



Leicester Community Islamic School

Formerly known as Darul Arqam Educational Institute

Prospectus 2009 / 2010



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Official school number: 8566014 & L.E.A. Number: 855

**This prospectus was
prepared in May 2006
& will be reviewed
annually.**

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Primary Staff List (2009/2010)

This is the current primary staff list for the academic year 2009-2010:

Mrs A Patel **Primary Head Teacher**

Form Teachers

Miss S Khalifa	Years 1 & 2
Mrs T Khan	Years 3 & 4
Miss Z Vazifdar	Years 5 & 6

Subject Teachers

Mrs R Abdul Karim	Years 1 & 2 Teacher (Science - History – Geography – I.C.T. P.E. – Art)
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Miss S Khalifa	Years 1 & 2 Teacher (English – Maths – Arabic Studies)
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Mrs T Khan	Years 3 & 4 Teacher
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Years 5 & 6

Miss S Patel	English – Science – History – Geography Islamic Studies – I.C.T. – P.E. – Art
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Miss Z Vazifdar	Maths & Arabic Studies
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Secondary Boys Staff List (2009/2010)

This is the current secondary boys' staff list for the academic year 2009-2010:

Mr I Tai

**Secondary Boys Head
Teacher**

Form Teachers

Mr M Mogra	Year 7
Mr S Shah	Year 8
Mr I Mulla	Year 9
Mr F Shah	Year 10
Mr M Bobat	Year 11

Subject Teachers

Mr F Shah	I.C.T. (Years 7 – 11) Art & Design (Years 7 – 9) Citizenship (Years 7 – 9)
Mr H Shaikh	Citizenship (Years 10 & 11) Islamic Studies (Years 7 – 11) P.E. (Years 7 – 11)
Mr I Mulla	Science (Years 7-11) Maths (Year 7)
Mr I Tai	Maths (Years 8-11)
Mr M Bobat	English (Years 7 – 11)
Mr M Mogra	Qur'aan classes Urdu (Years 7-11)
Mr S Shah	Arabic Studies (Years 7 – 11) History (Years 7 – 11) Geography (Years 7 – 9)

Introduction

In the name of Allah, the Most Beneficent, the Most Merciful

Welcome to Leicester Community Islamic School

Assalamu Alaykum Wa Rahmatullahi Wa Barakatuhu

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 young people enjoy their life at school and develop a love of learning and a strong desire to continue their education as a long life experience, as the Prophet Muhammad Sallallahu Alayhi Wasallam said: "Seek knowledge from the cradle to the grave". Insha 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.

Mission Statement

Leicester Community Islamic School seeks to: -

- ❖ Offer a relaxed and friendly environment.
- ❖ Provide a broad and balanced study of all areas of the National Curriculum.
- ❖ Constantly strive to achieve high standards in all avenues of learning.
- ❖ Uphold the 'moral and manners' of the Prophet Sallallahu Alayhi Wasallam by providing teaching through self respect, respect for parents, elders and others, through the development of personal responsibility.
- ❖ Provide daily assemblies – incorporating 'citizenship' through the teachings of the Qur'aan and Sunnah.
- ❖ Impart knowledge to the pupils for the pleasure of Allah Ta'aalah.

A Typical School Day for the Primary Students

Pupils who attend Madrasah at this institute must arrive at school by 8:00am. Those pupils who do not attend Madrasah at this institute must arrive at school by 8:30am. The school day will end at 2:00pm (Except Fridays, which begins at 8:00am and ends at 12:30pm). Registration and morning assembly will start at 8:30am (Monday – Thursday) and 8:00am on Friday. For the school day to start efficiently, pupils must arrive on time. The morning assemblies are an important part of learning and tarbiyah.

A brief layout of the school day (Monday – Thursday):

8:00am: Madrasah.

8:30am - 8:45am: Registration, assembly & Tarbiyah.

8:45am – 9:00am: Reading

9:00am – 2:00pm: Educational subjects - A balanced curriculum.

11:00am – 11:30am: Break & Lunch

2:00pm School ends

A brief layout of the school day (Friday):

8:00am – 8:15am: Registration, assembly & Tarbiyah.

8:15am – 8:30am: Reading

8:30am – 12:30pm: Educational subjects - A balanced curriculum.

A Typical School Day for the Secondary Boys

Pupils who attend Madrasah at this institute must arrive at school by 8:00am. Those pupils who do not attend Madrasah at this institute must arrive at school by 8:45am. The school day will end at 2:30pm (Except Fridays, which begins at 8:00am and ends at 12:30pm). Registration and morning assembly will start at 8:45am (Monday – Thursday) and 8:00am on Friday. For the school day to start efficiently, pupils must arrive on time. The morning assemblies are an important part of learning and tarbiyah.

