerous or illegal including cigarettes, into our DUIHS. • Remember where you are – no swearing, chewing gum or unnecessary physical contact. • Resolve all differences calmly, with the help of staff if necessary. • Be honest and take responsibility when you get it wrong. • Show concern and interest in the well-being and happiness of others. • Be selfless in your actions, think of others.
Determination	<ul style="list-style-type: none"> • Respond positively to critique and show a growth mind-set. • Be determined to be the best you can at all times. • Take responsibility for finding out more. • Challenge yourself. • When it's hard going, stick at it and ask for help. • Never look for learning short cuts. 	<ul style="list-style-type: none"> • Aim for no less than 98% attendance. • Find out about your world and how you can make a positive contribution. • Find out how you can be more involved in DUIHS life. • Think about what is coming up in your next lesson. • Talk about your learning with your peers. • Find out all you can about your chosen interest / future career.

OUR VALUE	CLASSROOM RULES - HABITS FOR GREAT LEARNING	WHOLE-SCHOOL RULES – HABITS FOR GREAT LEARNING
Excellence	<ul style="list-style-type: none"> • Work to the best of your ability at all times; best quality written and spoken work. • Demonstrate the desire to learn. • Ask yourself how you can be a better learner. • How will you apply what you have learnt? • Spend time on furthering your subject knowledge and completing home learning to the best of your ability. 	<ul style="list-style-type: none"> • Try to always be the best that you can be at all times. • Respond positively to correction. • Eat only in designated areas. • Comply with the dress code.

Behaviour

When a student disrupts learning or behaves inappropriately within the DUIHS there are consequences for those actions. The level of correction relates very much to the specifics of the incident. However, it is essential that all staff are consistent and follow through the sanctions and are fair to the students.

The DUIHS may also use the following sanctions:

- Limiting access to extra-curricular activities.
- Removal of IT rights (e.g. email and internet access).
- Confiscation of item / (s).
- Correction conversations for up to 10 minutes after school without informing families.
- Not allowing students to attend random reward activities or trip.
- Removal of break time.
- Extended corrections.
- Internal Exclusion.
- External Exclusion.
- Directing the student to alternative provision / managed move.
- Permanent Exclusion.

Consequences

Purpose

We have high expectations of all of our students so that they are the best versions of themselves. If a student fails to meet our behaviour expectations, it is important that we support them through corrections so they do not repeat this behaviour. Sanctions may involve a same day correction or a more severe consequence. Possible sanctions are outlined below. However, professional discretion as well as context are considered on a case-by-case basis.

Table of Possible Consequences for Different Behaviours	Teacher	Teacher / SLT		NC Head	Head	
	Planner Warning	Detention	Internal Exclusion	Reflection Placement	Fixed Term Exclusion	Permanent Exclusion
Off task behaviour in lessons	✓	✓				
Answering back to staff		✓				
Chewing gum		✓				
Lack of integrity to staff member		✓				
Eating food items in unauthorised areas		✓				
Misbehaving in correction		✓				
Incorrect uniform		✓				
Late to lessons		✓				
Late to school		✓				

Table of Possible Consequences for Different Behaviours	Teacher	Teacher / SLT		Head of NC	Head	
	Planner Warning	Detention	Internal Exclusion	Reflection Placement	Fixed Term Exclusion	Permanent Exclusion
Missed home learning / deadline		✓				
Mobile phone seen		✓				
No locker key by 8.10am		✓				
Off task after planner taken		✓				
Talking during silent transition		✓				
Other non-permitted items		✓				
Overheard swearing		✓				
Poor quality homework		✓				
Planner not signed		✓				
Argumentative toward a student		✓	✓			
Hair policy infringement		✓	✓			

