

IQRA
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SLOUGH ISLAMIC
PRIMARY SCHOOL

**WATER
IS
LIFE**
IQRA
**SLOUGH ISLAMIC
PRIMARY SCHOOL**



SCHOOL PROSPECTUS



'We Learn, We Lead, We Inspire'

I am delighted to welcome you to Iqra Primary School, Slough. This prospectus contains a range of information about our school and I hope you find it useful.

Iqra Primary School is a Muslim faith primary school where we believe that every school day counts and every child matters. Our school motto - We Learn, We Lead, We Inspire reflects our belief that all children are entitled to a quality education to reach their highest potential and experience success.

Our pursuit of excellence embraces Islamic values aligned with the fundamental British values at the core of everything we do. We nurture the development of knowledge, confidence, creativity, skills and understanding to help our children develop into happy, healthy, caring and successful local, national and global citizens.

At Iqra Primary School we want to develop children's passion for learning and celebrate their unique talents and interests. Through an enriched curriculum and vibrant, creative environments we offer unique experiences and opportunities empowering the future generation to acquire, demonstrate, articulate and contribute to a global digital world.

Within this prospectus you'll find news and information about key aspects of Iqra life. Whether you are an existing Iqra parent, a new parent looking for the right school for your child, or a teacher looking for your next career move I hope you find everything you need. If you have any questions about the school, please do not hesitate to contact us.

Head Teacher

'We Learn, We Lead, We Inspire'

MISSION STATEMENT

To create a secure Islamic learning environment promoting the development of knowledge, confidence, creativity, skills and understanding to help our children develop into happy, healthy, caring and successful local, national and global citizens. We do this in a safe, inclusive, democratic and positive learning environment where every individual is valued, self-belief is encouraged and each individual is able to achieve their full potential.

OUR VISION STATEMENT:

We Learn, We Lead, We Inspire.

OUR 4 CORE RULES:

Respect – Treating others as we wish to be treated
Honesty – Honesty means we are truthful in what we say or do
Cooperation – Working together for excellence.
Compassion – A deep awareness of and sympathy for others

ADMISSIONS

Pupils will be admitted to the school into the Reception year in September following their 4th birthday (i.e. before 31st August), without reference to ability or aptitude. The admission number for any one year group is 90 and the class size is limited to 30 per class in Reception and KS1.

There is one intake into Reception in September each year.

The Slough Common Application Form must be completed and returned to Slough Borough Council Admissions Department in the January of the year your child is due to start school.

The form is available from St Martin's Place or alternatively can be filled in on-line via www.slough.gov.uk. Applications received after the closing date will be deemed late. These will be considered after those received by the due date if places are available.

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SCHOOL DRESS:

A high standard of school dress reflects a good attitude and is really important in maintaining our high standards and good reputation. The Governors very much appreciate your support in ensuring that your child is dressed

Girls Uniform

White shirt
School tie
Long grey skirt
Grey trousers
Socks (black, white or grey)
Maroon jumper
Maroon cardigan
Black school shoes (no trainers)
School blazer

Boys Uniform

White Shirt
School tie

Grey trousers
Socks (black, white or grey)
Maroon jumper

Black school shoes (no trainers)
School blazer

Optional items for girls:

School jumper
School cardigan
School Hijab (plain, Maroon, black or white)
Grey pinafore with school logo (to be worn over trousers)

Optional items for boys:

School jumper
School cardigan

Summer term only:

Red and white checked summer dress (to be worn over white leggings or trousers only, with a white elbow or long sleeved t-shirt at parental discretion).

White polo shirt.

Other items such as long flowing scarves, multi-coloured headbands and glittery headscarves do not comply with the uniform requirements and are therefore not to be worn.



'We Learn, We Lead, We Inspire'

Girls Uniform

PE
White t-shirt (long sleeved if preferred)
Plain black jogging bottoms
Black pumps/trainers

Swimming
Swimming costume
Swim hat
Towel

Please label all clothing and personal equipment with your child's name

Pupils who arrive in school wearing clothes which are inappropriate may be given alternative items for the day or parents may be asked to take children home to change.

- Long hair should be tied back with a plain band or clip.
- Extreme haircuts, dyed hair, hair spiked up with gel, glitter and motifs cut into the hair are not allowed and may result in your child being sent home.
- A watch and one set of stud earrings (one in each ear lobe) are the only jewellery which are permitted but are actively discouraged due to the high incidence of accidents involving jewellery.
- Make-up and nail varnish are not allowed.

Footwear

The Governors and Headteacher expect all children who attend ISIPS to wear school dress as indicated.

High heeled shoes are unsafe in school and contravene Health & Safety Regulations. Any platform or heeled shoes are not acceptable pupils must wear flat, safe shoes at all times. Children are also required to wear socks.

We would like to clarify what the Governors consider to be suitable and safe footwear for school:

- Shoes should have heels no higher than 1.5 inches (4cm)
- Heels should be wide and flat (Party type shoes are inappropriate and dangerous for school)
- Boots are to be only ankle high
- Heavy duty boots, particularly those with re-enforced toes, are unacceptable
- Sling backs, plastic 'jelly' type shoes, flip flops and clogs are not allowed
- Shoes should have closed toes.

