



Welcome to
Leicester Community Islamic School



Secondary
Pupil's Handbook

Assalamu Alaykum Wa Rahmatullahi Wa Barakatuhu

IN THE NAME OF ALLAH Subhanahu Wa Ta'alaah
THE MOST BENEFICENT THE MOST MERCIFUL

Through the infinite mercy of the Almighty Subhanahu Wa Ta'alaah, Islam attaches great importance to education.

The Prophet Muhammad Sallallahu Alayhi Wasallam asked the ALMIGHTY O' My Lord! Advance me in Knowledge. (Holy Qur'an 20: 114)

Allah Ta'aalah has made the seeking of knowledge obligatory upon every Muslim. Thus for a Muslim there is no distinction between religious and secular education. Leicester Community Islamic School seeks to develop the whole personality of pupils with Islam as the main focus of their lives. We aim to ensure that you enjoy your life at school and develop a love of learning and a strong desire to continue your education as a life long experience.

Leicester Community Islamic School – Secondary Pupil's Handbook

In sha Allah we aim to provide a balanced and broad level of education to meet the spiritual, moral, mental, physical and social needs of the young people.

We pray that we can work together, firstly on instilling love for Allah and Rasulallah Sallallahu Alayhi Wasallam through the teaching of the Qur'an and Sunnah. We pray that by being at the school, you can develop good character, which can benefit society in general Insha Allah. Thereafter, we can focus on learning.

The School Day (Secondary Boys)

Please note the school times are as follows for the **Secondary Boys**:

School Begins	8:45 am	Registration & Assembly:	8:45 – 9:00 am
Period 1:	9:00 – 9:45 am		
Period 2:	9:45 – 10:30 am		On Fridays, school starts at 8:00 am and finishes at 12:30 pm.
Period 3:	10:30 – 11:15 am		
Lunch:	11:15 – 11:45 am		It is important that you come to school on time, and be picked up on time. Late arrivals will be monitored
Period 4:	11:45 – 12:30 pm		
Period 5:	12:30 – 1:15 pm		
Period 6:	1:15 – 2:00 pm		
Salah*:	2:00 – 2:15 pm		
School Finishes:	2:30 pm		*In Winter Salah will be at 12:15 pm

The School Day (Secondary Girls)

Please note the school times are as follows for the **Secondary Girls**:

School Begins	8:30 am	Registration & Assembly:	8:30 – 8:45 am
Period 1:	8:45 – 9:30 am		
Period 2:	9:30 – 10:15 am		
Period 3:	10:15 – 11:00 am		
Lunch:	11:00 – 11:30 am		
Period 4:	11:30 – 12:15 pm		
Period 5:	12:15 – 1:00 pm		
Period 6:	1:00 – 1:45 pm		
Salaah	1:45 – 2:00 pm		
School Finishes:	2:00 pm		

On Fridays, school starts at 8:00 am and finishes at 12:30 pm.

It is important that you come to school on time, and be picked up on time. Late arrivals will be monitored

*In Winter Salah will be at 12:15 pm

Stationery List

Pupils are required to have all the stationery at all times. Following is a list of stationery which pupils must have:

- ❖ Black, blue and red pens
- ❖ 2 HB pencils
- ❖ 10 coloured pencils
- ❖ Eraser
- ❖ Sharpener
- ❖ Glue stick
- ❖ Pocket sized dictionary
- ❖ Thesaurus (secondary pupils)
- ❖ Calculator
- ❖ Scientific calculator (Secondary pupils)
- ❖ Mathematical set
- ❖ 30cm ruler
- ❖ Plastic pockets
- ❖ Floppy Disk or USB flash drive (something to save work on)



Uniform List

Pupils are required to attend the school in the correct uniform.

The uniform for boys is:

- ❖ Black Jubbah (above ankles).
- ❖ Black trousers. (Plain without any stripes).
- ❖ Black cardigan or top.
- ❖ Black topi (cap).
- ❖ Black shoes

The uniform for girls is:

- ❖ Plain black Jubbah (closed).
- ❖ Plain black Hijaab / scarf.
- ❖ Black cardigan
- ❖ Black trousers
- ❖ Black shoes.

The PE kit is as follows:

- ❖ Black jogging bottoms
- ❖ White T - shirt
- ❖ Trainers

Uniforms must be plain without any designs or visible designer names or name tags.

Behaviour at LCIS

Golden Rules

At Leicester Community Islamic School we respect and value all members of our community. Our "Golden Rules" help us to remember how to treat others with respect.



To Do

- Do be gentle.
- Do be polite.
- Do be a friend - Ask others to join in your game.
- Do listen to each other.
- Do follow instructions
- Understand it is okay to make mistakes.
- Be kind, be honest and truthful.
- Concentrate on work.
- Do your best.