Table of Possible Consequences for Different Behaviours	Teacher	Teacher / SLT		Head of NC	Head	
	Planner Warning	Detention	Internal Exclusion	Reflection Placement	Fixed Term Exclusion	Permanent Exclusion
Leaving a lesson			✓			
Missing a correction			✓			
Plagiarism			✓			
Refusal to follow instructions			✓			
Four corrections in a day			✓			
Truancy from a lesson		✓	✓			
Persistent off task behaviour		✓	✓	✓	✓	
Vandalism of school property		✓	✓	✓	✓	
Defiance towards a staff member			✓	✓	✓	
Inappropriate behaviour that puts others at risk		✓	✓	✓	✓	
Fighting			✓	✓	✓	
Racist comments or behaviour			✓	✓	✓	
Swearing at member of staff			✓	✓	✓	
Trans / homophobic comments / behaviour			✓	✓	✓	
Online abuse / bullying			✓	✓	✓	
Prolonged bullying of student				✓	✓	

Table of Possible Consequences for Different Behaviours	Teacher	Teacher / SLT		Head of NC	Head	
	Planner Warning	Detention	Internal Exclusion	Reflection Placement	Fixed Term Exclusion	Permanent Exclusion
Theft of property			✓	✓	✓	
Sexual / homophobic / racist harassment				✓	✓	✓
Verbally threatening a member of staff				✓	✓	✓
Bringing a dangerous weapon into the DUIHS					✓	✓
Bringing drugs into the DUIHS					✓	✓
Smoking inside / outside the school in uniform			✓	✓	✓	
Dealing drugs in the DUIHS					✓	✓
Aggravated assault against a student					✓	✓
Physical violence toward staff					✓	✓

Serious Incident Protocol

When a serious incident has occurred at the DUIHS, a full investigation will be undertaken. This will involve taking statements from students and staff where needed. Families will always be informed when we are dealing with a serious incident.

At times, we may need to isolate a student during an investigation. When we have completed our investigation families will be asked to attend the DUIHS to discuss the incident and possible ways of resolving the situation.

A one-off serious incident or an accumulation of serious incidents may lead to a permanent exclusion.

Responsible Technology Use

Guidelines for Students

Darul Uloom Islamic High School is committed to providing good computer facilities and access to the internet and email for all staff and students.

Computer Equipment:

- Treat computer equipment with care. Do not take food and drink into computer areas.
- School computer equipment is primarily for student education and staff professional activity. It must not be used for private purposes. Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Password Security:

- **You** will be held responsible for anything done on a computer logged on with your user name; log out when you finish. Do not tell other people your password. If you suspect that someone knows your password, change it and tell the ICT teacher/Form Tutor / Head of NC.

Information stored on DUIHS computers:

- Copyright and intellectual property rights must be respected.
- Do not store or distribute any offensive material. Do not install any unauthorised software.

Email:

- Users are *personally* responsible for email / (s) they send and for contacts made. Therefore, email should be written carefully and politely. Any email / (s) sent to an external organisation should be authorised before sending.
- Do not send or forward offensive emails, anonymous messages, or chain letters.

Internet access:

- All Internet use is monitored using Impero. Access to inappropriate sites is barred in so far as this is possible; access to these sites is not accepted, and the user is liable to disciplinary actions. Details of any accessible site with inappropriate content should be reported to the ICT teacher.
- The use of public chat-rooms and social networking sites are not allowed.
- Photographs or video clips taken within the school environment, including off- site trips and residentials, must not be distributed or uploaded to public sites without prior consent of the school and those captured in the images.

Social Networking Sites:

- The use of social networking sites is not permitted within the DUIHS at any time.
- Students must be aware that any inappropriate use of social networking sites outside of school that causes a problem inside our community, or brings us into disrepute, will be treated very seriously and will include police involvement.
- We advise all families to carefully monitor their child's use of social networking sites and seriously consider whether it is appropriate for younger students.

Mobile Phones, Smart Watches and other Electronic Devices:

- Must be switched off (not on silent mode) and kept in the school reception.
- Must not be used for any purpose in the school environment.
- The camera and recording functions must not be used at any time as it may breach privacy rules.
- Headphones must not be worn or be visible within the DUIHS.

These facilities are provided for your benefit. Misuse of them or damage to equipment caused wilfully or by carelessness will result in disciplinary action. This may include withdrawal of access and charges for replacement or repairs.