TEACHING & LEARNING

Our aims for all children are that they will:

- Respect the rights, views and property of others
- Develop a responsible and independent attitude to work
- Achieve at least their potential in terms of academic achievement.
- Achieve standards of working which meet the national expectations of the National Curriculum according to their age and ability.

We see teaching and learning as a cooperative process and welcome and encourage the involvement of parents. Excellence is celebrated and work of a high standard is encouraged to enhance standards. Positive reinforcement and rewards are used to continually raise expectations.

The children's needs in relation to achieving high standards dictate all school policies. Everything is done to maintain the quality of teaching and learning to ensure that children entering the school receive the best educational opportunities.

Regular ongoing assessment of children's needs, abilities and progress forms an essential part of this process. Teachers plan each child's learning in relation to this information so that their full potential can be reached.

Progression and continuity in learning is provided through:

- The coordinators who plan and implement whole-school schemes of work for their subject emphasising a clear progression in learning
- The staff regularly communicate between classes, between year groups and Key Stage phases to ensure continuity of learning and consistency of practise
- Assessments undertaken regularly to monitor progress
- Differentiation which is crucial in ensuring that appropriate support and challenge is offered to each child that will maximise their progress and their motivation to learn
- The expectations and targets set for a child by the teacher.



HOMEWORK

ISIPS is committed to high standards of achievement for all pupils. It is therefore important that we encourage good learning habits from an early age as we know that those who do well in life have high self esteem, are well motivated and take responsibility for their own learning.

All children at ISIPS receive regular homework including personalised homework that can be accessed online (internet) and with the parent.

PERSONAL, SOCIAL AND MORAL DEVELOPMENT

ISIPS is committed to providing an education for its pupils that develops the whole child. The achievement of high standards is our focus but this will only be possible if the ethos of the school offers the opportunities for personal growth the children deserve.

The school's mission statement states that our purpose is to "encourage all pupils to reach their full potential in their educational and spiritual life". This is translated into our aims and values as detailed on page 2 of this brochure. Our Islamic values permeate every aspect of the school and govern all decisions.

The school's values in particular underpin the pupils spiritual, moral, social and cultural development. At ISIPS these aspects are provided as an inter-related programme:

- The curriculum and its teaching provide the major vehicle for promoting personal development
- A major part is also played by the relationships that are established in the school and the support and guidance provided
- The responsibility of the class teacher for all or most of the curriculum facilitates a coherent approach to each child's personal and intellectual development
- The approach informed by links with parents and supported by the sense of a close community
- The provision is for all pupils regardless of background
- Pupils with SEND receive additional support and encouragement to take a full part in school activities and to accept and exercise responsibilities
- Pupils are given opportunities to learn about and explore different values, beliefs and view and to develop and express their own
- A good example is set by the adults in school.

Spiritual development is provided through the curriculum and our teaching approaches which reflect clear values and enables pupils to gain understanding reflection on their own and other people's lives, beliefs and environment.

The values of the school promote personal responsibility and self discipline and the school actively teaches right from wrong. These are used to provide themes for our daily act of Collective Worship, which are then reinforced through the Personal & Social Education (PSHE) programme.

All children participate in "Circle Time", where they are taught to apply the school values of Respect, Honesty, Co-operation and Compassion. These are linked with key themes, through which children are able to express their views and listen to others – children are encouraged to have critical thinking and make choices, underpinned by empathy to points of view they may not agree with.

A moral code is the basis for the school's Code of Conduct

IQRA SLOUGH ISLAMIC PRIMARY SCHOOL (ISIPS) CODE OF CONDUCT

Everyone at Iqra will be mindful of their accountability to ALLAH SUBHANAHUWA TA-ALLA and will try to be HONEST, CALM, CARING, HELPFUL, CO-OPERATIVE and RESPONSIBLE

We will recognise that everyone has a unique contribution which they bring to IQRA

COLLECTIVE WORSHIP

Muslims pray collectively five times a day.

- The 2nd prayer of the day called the Duhr prayer falls within the school day.
- All Muslim pupils in years 4, 5 and 6 take part in this prayer every day after lunch. During the lunch hour pupils prepare for collective worship by performing their ablutions.

Parents have the right to withdraw their child from prayers (daily for Years 4 to 6 – 15 minutes) and collective worship.

Non Muslim pupils have provision with a member of staff where they take part in a quiet reflection/PSHE work. Non Muslim pupils who wish to attend collective worship and observe are permitted to do so.

Friday is a blessed and holy day for Muslims; the midday prayer is preceded by a sermon which is focused on the theme of the week, putting it into an Islamic perspective – children are reminded of their duty to be good citizens with a view to help others in society as their moral duty.