A brief layout of the school day (Monday – Thursday):

8:00am: Madrasah.

8:45am - 9:00am: Registration, assembly & Tarbiyah.

9:00am – 2:15pm: Educational subjects - A balanced curriculum.

11:15am - 11:45am: Break

2:00pm – 2:15pm: Salaah

2:30pm: School Ends

A brief layout of the school day (Friday):

8:00am – 8:15am: Registration, assembly & Tarbiyah.

8:15am – 12:30pm: Educational subjects - A balanced curriculum.

A Typical School Day for the Secondary Girls

At the moment Madrasah arrangements have not been made for the secondary girls, however if there is a demand from the parents then we will consider this (this is optional).

The girls must arrive at the school by 8:30am. The school day will end at 2:00pm (except Fridays, which begins at 8:00am and ends at 12:30pm).

Registration and assembly will start at 8:30am (Monday to Thursday) and 8:00am on Friday. For the school day to start efficiently, pupils must arrive on time. The morning assemblies are an important part of learning and tarbiyah.

A brief layout of the school day (Monday to Thursday):

8:30am - 8:45am: Registration, assembly & Tarbiyah.

8:45am – 1:45pm: Educational subjects - A balanced curriculum.

11:00am – 11:30am: Break

1:45pm – 2:00pm: Salaah

2:00pm: School Ends

A brief layout of the school day (Friday):

8:00am – 8:15am: Registration, assembly & Tarbiyah.

8:15am – 12:30pm: Educational subjects - A balanced curriculum.



Packed Lunch

Pupils are advised to bring their packed lunches (which they can have during break) clearly labelled with their names. We also have a small tuck shop within the school building where students can go during break.

As part of our healthy eating policy we advise you to pack a healthy lunch for your child. We do not allow glass bottles or chewing gum. Avoid sending sweets and chocolates, but encourage your child to have more fruit.

In the past the students have been provided with hot meals (not from the school). We are planning for this again in the future.



The Curriculum

The school curriculum encompasses aspects of the Qur'aan and Sunnah and the pupils follow a broad and balanced curriculum in line with the school ethos. The National Curriculum promotes these values and pupils are encouraged to acquire aesthetic, linguistic and scientific skills as well as understand the historical diversity of life.

The curriculum at Key Stage 1, 2, 3 and 4 comprises of Qur'aan, Islamic Studies, Arabic, Urdu, English, Mathematics, Science, I.C.T., Geography, History, Art, Citizenship and P.E.

Pupils will carry out the SATs exams at the end of KS1, KS2 & KS3 and the G.C.S.E exams at the end of Year 11. End of term and end of year tests are carried out to assess the students' performance. Parents' evenings are held twice a year to discuss performance, as highlighted on the pupils' reports. An end of year ceremony is also held for prize giving and certificates.

Exam results are available for viewing in the school office. Results for the year 2007 were excellent. KS1 pupils averaged 2B, 2A & 3. KS2 pupils averaged level 4s and 5s. KS3 pupils averaged levels 5 – 8. And finally KS4/GCSE pupils averaged 5 passes from A* - C.



The school recognises the need to support SEN (Special Educational Needs) and EAL (English as an Additional Language). The staff work very

hard with all pupils (including after school), unfortunately due to lack of resources we cannot meet the requirement to support SEN and EAL pupils at present. However in the future we will meet this requirement.



Homework

For homework, pupils will be given extension work to encourage learning and develop a sense of working without total supervision. Encourage your child to do their own homework. The school has a set homework timetable. Details of the homework set will be recorded in a homework diary. Parents are advised to check the homework diary everyday and sign it every week.

Admissions & Assessments

Parents are advised to submit their child's **last school report** & any other documents which may support an understanding of a child's progress and achievement, when they submit an application form to the school. Failure to do so, may delay the admission process.

Once a child has been offered a place, parents will be advised to bring the child to the school for assessments on the open day for new pupils. These assessments are not for selection purposes, they will inform the teachers of a pupil's strength and weakness in the core subjects and will determine their levels to help plan teaching accordingly.

Non-refundable assessment fees are applicable £100.00 for secondary students and £50.00 for primary students when application has been accepted. The assessment fee must be paid before your child can be accepted for assessments.

Failure on the part of parents to conceal relevant information from the school, will have consequences on the learning of the child, as the school may not be in a position for making provisions for certain learning difficulties.

As part of on-going assessments, where teachers feel the need to inform and discuss with parents their child's progress, parents will be invited to attend such meetings.

Currently we are not in a position to take on pupils with Special Educational Needs (SEN) and English as an Additional Language (EAL) as we do not have provisions for this at present.