Dress Code

The DUIHS has a dress code which all students are expected to follow. There is an emphasis on being clean and tidy and students must appreciate that not all items of clothing are appropriate for a place of work. Our students have always understood this and recognise that conflict over the dress code is inappropriate. Our dress code is practical and allows a choice within very clear boundaries.



- Students must wear a black blazer.
- A plain white Jubbah with a collar.
- Trousers must be white.
- White mosque hat.
- Plain dark coloured socks which must cover the ankle.
- Shoes must be sensible and entirely plain black, leather or leather look (not dark brown), with no logo on view, laces must be fastened and be plain black.
- Hair should be according to Islamic customs, i.e., no unusual styles or colours, shavings, skin fades, sides distinctly shorter than the top, or patterns, this also includes eyebrows. Hair must be of a natural colour.
- Outdoor jackets, jumpers or cardigans other than school uniform, should not be worn at any time inside the DUIHS. During cold periods students will need a black jumper. Woolly Hats and caps need to be removed before entering the building.
- No caps at any time, in or outside of the DUIHS. Hats are permitted to be worn outside only, and must be removed before entering the DUIHS.
- On dress down days, students are expected to dress sensibly and modestly and still observe the school's dress code.

We recommend that students have all their equipment and clothing clearly named in order that items can be returned if they are found and sent to lost property.

PE Kit

Appropriate clothing is essential for the safe participation in physical education and Darul Uloom Islamic High School PE kit is students' uniform for their physical education lessons. Below is the PE kit required for every lesson:



- Plain white t-shirt
- Plain black tracksuit
- Plain black trainers

Students must wear a clean, correct PE kit for every lesson, even if they are ill or injured so they can still take an active part in the lesson. This will enable students to fully partake in the activity when they return to full health.

There are occasions when this would not be possible and this is at the school's discretion i.e. severe injury or illness, but as Physical Education is compulsory in school only in exceptional circumstances will alternative arrangements be made for students. Otherwise, they will remain with their teaching groups and participate in the role of coach or official for the activity.

Should a student not bring appropriate PE kit for lesson, they will **always** be issued with a RTL referral for 'lack of equipment' and they must borrow PE kit from the department. On the days students have PE, they must come to school wearing their PE kit underneath their Jubbahs.

Bullying

Unfortunately, bullying is something that happens in every school and every organisation. However, at Darul Uloom Islamic High School what is different is that we are Upstanders. We stand up when we see injustice happening to ourselves or others and will tell someone about it.

Bullying is when a person or group of people are repeatedly hurt, threatened, frightened or make someone unhappy.

At DUIHS we believe that we should all work together to stop bullying. This can only be done if people tell us about bullying.

What to do if you are being bullied or you witness someone else being bullied:

TELL someone! This could be your Form Tutor, Head of National/Madrasah curriculum, a member of the Safeguarding team, the wellbeing officer, any other member of staff, an older student, or a member of your family. **DO NOT** keep it to yourself.

What happens when bullying is reported:

Someone will talk to you about it. They will talk with you about the best action to take to solve the problem.

- You could be given help and advice to deal with the problem yourself.
- The person doing the bullying will be spoken to.
- A supervised meeting could be arranged between the bully and the victim so that problems could be discussed.
- Families will be informed.
- Families may be invited into school to discuss the problem.
- The bully may be punished, or warned. Punishment will escalate if the situation does not improve. In order for this to happen you must tell us of any further incidents.

At DUIHS we are proud to be part of a community of people who seek to respect each other and look after each other. However, if you feel you are being mistreated by another student, you should try to talk to a friend about it and tell a member of staff who you trust. We all have the right to feel safe all of the time. **Don't suffer in silence.**

Safeguarding at Darul Uloom Islamic High School – Keeping Yourself Safe

Safeguarding at DUIHS

Our main priority at DUIHS is to ensure that our whole community is safe, happy and ready to be the best version of themselves.

The safeguarding of students, families and staff is everyone's responsibility. We must all make sure the things we do and say reflect our ASPIRE values. Our highly trained safeguarding team has the responsibility for dealing with any safeguarding concerns that are raised by students, families or staff. Every member of the safeguarding team holds the relevant DSL training qualification and have a wealth of experience working with external agencies as well as within school to keep everyone safe.