BEHAVIOUR AND PUPIL WELFARE

The welfare of all pupils is our prime concern. Rules are kept to a minimum and are based on self discipline and respect for other people, for school buildings, equipment and resources. Behaviour that endangers self or others is not acceptable and we look to the support of all parents in maintaining high standards and a caring, learning community.

At ISIPS children learn to relate to others and take responsibility for their actions. Good relationships are seen as fundamental in forming positive pupil attitudes and the whole school community is encouraged to share in this process. We try to involve parents at the earliest stage with any concerns over behaviour or learning. Teachers have reward systems and continually emphasise and encourage responsible behaviour and positive attitudes to others and to work. Praise awards are given regularly to recognise individual achievements. A positive attitude in school is essential if all children in the class are to be allowed to learn and we know that parents as well as teachers are keen for this to happen.

MANAGING BEHAVIOUR

We encourage good manners and self discipline in a secure environment. All staff set a positive role model to the pupils. We expect everyone to be courteous, trustworthy and responsible in an atmosphere that is calm, happy and work orientated. Praise is used much more frequently than reprimand

ALL STAFF:

- Praise acceptable behaviour regularly and consciously notice and reward improved behaviour
- Use and emphasise positive reinforcements
- Actively teach children how to behave acceptably, setting targets for those who need them
- Encourage children to take responsibility for their actions. In an incident all parties involved share in this process e.g. in the case of a fight, everyone involved must share the blame, and sanctions vary according to the level of involvement. This includes those on the sidelines who encourage the proceedings. In all instances owning-up or telling the truth is praised and rewarded where appropriate
- Maintain a positive approach to managing behaviour. We operate a “zero tolerance” of disruptive behaviour in class especially, where it prevents teaching and learning taking place. Children who hinder the progress of lessons are removed to work with the Year Leader or Phase Leader

ENCOURAGING GOOD BEHAVIOUR

At ISIPS we prioritise positive reinforcement of good behaviour high priority through:

- Verbal praise – We aim to ‘catch them being good’ and reward what we see, particularly those who find it difficult to behave acceptably
- Liberal use of class rewards
- Merit awards for achievement, progress or attitude throughout the week
- Certificates for attendance
- Special awards are also given at the end of term to recognise full attendance, special achievements e.g. in spelling tests, and significant achievement during the term
- Prefects: - Year 6 children who demonstrate a responsible attitude are entrusted with certain whole school responsibilities

DEALING WITH UNACCEPTABLE BEHAVIOUR

BULLYING is unacceptable and will not be tolerated at ISIPS. The school has a specific policy for dealing with bullying incidents. Members of staff respond to signs of bullying and act promptly and firmly against it. We recognise that bullying can make a child's life unhappy and can hinder general progress. Children who bully others will be dealt with through the Behaviour policy and serious incidents are cause for immediate exclusion.

These actions are taken in the best interests of everyone at ISIPS. It is our intention that all children should be able to enjoy their time at school and receive the best possible education. This is only possible if everyone, staff, pupils and parents are cooperative, calm and respectful of others.

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The order of consequences for unacceptable behaviour are:-

	Example of behaviour	Possible response	Possible Sanctions
S T A G E 1	<ul style="list-style-type: none"> • Wandering about • Calling out • Interrupting the teacher • Talking at inappropriate times • Pushing and shoving in the line • Irritating other children • Interrupting other children 	<ul style="list-style-type: none"> • Eye contact • Gesture to return to seat • Hold hand and take back to seat • Reminder • Give choices e.g. stop talking or sit somewhere else, get on with your work or complete it at playtime 	<ul style="list-style-type: none"> • Change seating arrangement • Send to play elsewhere or with someone else • Ask to apologise for behaviour • Meeting with both parents after school - class teacher
S T A G E 2	<ul style="list-style-type: none"> • Not responding to teacher • Disruptive behaviour affecting teaching and learning • Deliberately causing disturbance • General refusal to do something • Accidental damage through carelessness • Dawdling • Cheeky, off hand comments • Minor challenges to authority • Annoying other people • Silly or annoying name calling • Mild one off swearing 	<ul style="list-style-type: none"> • Talk to child • Learning Specialists to observe and identify triggers • Discuss the consequences of behaviour • Separate child from scene and other children involved <u>In repeated cases:</u> <ul style="list-style-type: none"> • Year Leader / Phase Leader involved • Informal meeting by class teacher with parents 	<ul style="list-style-type: none"> • Separate from class or group for a while • Send to Year Leader's class • Write a letter of apology • Detention during lunchtime and playtime breaks • Complete unfinished work in playtime or lunchtime • Temporary withdrawal of privileges • Speak to parents <u>In repeated cases:</u> <ul style="list-style-type: none"> • Formal letter home to parents • Meeting with parents with Year Leader, Phase Leader, Deputy
S T A G E 3	<ul style="list-style-type: none"> • Deliberately throwing objects • Harming someone / causing marks on body / or pain • Deliberately damaging school or other's property • Leaving class without permission • Repeated refusal to do tasks • Continuous or repeated cheeky responses • Serious challenges to authority • Harmful or offensive name calling • More serious or offensive name calling • Verbal abuse of a child • One-off bullying or manipulative behaviour 	<ul style="list-style-type: none"> • Referral to Phase Leader/Deputy Head • Formal letter to and contact with parent by Phase Leader / Deputy Headteacher • Details passed on to Headteacher • Involvement of Behaviour Support • In the case of racist incident, incident form will be submitted to LEA and reported to governors 	<ul style="list-style-type: none"> • Telephone parents and meets with them as soon as possible • Child removed from class • Fixed term detention during playtime at lunchtime • Exclusion from classroom for a period of time • Possibility of parent involvement in the school • Lunchtime exclusion / detention for a fixed period of time • Placement on SEN register for emotional behavioural difficulties • Consider putting in place a behaviour improvement plan • Meeting of parents and child with DH
S T A G E 4	<ul style="list-style-type: none"> • Repeatedly leaving the classroom without permission • Fighting and intentional physical harm to other children • Throwing large dangerous objects • Serious challenges to authority • Leaving school grounds without authority • Verbal abuse of any staff • Vandalism • Stealing • Persistent bullying including racist language and abuse • The use of specific language used as derogatory term (e.g. 'gay', 'lesbian' or 'spaz') 	<ul style="list-style-type: none"> • Immediate involvement of Headteacher • Immediate removal of offender from scene • Involvement of SBC • Formal meeting of parents with Headteacher • Details of incident(s) and behaviour reported to governors 	<ul style="list-style-type: none"> • Telephone parents and meets with them as soon as possible • Fixed term exclusion • Pastoral support programme where there is a risk of permanent exclusion • Meeting of parents and child with DH/Head