Not to Do

- Do not push and shove.
- Do not call a person names, unless they like the name.
- Do not interrupt
- Do not disobey.
- Do not tease anyone who does.
- Do not lie or cheat.
- Do not fight with anyone.
- Do not bully anyone.

The Pupil Promise

As a pupil at Leicester Community Islamic School, I will try my best in everything I do and respect and care for everyone in my school.

I will try to:

- Support the Islamic values of our school.
- Be polite, helpful and considerate to others and keep the Golden Rules.
- Tell a grown-up at school if I have a problem or I am worried about anything.
- Try to think for myself and take responsibility for my actions.
- Behave sensibly so as to keep us all happy and safe.



Leicester community Islamic School Behaviour Policy

Both positive and negative behaviour shall receive attention.

Rewarding positive behavior:

- ❖ Teachers will praise positive behaviour such as kindness’ and good akhlaq.
- ❖ Teachers will praise pupil’s work and effort.
- ❖ Teachers will praise progress and achievement at all levels.
- ❖ Teachers will offer incentives for rewarding pupils.

Unacceptable behaviour:

- ❖ Pupil’s exhibiting unacceptable behavior shall in the first instance be told not to do so.
- ❖ If the pupil continues to exhibit unacceptable behaviour, the teacher shall discuss the issue and take appropriate action.
- ❖ If the unacceptable behaviour continues, parents will be involved, and agree on future action.
- ❖ Verbal, physical and racial abuse will not be tolerated by the school, in such circumstances, immediate action will be taken.

Other Important Information

Absence:

If you are absent, you must bring a letter the following day; otherwise it will be termed as an unauthorized absence.

Homework timetable:

The school has a strong policy to set pupils home work, and the pupils must adhere to this.

Each subject teacher will be responsible for setting homework and collecting in at the due time. It is the pupil's responsibility to record all homework in the homework diary, and get the parents to sign it each week, once the homework has been completed.

Homework will be set as follows:

- ❖ Years 7 - 9: Approximately 1 hour 30 minutes each evening, and possibly more at the weekend.
- ❖ Years 10 - 11: Approximately 3 hours each evening, and possibly more at the weekend.

Reading:



Reading is encouraged by all the teachers, and Insha..... it will be improve the literacy levels, therefore pupils are encouraged to read a range of books. Pupils can take books from the school library, (Secondary boys have a loan system in place, where all books are recorded). If books are lost, not returned on time, or damaged, pupils will have to pay for them.

Wudhu & Cleanliness:



Pupils are advised to come to school with wudhu, as the day is started with recitation of the Qur'an, and Salah is done later in the day.

Cleanliness is an integral part of our deen; therefore pupils are advised to pay great attention to being clean.

Late arrivals:

Secondary pupils have got a policy on late arrivals, whereby, pupils arriving later than 8: 50 am will have to wait outside until The Head teacher re-opens the door, and addresses them. Frequent late arrivals will be brought to the attention of parents.

Coursework:



Pupils in years 10 & 11 will be set coursework frequently by the subject teachers, guidance and support will be provided. The pupils will be set strict deadlines, by which they must submit their coursework.

Mobile phones:



You cannot use a mobile phone in school, if you are caught with it, it will be confiscated.

Lunch:

You must bring a pack lunch to school; the school also has a tuck shop, where you can purchase snacks and drinks.

Not allowed:



- ❖ MP3 players
- ❖ Smoking any where near the school premises.
- ❖ Chewing gum
- ❖ Wearing of jewellery

Academic Year Calendar 2009 - 2010

Autumn Term

School opens	Monday 17 th August 2009
Bank Holiday	Monday 31 st August 2009
Ramadhan & Eidul Fitr Break	Monday 14 th September to Friday 25 th September 2009
School opens	Monday 28 th September 2009
Mid-Term Break	Monday 19 th October to Friday 23 rd October 2009
School opens	Monday 26 th October 2009
Eidul Adha break	Thursday 26 th November & Friday 27 th November 2009

Winter Term / Spring Term

Winter Break	Monday 21 st December to Friday 1 st January 2010
School opens	Monday 4 th January 2010
Mid-Term Break	Monday 15 th February to Friday 19 th February 2010
School opens	Monday 22 nd February 2010

Summer Term

School opens

Monday 12th April 2010

May Day holiday

Monday 3rd May 2010

Mid Term Break

Monday 31st May 2010 to Friday 4th June 2010

School opens

Monday 7th June 2010

School Closes

Friday 16th July 2010

School re-opens

Monday 16th August 2010

Notes