If you have any concerns, issues or worries please tell someone. You can tell your family, friends and any staff member at school. If someone tells you something they are worried about and you need support, please tell a member of staff or a family member. If families have any concerns or worries about their child or any other student at DUIHS, please contact the safeguarding team or your Head of National curriculum.

Every staff member at DUIHS is trained on how to deal with safeguarding concerns that are raised and how to pass on concerns to the safeguarding team. When a student raises an issue, worry or concern they will be listened to, and the most appropriate form of support will be put in place to help them move forward and feel happy and safe. Please see

below for the contact details of the safeguarding team and SLT.

Ustaadh Azharul Islam: Headteacher and Designated Safeguarding Lead (DSL)

E: headteacher@darululoom.org.uk

Ustaadh Azmol Ali: Head of National Curriculum and Designated Safeguarding Lead (DSL)

E: azmolali@darululoom.org.uk

Moulana Ibrahim: Senior Admin and Designated Safeguarding Lead (DSL)

E: contact@darululoom.org.uk

Moulana Shahidullah: Head of Madrasah and Designated Safeguarding Lead (DSL)

E: msullah@darululoom.org.uk

Ustaadh Usman Bashir: Creative arts teacher and Designated Safeguarding Lead (DSL)

E: usmanbashir@darululoom.org.uk

Mental Health

Mental Health is a way of describing social and emotional wellbeing. You need good mental health in order to develop in a healthy way, build strong relationships, adapt to change and deal with life's challenges.

Top tips to promote mental health

- Talk! Talking to anyone from peer to friends, family or teachers, it is so important to be listened to and feel heard.
- Engage in physical activity such as running, walking, sports, PE, etc. Physical fitness will help you to stay healthy, have more energy, feel confident, manage stress and sleep well.
- Eat a healthy diet – eat more fruit and vegetables and less fatty and sugary foods.
- Get involved in activities – feeling like you are part of something, having support and sharing experiences is important to our wellbeing.
- Ensure you have time to relax.
- Sleep well – Teenagers need 8 – 10 hours of sleep each night. Sleep is needed to maintain a healthy body, keep your immune system working well, maintain good mental health, boost your energy levels, learning and concentration, and store knowledge in your long-term memory.

I'm struggling with my mental health, what should I do?

- Speak to your parents or a trusted adult.
- The pastoral team at school are there to support you – you could speak to our wellbeing officer (Moulana Junaid), your Form Tutor, Head of National/Madrasah curriculum or the safeguarding team.
- The school wellbeing officer helps pupils with issues such as stress, anxiety, bereavement, friendship issue etc.
- **Childline** is a free service which provides help, advice and counselling to children and young people. They have an app you can download. Information on their website and a number which you can ring – 0800 1111.
- **Samaritans** is a registered charity aimed at providing emotional support to anyone in emotional distress, struggling to cope, or at risk of suicide throughout the United Kingdom and Ireland, often through their telephone helpline – 116 123.

You can also email Samaritans – jo@samaritans.org write to them –

Chris

Freepost RSRB-KKBY-CYJK

PO Box 9090

STIRLING FK8 2SA

Or use their self-help app which is accessible via the website.

- **Birmingham and Solihull urgent mental health helpline:** 0121 262 3555 or 0800 915 9292. Line is open 24 hours a day, 7 days a week.
- **Shout** is a free text service for anyone in crisis, anywhere. It is a place to go if you're struggling to cope and need immediate help. Text Shout to 85258.

Daily Attendance

The DUIHS rigorously monitors student attendance. Form Tutors, SLT, the Head, and the Attendance Officer play key roles in this system and HUB MIS is used to manage this information.

Dealing with Absence

Families are expected to ring the DUIHS each morning of the student's absence before 8.30am, this can be done by calling 0121 688 6507. If your child is ill for more than one day you will need to call the DUIHS each day before 8.30am.

If families do not contact the DUIHS, the Attendance Officer will ring and send a text message to the contacts with parental responsibility.