	Example of behaviour	Possible response	Possible Sanctions
S T A G E 5	<ul style="list-style-type: none"> • Extremely violent behaviour • Very serious challenges to authority • Repeatedly leaving school grounds (or attempting to) without permission • Physical abuse of staff 	<ul style="list-style-type: none"> • Elmmidate involvement of Headteacher • Immediate removal of offender from scene 	<ul style="list-style-type: none"> • For repeated stage four behaviours, permanent exclusion • Pastoral support programme where there is a risk of permanent exclusion

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HEALTH & SAFETY: PUPIL RESPONSIBILITIES

The school's Health & Safety policy states that pupils are expected to:-

1. Exercise personal responsibility for safety of themselves and others
2. Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous)
3. Observe the safety rules of the school and in particular the instructions of staff given in an emergency
4. Use and not wilfully misuse, neglect or interfere with things provided for safety. Specifically, this means Health & Safety is everyone's responsibility



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Pupils should:

- Move carefully and quietly about the school
- Listen to and follow the instructions of any member of the teaching or non-teaching staff
- Not bring any dangerous or valuable items to school
- Use an appropriate volume of voice
- Hand anything dangerous or valuable found or acquired to a member of staff, whatever the reason for them being in school
- Not climb over stair rails, onto roofs, on desks
- Only lift or move heavy objects with adult supervision, there should be at least two people to lift each item using a straight back and bending from the knees
- If needed, carry chairs in front of the body, at waist height with chair legs pointing downwards
- Not undertake any PE activity in the hall, without supervision
- Not be in a classroom unsupervised
- Not be on school premises before 8.30 or after 3.00 without parent and school permission
- If attending a club or out of school activity, have a signed permission slip. It is the child's responsibility to attend if the parent is expecting them to do so and not leave school until the designated time
- Wear appropriate clothing to school. School uniform is essential. Long hair tied back. Wear safe shoes, low flat heels, no sling backs, no boots or heavy reinforced shoes/boots. Shoes should be fastened properly
- Wear appropriate clothes for the activity. PE kit for all PE/Games, also a change of shoes. For outdoor activities/visits, tracksuit bottoms may be worn. A coat is needed in winter months and inclement periods
- Use classroom equipment properly as directed, especially sharp/dangerous items
- Not deliberately damage school property or vandalise the building which may cause a health and safety problem for others.



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ATTENDANCE

Attendance is crucial to effective learning and the continuity of a child's learning experience. We place great emphasis on it. We believe that children can only learn effectively if they attend school regularly.

Children should never be absent from school without a good reason.

All absences should be covered by an initial telephone call and followed up in writing - an e-mail or letter signed by the parent, most absences can then be authorised.

Absences due to the illness of a parent or for trips taken on a school day for example, generally are unacceptable reasons and cannot be authorised. The DFE classifies an unauthorised absence as truancy.

As a school, we discourage parents from taking pupils out of school for family holidays or days out as it can disrupt continuity and places extra pressure on the pupil both before and after the absence, however carefully it is planned. Pupils attend school for 38 weeks per year, leaving 14 weeks to take a holiday. If a child is absent from school for a two week holiday, they will miss 5% of their education and we believe that this may have a negative effect on their level of achievement. Data indicates that an attendance figure below 95% means that children make significantly less progress than their peers.