Punctuality

Punctuality is very important for efficiency and smooth running of the school day. Parents must ensure that pupils are in school on time. The school has a policy on late arrivals:

- 3 late marks - letter sent to parents
- 5 late marks - pupil sent home with their parents.

If a pupil has to come late to school following a dentist, hospital appointment etc, please note that they must report to the office, accompanied by a parent or bring a note confirming the reason for lateness.

Pupils will not be allowed to leave the premises during school time without permission from the head teacher.

Children must be picked up at the correct time.



Reading

Please encourage your child to read at home.

- Use the reading record and read with your child.
- Take your child to the local library.
- Emphasise the importance of reading and looking after books.

We will be happy to talk to you about ways in which you can help your child to make progress in reading.



Behaviour / Discipline

The ethos of our school encourages positive behaviour from both the teachers and pupils, both in the personal and academic sense. All pupils must follow the code of conduct in our school Behaviour Policy.

A Leicester Community Islamic School Behaviour Policy is available for your inspection from the school office.

In cases of continuous misbehaviour, a pupil will be put on a 'Behaviour Report' for a week. The teacher will comment at the end of each lesson, and the head teacher will review and sign the report at the end of the day. Parents will be informed and asked to support the school policy. Depending on the severity of behaviour, a pupil may be suspended from the school.

Methods for dealing with poor behaviour comply with the Qur'aan and Sunnah. The procedures for dealing with matters of discipline can be found in our school's Behaviour Policy.

(Please see appendix 1)

In addition pupils are expected to respect teachers. Parents are obliged to show support for teachers in the presence of pupils. Parents are requested to make an appointment prior to meeting any of our staff.

If and when there is unacceptable behaviour or work, well understood procedures will come into force. Initially, warnings will be issued by the teacher and then the pupil will be sent to the head teacher. In more severe cases, parents will be informed directly by a member of staff to come in and discuss with the school the action to be taken.

There is a detention system in school. Parents are informed by letter if the child is to be kept in after school. Parents are required to sign the slip and return it back to school.



Anti-Bullying

Bullying is a deliberate act done to cause distress solely in order to gain a feeling of power. It can be through verbal or physical assault. It can be an unresolved single frightening incident which can damage a child's life.

Bullying of any nature will not be tolerated at school. The school will support the child who is being bullied and endeavour to help a bully to change their behaviour. The school has an anti-bullying policy, which is available for your inspection.

(Please see appendix 1)



Anti-Racism

We are firmly opposed to racism, both overt and latent. All racially offensive behaviour will be dealt with immediately and will be seen to be dealt with appropriately.

Equal Opportunities

Leicester Community Islamic School is committed to a policy of equal opportunities for all, regardless of race, religion, ethnic origin marital status, age, sex or disability.



Appearance and Dress

Children are expected to dress in the correct uniform. To retain the identification of our pupils, the school uniform is as follows:

Boys

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

Girls

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

Would parents please ensure that the uniform is clearly labelled. Pupils should not wear uniform with visible designer names or name tags. Black

uniform for P.E./swimming but please ensure that the boys are covered below the knees.



Cleanliness

Cleanliness is an important aspect of Islam, so much so that the Prophet Sallallahu Alayhi Wasallam said that "Cleanliness is half of Imaan". It is essential, therefore, for parents to ensure that their children know how to clean themselves using water after going to the toilet and how to make wudhu. Children should also be taught from an early age to use the right hand for eating, drinking, putting on clothes, taking and giving, as this was the Sunnah of the Prophet Sallallahu Alayhi Wasallam. Hence, children should also be taught to use the left hand to clean themselves after using the toilet. It is also important for children to get in the habit of cutting their nails regularly for reasons of hygiene.

As an Islamic Institute, we greatly stress on the cleanliness of all of our pupils.



Health & Welfare

All accidents, no matter how minor, are reported to the Head Teacher. An accident report is filled in. Minor cuts and bruises are dealt with immediately, but for more serious injuries, parents are contacted directly. In urgent cases the child is taken to hospital, accompanied by a member of staff.

Medicines are not administrated at the school, unless the child has an ongoing condition such as Asthma. Any medicines must be clearly labelled with the child's full name, class and its instructions for use. Any child with an infection should be seen by a doctor before coming to school. If the infection is contagious then the child in question should be kept at home until fully recovered.

Child Protection

Our school policy is available for your inspection and contains guidelines laid down by the Department for Education and Skills. Staff must ensure that a child thought to be suffering or at risk of suffering from harm should be reported to those who can and will take appropriate action to protect them. All staff and parents should report any concerns to the Head Teacher. All school staff and those who come into contact with the pupils at school have to have police checks and CRB clearance.

The school also has an Incident Book for recording any concerns.