The DUIHS takes seriously its duty to safeguard the welfare of all its students.

Unexplained absences and a lack of contact from families may cause us concern and lead to us involving other agencies such as Social Services.

If a telephone call from families is not forthcoming then the absence will be treated as unauthorised. If no contact has been made by the family by day three of the absence, the Attendance Officer, the Head of National Curriculum or a member of the Pastoral team will visit the home of the student. This will be an opportunity to explain the possible consequences of a fine if attendance does not improve. If there is a history of poor attendance, the visit may be earlier.

Social Services will be contacted by a member of the Safeguarding team on the first day of unexplained absence for any child with a Child Protection Plan.

If a student is absent for three consecutive days (and contact has been made from home) the Head of NC or the Attendance Officer will contact home to gauge when the student will be returning to the DUIHS and to arrange for missed work to be completed via Google classroom.

At the end of the week an unauthorised absence report is generated and a letter asking for an explanation is sent home. The list of students with unauthorised absences is also printed and passed to the SLT.

Medical and Dental Appointments

These should be made outside DUIHS hours. Any urgent medical and dental appointments must be authorised by a member of the SLT, by completing the 'Request for Medical Leave of Absence' form which is available from the Attendance Officer. If the absence is authorised, families must ensure they collect the student from reception, as no student will be allowed out of the DUIHS unaccompanied.

Families must also ensure that the student is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the DUIHS to inform students of appointments. In emergency situations we will ensure the student is aware of the appointment. In any other circumstances the student has to make their own way to reception at the authorised time.

Leave of Absence During Term Time

Leave of absence during term time is not permitted. Any extended absence from the DUIHS will be counted as unauthorised and can lead to a fixed penalty notice from the Local Authority and the possible risk of your child losing their place. In order to avoid personal opinion and to ensure complete fairness for all, we refer all leave of absence to the authority.

Students who are Late

Late to school is defined as students not being the DUIHS by 8:30am. Students must then be in Morning adhkaars ready to learn by 8:30am. If students arrive after this time an 'L' mark is applied to the register. If a student arrives after 11:30am, an unauthorised absence code of 'U' will be applied to the register.

The Attendance Officer will send a text message to families informing them when their child is late. If a student is late to school, they will receive a RTL referral and detention. Families do not need to call to report that their child is going to be late, the student will register with the Attendance Officer who will discuss the reason for their lateness.

100% Attendance

100% attendance is recognised through random rewards throughout the year.

Attendance drop = impact on grades.

Persistent Absence (PA)

Any student who has an overall attendance of **below 90%** is considered to be in the persistent absence category.

The SLT have 'persistent absentees' brought to their attention by the Attendance Officer. This information is used by the SLT to support the student and families.

Students are monitored and visits made if the Attendance Officer feels there are any grounds for concern. In situations of persistent truanting, families may be fined or even removed from the school for breaking school rules.

Lunchtime

All students have a 30 minute lunch break. Pupils are required to bring cold lunches with them, we encourage families to support healthy options. Energy drinks are not allowed in the DUIHS at any time and will be confiscated and disposed of. If you have any special diets or allergies, please do not hesitate to contact the admin on 0121 688 6507.

4 Community

DUIHS Admin

The DUIHS admin is responsible for the general health and welfare of the students. If your child has a health problem, please indicate this to the admin as he is trained to deal with basic medical support. Please inform him of all allergies, especially if your child has suffered an anaphylactic reaction and / or been issued with an EpiPen or Anapen.

School Counsellor

The school's wellbeing officer supports students who are struggling with their mental wellbeing or may need support during a difficult period in their lives. Students who would like to see him can do so by seeing their Form Tutor or a member of Safeguarding team, or any member of staff to request support.

Form Tutors

We have an excellent pastoral system and you are welcome to contact your child's Form Tutor with issues you wish to discuss. Please telephone the DUIHS to arrange an appointment with them.

Attendance Officer/ Admin

He is responsible for receiving queries from home about any aspect of the DUIHS life and directing the query to the appropriate member of staff. If you have a problem regarding your child's attendance, please telephone the DUIHS and ask to speak to him.