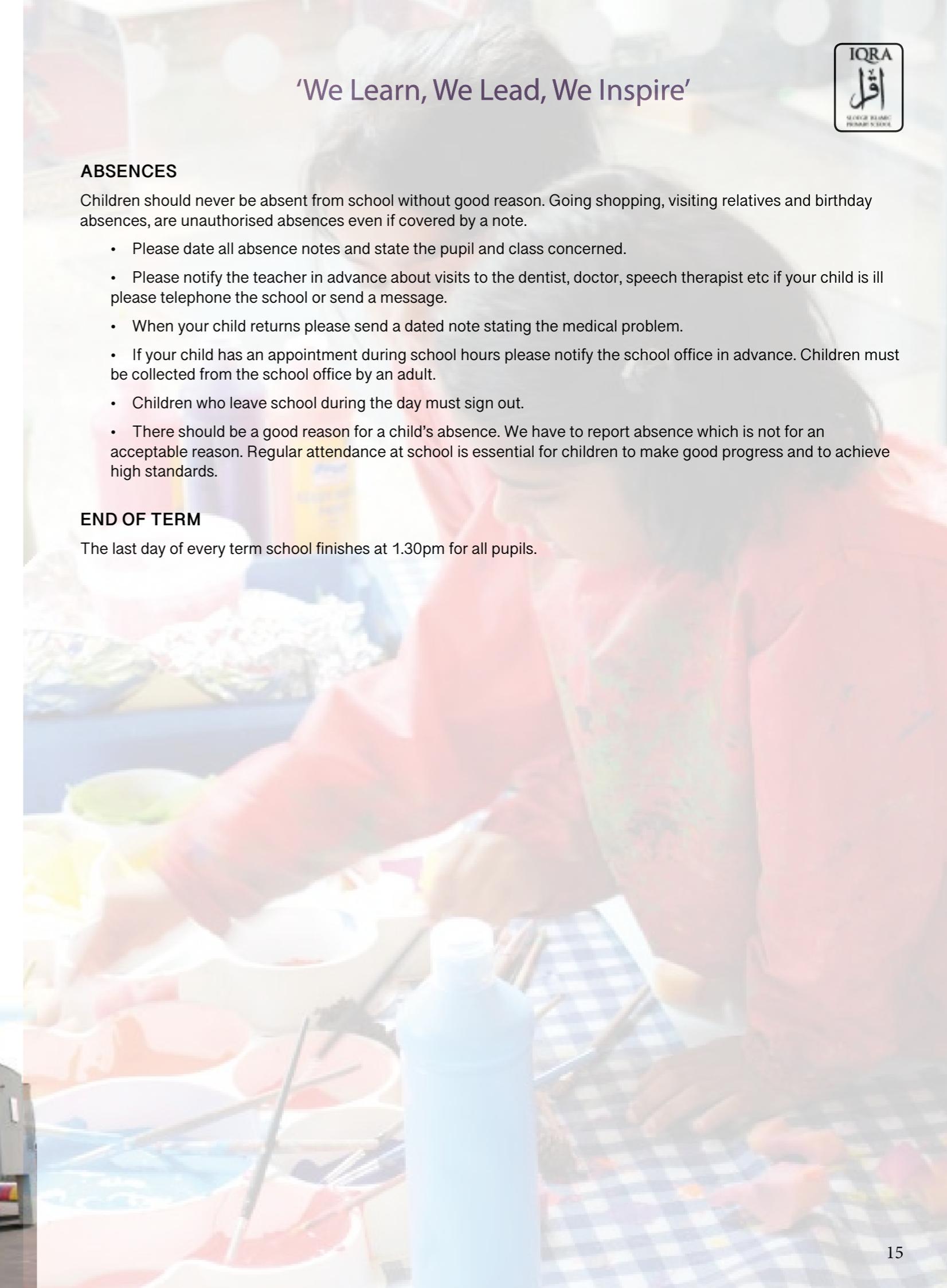
Some parents may be under the impression that they have a legal entitlement to take their children out of school for a holiday of up to two weeks at any time and that all they have to do is notify the school.

Governors and I wish to inform parents that this is not the case and that there is no legal entitlement for pupils to have any time off school for a holiday.

After consultations with the Attendance Officer and Slough Borough Council regarding our attendance percentages, the Governors have decided that all holiday applications will be unauthorised. Authorised Absence from school will only be granted for exceptional circumstances and at the discretion of the Headteacher. Careful consideration will be given to each individual application, taking the child's attendance and punctuality into account. All absences will be entered on the school's record as unauthorised. These absences will show on the child's termly record of achievement.

Slough Local Authority monitors attendance regularly and fixed penalty fines are given to parents of children who do not attend regularly enough.

The school regularly reports to parents during the school year on their child's rate of attendance. We aim to achieve a whole school attendance rate in line with the national average which currently stands at 96%. Attendance below 90% is unacceptable and we work closely with the Slough Attendance Officer in monitoring such situations. Our annual attendance figures are monitored by the DfES and OFSTED and published along with rates of authorised and unauthorised absences.



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ABSENCES

Children should never be absent from school without good reason. Going shopping, visiting relatives and birthday absences, are unauthorised absences even if covered by a note.

- Please date all absence notes and state the pupil and class concerned.
- Please notify the teacher in advance about visits to the dentist, doctor, speech therapist etc if your child is ill please telephone the school or send a message.
- When your child returns please send a dated note stating the medical problem.
- If your child has an appointment during school hours please notify the school office in advance. Children must be collected from the school office by an adult.
- Children who leave school during the day must sign out.
- There should be a good reason for a child's absence. We have to report absence which is not for an acceptable reason. Regular attendance at school is essential for children to make good progress and to achieve high standards.

END OF TERM

The last day of every term school finishes at 1.30pm for all pupils.

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THE SCHOOL DAY

8.25 a.m: The playground is open for pupils who arrive from 8.25am

8.30 a.m: Children in Years 4, 5 & 6 line up in the MUGA (Multi Use Games Area) and begin the day by participating in morning recitation. All Key Stage 2 Staff and a member of the SLT are present for this

8.40 a.m: Registration

10.30 a.m - 11.20 a.m: Break time (staggered)

11.30 a.m - 1.15 p.m Lunch time (staggered)

3.00 p.m: Lessons finish and children leave class by 3.00pm.

Pupils who are late for school must report to the office and sign in. Parents have a legal responsibility to ensure their children are in school on time. Continual lateness may be followed up by the Slough Attendance Officer

Children should leave the premises promptly unless staying for an after school activity. We expect children who stay for after school activities to have the relevant permission slip signed by their parents, and to be collected at the agreed time for departure. It is the child's responsibility to attend the club/activity as expected by their parents.

ENTERING AND LEAVING SCHOOL

- Parents should wait for their children outside the school building. From Reception to Year 3 outside the classroom door, for year 4, 5 and 6, parents should collect their children from the muga
- When parents have an appointment, they should enter by the office area at all times and sign in as an official visitor
- Pupils and parents are requested not to walk through the school to meet other children
- Pupils and parents are requested to walk on the paths, not across the field or the mound or through the car park
- Written notification should be sent in advance if pupils have to leave school during school hours pupils must be collected from school
- Dogs are not allowed on the premises for health & safety reasons
- Smoking is not permitted on the school site
- Bicycles should not be ridden in the school grounds
- Bad language and aggressive behaviour towards staff will not be tolerated
- Pupils will be expected to use their appropriate doors into school
- Parents and pupils are requested to observe our code of conduct at all times.



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SCHOOL MEALS

Our school meal menus follow the recommended guidelines and offer a range of healthy, well balanced meals. The menus follow a 3 weekly rota which is published each week in advance in the newsletter.

Children who stay in school at lunchtime can purchase a set meal. Money needs to be paid into the child's Parent Pay account, which needs to be activated. The account must have money paid into it before the child has a meal.

PLEASE NOTE If a child requires a meal and has insufficient money, we will try to telephone home, if no contact can be made the child will be given a packed lunch meal and the debt must be settled in the office the following day.

Universal free meals are available for all children up to and including year 2. Free school meals are available for childrens and families who are receiving Family Income Supplement or Income Based Job Seekers Allowance. Application forms are available from the school office. Children entitled to a free meal are served in the school cafeteria system in a tactful manner.

Arrangements are made for children who bring a packed lunch to use the canteen. Glass containers and canned drinks should not be brought into school. Sweets, chocolate bars, crisps and bubble gum are not allowed in school and should not be included in a child's packed lunch.

Parents who wish their children to go home for lunch should inform the school in writing and ensure that their child does not return to school more than 5 minutes before the start of their afternoon session.

Pupils are expected to be well behaved and responsible at lunchtime.

HEALTHY EATING/PACKED LUNCHES

Iqra school is committed to ensuring our students are having a healthy lunch. Choosing the right foods helps our children concentrate and learn. Please support us in ensuring that your child is bringing in healthy food needed to fill them up and give them energy.

As lunch time is an essential part of the school day, our canteen supplies a healthy menu each week. If a child brings a packed lunch from home, we would request that it is a healthy meal including: Sandwich, Wrap or other similar snack, a soft drink and yoghurt or fruit.

Chocolate bars and fizzy drinks are not allowed.

Fruit is provided for snacks in Reception to Year 2 at break time. Break time snacks for Key Stage 2 is to be only raw fruit (dried or fresh) or vegetables. No biscuits, crisps or chocolates. ANY GRAPES OR SMALL TOMATOES MUST BE CUT IN HALF. Grapes are to be cut in half long ways.

Drinking water is freely available from taps around the building and within the classroom wet areas. Children are encouraged to drink water throughout the day to improve their capability to learn, please provide your child with a plastic water bottle (name and class written in permanent marker pen).

MEDICAL MATTERS

Accidents

Minor accidents are dealt with at school. It is the school policy that parents will be contacted and informed of any accidents that occur during the school day.