Individual Needs

The school has a trained SENCO for students who have a specific requirement for support, or for students that just need advice and support.

He will always be there to help and support the students. Should you require any assistance or have any queries regarding the DUIHS's provision for your child please contact the SENCO who will arrange to meet with you.

Contact with Families

At the DUIHS we celebrate the close relationship we have with families. We feel that it is important that a two-way contact is maintained and that it is easy for families to contact the DUIHS.

In order to do this, we make use of the following procedures:

- Letters - Whole school letters are posted on the DUIHS website, emailed, sent via mobile phones, as well as being issued to the students to take home.

Please ensure that you update the DUIHS with any changes of mobile numbers or email address, either via email to contact@darululoom.org.uk or by calling 0121 688 6507.

Causes for Concern

- Any parent who has concerns about any aspect of the DUIHS, be it curriculum based, pastoral or administrative is encouraged to contact the DUIHS at the earliest possible opportunity to register their concern.
- All such instances will be recorded.
- Where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation.
- Parents will be kept fully informed of the situation and final outcome.

Please Note:

- In the case of any *serious* or *urgent* matter, should any family member wish to come into the DUIHS to directly discuss any concerns they may have, the DUIHS will endeavour to have a senior member of staff available. However, this cannot be guaranteed as they all have a significant teaching commitment.
- Should this not be possible, full details will be taken and forwarded to the appropriate senior member of staff as soon as possible.

Car Parking

To ensure the safety of all students and staff, families are **not** permitted to bring their cars onto DUIHS grounds either in the morning or at the end of the school day. The JMIC mosque car park is often accessible to members of the public and can be used by parents.

Lockers

The purpose of the lockers is to provide students with a place to leave their equipment and belongings and, therefore, they should not be carrying bags around the DUIHS. Before the start of any session (before school, break and lunch) students should return to their lockers to collect the necessary books and equipment.

If a student forgets his key, the admin has a master key so that equipment can be accessed. An RTL referral will be issued for lost / forgotten keys. If a key is lost, or a student wishes to have a 'spare' key these can be ordered by the admin. The student will need to make the payment before the replacement key is issued.

Lost Property

When students come to the DUIHS we do request that all their possessions, including clothing, should be named, in order to facilitate returning found articles. All lost property should be handed in at the Reception. If a student should lose any item, he / she should ask at the Reception if it has been found.

Named items are returned to students via Form Tutors; it will clearly help us to return items to their owners much more readily if everything is named. Please, therefore, ensure that **all** of your child's clothing and personal belongings are named.

Items which are not named are placed in Lost Property. These are held until the end of term and then put on display for the students to look at. Any unclaimed property will then be disposed of.

Mobile Phones, Smart Watches, and Other Electronic Devices

Whilst the DUIHS accepts that mobile phones, smart watches and other electronic devices are now part of everyday life, we would like to discourage children from bringing them into the DUIHS and even possessing them at home. The ability of students to text and access the internet can present a welfare issue for students. In addition the carrying of an expensive piece of equipment can make them a target of robbery before or after school. If, however, it is absolutely necessary for any child to bring a mobile phone, smart watch or other electronic device to school it must be handed into reception during the day and picked up before going home.

If such an item is seen around the DUIHS it will be confiscated, the item passed to the SLT. The item may be kept until the end of term or until a family member can come into the DUIHS to collect it.

The DUIHS will not accept responsibility for loss, theft or damage of the above equipment.

Media, Film and Photographs

As part of the enrolment process you will be asked to complete an Images and Videos Parental Consent Form where you grant permission for your child's name, photograph and video to be taken and used in a variety of formats.

You can amend your permissions at any time, if you wish to do so please call the DUIHS on 0121 6886507 to request a new Images and Videos Parental Consent Form.

Policies

All DUIHS Policies are available for parental scrutiny on our website and we would welcome comments at any time.

Leaving the DUIHS

If, for any reason you have to withdraw your child from the DUIHS, we require the information in writing to the Head at least one term before the leaving date. Failure to do this will result loss of deposit.