Trained First Aiders are in the medical room during school hours.

MEDICINES:

Asthma Inhalers are kept in the medical room and are freely available as required. A log is kept monitoring each use. Pupils who use inhalers should take them with them every time they are off site including swimming and trips. Parents need to complete a School Asthma Form available from the Reception area.

PROCEDURES FOR MANAGING MEDICINES:

Medicines are only to be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child is given prescription or non-prescription medicines without their parent's written consent, or given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, is never administered without first checking maximum dosages and when the previous dose was taken.

The prime responsibility for a child's health always lies with the parent/carer who is responsible for the child's medication, and should supply the school with information regarding the management of the child's condition such that the school fully meets the child's needs. As part of our commitment to the child's inclusion in supporting themselves, we also encourage self-administration of medicine wherever possible.



LOST PROPERTY

The school does not accept responsibility for property, clothes or money brought into school by the children, which is why we urge all parents to label or mark with permanent marker pen all items of clothing, P.E. kit, lunch boxes and bags.

Valuables, including mobile phones, personal stereos, electronic games, cameras and toys are not needed in school and should not be brought to school. Unsuitable items (such as valuables, large amounts of money, magazines, stickers, collectable cards, photos (unnecessary toys) will be confiscated and a time arranged for collection. On occasions, it is also necessary to ban the latest trend in toys, games or collectible items when they begin to cause difficulties in school.

BICYCLES

We encourage people to cycle to school and bicycles may be securely stored in the bicycle shed on the left hand side as you enter the playground.

CARS AND DISABLED FACILITIES

Disabled parking is permitted in the designated spaces and should only be used by drivers with disabled parking permits. Disabled facilities – toilets, access and hearing loop are available in the office area.

HOME SCHOOL CONTRACT

The school cannot improve children's progress alone. Teachers need the support of parents. When teachers and parents work together, they can make a real difference to their child's behaviour.

A Home School Contract is a way of ensuring that this happens. It is a written agreement, provided by the school, which sets out how children will behave, what the school will do to help and how the parents can help. The parents and their child are asked to agree to this contract in the interests of all children and sign it.

Home school contracts are a good way of reminding everyone that improving children's behaviour is everyone's responsibility.

CONTACT BETWEEN HOME AND SCHOOL:

The partnership between home and school is extremely important to the education of your child. ISIPS believes that a child learns best when supported by its family and wider community. As a school we are committed to establishing and maintaining a productive partnership in which the contribution of the home is valued.

Parents can support their child in a variety of ways:

- Ensure that their child attends school regularly, arrives on time on time and has everything they need
- Inform the school about any concerns or problems which might affect their child's work or behaviour
- Support them with reading, tables and spellings homework or any other learning activity
- Attend parents interviews and discussions about their child's progress
- Encourage their child to join in extra-curricular activities which interest them
- Support school policies, rules and the code of behaviour
- Convey support for the school, respecting the building, the staff and the environment and behaving appropriately whilst on the premises
- Sign and return the Home School Contract in order to demonstrate the partnership between school, parent and child in the education process

HOME CONTACT NUMBERS

Please inform the school immediately if there is any change to your home address or contact telephone numbers. It is important that contact numbers are correct should any emergency arise. A form is available from the reception area to update information.

COMPLAINTS PROCEDURE

The school has procedures for dealing with complaints either about general matters or the curriculum including special educational needs. Complaints should be directed to the Headteacher in the first instance. Copies of these procedures are available from the office.

CONTACT BETWEEN HOME AND SCHOOL

As parents you are welcome to come to school or telephone at any time to discuss any point regarding your child's education. Teachers are most likely to be available early in the morning and after school. The Headteacher will try to see parents by appointments only.

It is advisable to make an appointment so as to avoid disappointment and inconvenience. This can be done through the school office.

A regular newsletter and specific letters are sent home to keep parents up to date with events. A copy of all



SCHOOL VISITS

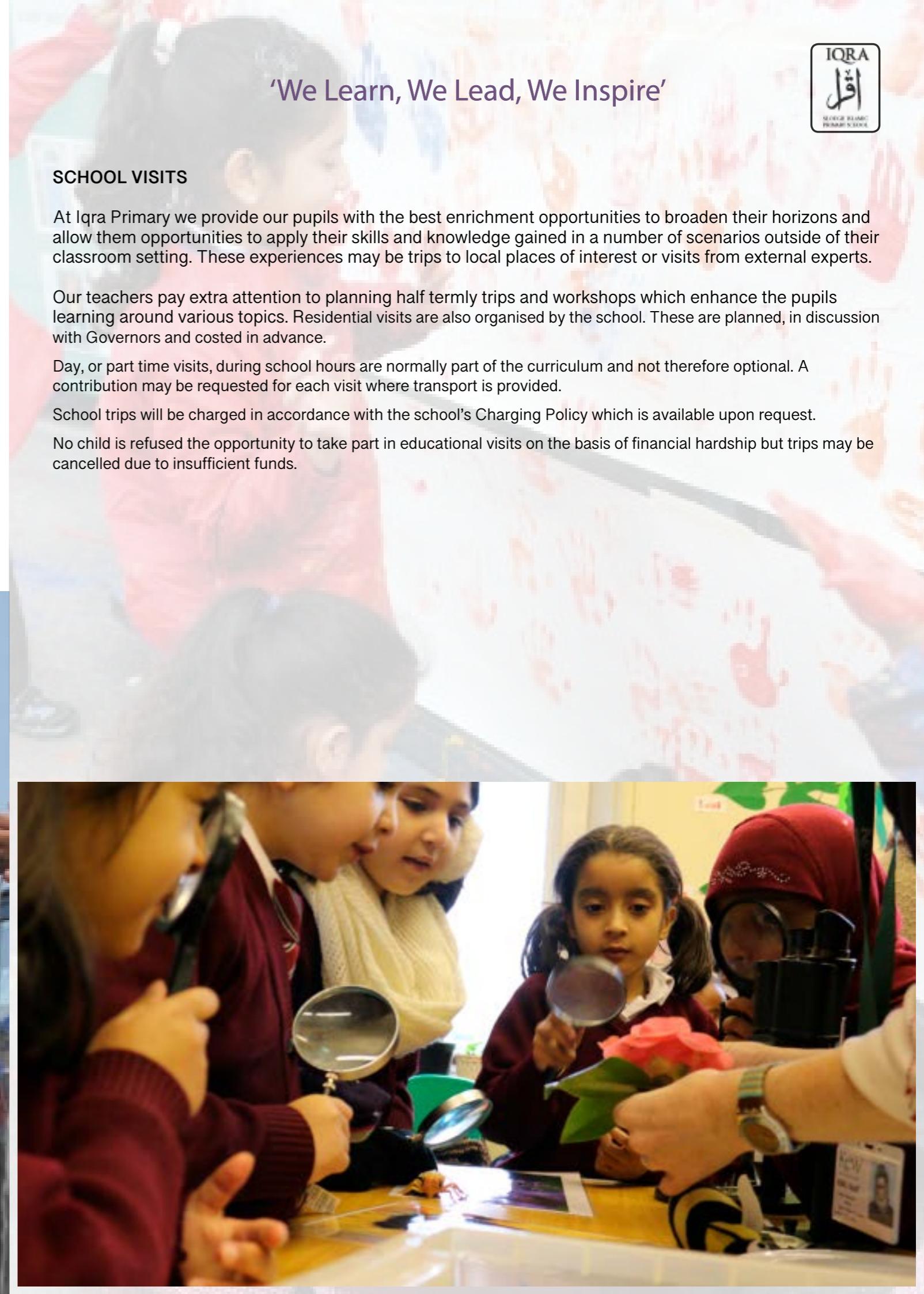
At Iqra Primary we provide our pupils with the best enrichment opportunities to broaden their horizons and allow them opportunities to apply their skills and knowledge gained in a number of scenarios outside of their classroom setting. These experiences may be trips to local places of interest or visits from external experts.

Our teachers pay extra attention to planning half termly trips and workshops which enhance the pupils learning around various topics. Residential visits are also organised by the school. These are planned, in discussion with Governors and costed in advance.

Day, or part time visits, during school hours are normally part of the curriculum and not therefore optional. A contribution may be requested for each visit where transport is provided.

School trips will be charged in accordance with the school's Charging Policy which is available upon request.

No child is refused the opportunity to take part in educational visits on the basis of financial hardship but trips may be cancelled due to insufficient funds.



'We Learn, We Lead, We Inspire'

PARENT-TEACHER MEETINGS

We have a parent's meeting which is held at the beginning of the spring term. In depth discussions can also be arranged at other times, should the need arise. There will be opportunities during the year when children are invited to show their parents around the school to see the classrooms, the progression of work through the school and any special displays.

The partnership between home and school is extremely important to the education of your child. You can support your child in a variety of ways both at home and at school. During school hours parents can help with many classroom activities such as maths, games, art, technology and supporting children with their reading but will be subject to a DBS check in accordance with safeguarding regulations.

We hope you will take every opportunity to join and share in the community of Iqra School for the benefit of your child.

CELEBRATION ASSEMBLIES

Your child's class will arrange their own curriculum workshop approximately once a term and you will receive an invitation for this. Please attend if possible, it is one way of supporting your child and his/her class.

An annual end of year ceremony takes place in July when all contributions to the academic, sporting and social life of the school are recognised. Full attendance and excellent behaviour are also rewarded on this occasion.

SCHOOL CLOSURES

In extreme circumstances it may be necessary to close the school early or for the day. This decision will be made in the light of information available at the time and will be taken in the best interests of the school as a whole.

We always aim to give as much notice as possible to parents, however, in the case of an emergency closure e.g. heating breakdown, this is not always possible. In these circumstances information will be sent to all parents/carers using the text message service, it is therefore vital that we have up to date contact information for all pupils.

Please refer to the school website for up to date news.





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