We also need to know which school your child is transferring to as this enables the leaving procedures to be put in place and necessary documents drawn up.

Trustee

Our school trustee is Nozmul Hussain.

His correspondence address is 511 Coventry Road, Small Heath, Birmingham, B10 LL.

To email him, please contact: nozmul@thecommunityfoundation.org.uk. You can also arrange a telephone call with him, by calling the reception and booking a time.

Term Dates:

Darul Uloom

Islamic High School

Calendar 2021/22

<p>SPRING</p> <ul style="list-style-type: none"> 3 Jan: Teacher INSET 4 Jan: School Re-open 12-13 Jan: E-Safety 25 Jan: Solutions not Sides (SNS) 26 Jan: Muslim and Jewish Relations 28 Jan: Muslim and Jewish Day 2-3 Feb: Health and Arabic Competition 9-11 Feb: Volunteers Week 21-25 Feb: Half-Term Holiday 28 Feb: School Re-opens 28 Feb - 4 Mar (3 Mar): Reading Week (World Book Day) 28 Feb - 1 Mar: Significance of Isra wa Miraj 7-11 Mar: Work Experience Programme 8 Mar: International Women's Day 14-18 Mar: Science Engineering Week 21-25 Mar: Fundraising Week 28-30 Mar: Islamic Art Competition 2/3 Apr: Ramadan Begins 4-6 Apr: End of Spring Assessments 7 Apr: Parent Conference 7-8 Apr: Spring Trips 22 Apr: Teacher INSET 25 Apr - 3 May: Ramadan Holiday 	<p>AUTUMN</p> <ul style="list-style-type: none"> 10 Nov: Parent Conference 15-19 Nov: Anti-Bullying Week 22-26 Nov: Fundraising Week 30 Nov: Arabic Day 1 Dec: Public Speaking Competition 2 Dec: Abolition of Slavery Day 6-8 Dec: End of Autumn Assessments 10-13 Dec: Autumn Trips 14-15 Dec: Careers Week 16 Dec: Parent Consultation Day 17 Dec: Teacher INSET 20-22 Jan: Winter Holiday 	<p>SUMMER</p> <ul style="list-style-type: none"> 1/2/3 Sep: Teacher INSET 6 Sep: School starts 15 Sep: Elections Student Council 20-22 Sep: Year 7 Baseline Assessments 29 Sep: Arabic Day 1 Oct: Start of Black History Month 4-8 Oct: Wellbeing Week 11-15 Oct: Adhan and Speech Competition 18-22 Oct: Significance of four Prophet ﷺ 25 Oct - 29 Oct: Half-Term Holiday 1 Nov: Teacher INSET 2 Nov: School Re-opens 10 Nov: Parent Conference 15-19 Nov: Anti-Bullying Week 22-26 Nov: Fundraising Week 30 Nov: Arabic Day 1 Dec: Public Speaking Competition 2 Dec: Abolition of Slavery Day 6-8 Dec: End of Autumn Assessments 10-13 Dec: Autumn Trips 14-15 Dec: Careers Week 16 Dec: Parent Consultation Day 17 Dec: Teacher INSET 20-22 Jan: Winter Holiday
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SEPTEMBER
Muharram - Safar

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13	14	15	16	17
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OCTOBER
Safar - Rabi ul-Awwal

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NOVEMBER
Rabi ul-Awwal - Rabi Al Thani

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29	30			

DECEMBER
Rabi Al-Thani - Jumad Al-Awwal

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JANUARY
Jumad Al-Awwal - Jumad Al-Akhirah

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31				

FEBRUARY
Jumad Al-Akhirah - Rajab

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MARCH
Rajab - Shaaban

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31				

APRIL
Shaaban - Ramadan

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29				

MAY
Ramadhan - Shawwal

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JUNE
Shawwal - Dhu al-Qadah

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JULY
Dhu al-Qadah - Dhu al-Hijjah

M	T	W	TH	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

KEY

- Assessments
- Charity, Events, History
- Conference: Parents
- Holiday
- Inset
- Parent Day
- Ramadan
- School Start
- Work Experience