Complaints

The school has an approved procedure for dealing with complaints. Please contact the school if you have any concerns or anxieties about your child's education. Arrangements can be made to discuss the matter with the principal or head teacher.

No member of staff expects abuse, either verbal or physical, from any member of the school community.

When a parent is very upset about any situation, meetings will only continue in an atmosphere of calm negotiation. Complaints will be logged in the Complaints Book. Please view the Schools Complaints policy for further information, which is available in the school office. In the year 2007 there were no formal complaints.



Contact Details

It is very important that the school keeps the pupils' contact details up-to-date at all times. This is very important when the parents need to be contacted in case of emergencies (e.g. if a pupil gets injured or becomes ill).

There have been occasions when we have not been able to contact parents because their contact details are not up-to-date. Parents are also advised to provide emergency contact details of someone who can be contacted if parents are not available. Parents are also advised to notify the school as soon as possible whenever any contact details change.



Fire Drill

The need for all round safety is paramount. It is a legal requirement for the school to hold a fire drill at least once per term and keep records. There are fire drill action notices around the school. Pupils are made familiar with this and act accordingly at the time of need. Once again, please feel free to inspect our Fire Drill Policy at the school.

Educational Visits

Many teachers take their students to places of interest. Such visits are extremely valuable as they are a vital part of their education. The students are also taken on a fun trip at the end of the year.

Planned trips for the next academic year (2009/2010) are:

- Belgrave Hall (Museum).
- Conkers.
- Space Centre.
- Water world.
- Twin lakes
- Drayton Manor Park.
- Alton Towers.
- Rutland Waters.

Rates of Authorised/ Unauthorised Absence

It is a legal requirement for the school to have notes from parents explaining pupils' absences. Even if parents do phone into the school

saying that their child will be absent, pupils still need to bring in a note which goes in the register. Without such notes, absences are recorded as "unauthorised" on the annual returns to the Department for Education and Skills. Parents must ensure that they send a letter explaining the reason for absence as soon as possible.

Leave during Term Time

Leave during term time are not encouraged due to the following reasons:

- Children miss out on planned valuable work from the National Curriculum.
- Continuity of learning is disrupted and children experience difficulty in catching up.
- Vital Assessments/Exams/Parent meetings of a child's progress are missed.
- Class teachers are not obliged to set work for periods of absence.

The school will agree to give leave to pupils in exceptional circumstances as follows:

- A member of family has passed away or is seriously ill – No more than 3 days leave will be authorised if it happens in the UK and no more than 10 days if a member of the family is seriously ill or has passed away in a foreign country.
- Leave should not exceed a maximum of ten school days in one year.
- Only in unavoidable circumstances, will the school decide to give additional time off.
- In all other circumstances, if parents/guardians take pupils on leave during term-time; the school will take your child's name off the school's Admissions Register and will inform the Education Welfare Department immediately.
- Parents who decide to take their child on leave in exceptional circumstances during school time must complete the Holiday/Leave request form, accompanied by a letter signed by a parent/guardian.

Please see appendix 4 for the school's term and holiday dates. Please book your holidays accordingly.



School Fees

It is strongly recommended that for administration purposes and smooth running of the school, fees be paid on time. Initially the registration and stationery fees must be paid before your child can be admitted to the school. To ease administration, we would prefer you to pay by Standing Order (paid quarterly). A standing order form needs to be filled in and commence immediately when your child starts school. Unfortunately the school is not in a position to accept any other method of payment or subsidise the fees. Persistent non-payments will mean that the study of your child will have to be suspended. The annual total of fees is £1,440, hence £360.00 to be paid at the beginning of each quarter.

Any money or cheque given to the school should be placed in a sealed envelope with the child's name and class written on it in case it gets lost.



Premises

The school is currently based at 2 Overton Road, Leicester. (Off Humberstone Road). Regular buses are available from the city centre coming towards Overton Road, (First Bus number 38 & Arriva Bus number 18). We have a separate primary and secondary department both situated within the same building. We also have a large hall where the children can play during break time

We are close to St. Barnabas Library where the pupils are taken occasionally.

We are also close to Spence Street Sports Centre where we are planning to take the students in the near future for sports activities and swimming.

Links with the Community

The school premise is also used by the following organisations:

- ❖ Madrasah Darul Arqam (Evening Madrasah).



Website

Alhamdulillah through the help and effort of a University Placement student and a member of staff, we have had the school website up and running since September 2006. Our website is updated regularly. We usually have important announcements and events uploaded onto the website. Please feel free to have a browse at:

www.lcis-darularqam.org.uk

Please note

The information contained in this booklet was correct at the time of publication (September 2009). It should not be assumed that there will be no changes during or after the year.

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Appendix 1

List of Documents Available for Inspection

List of documents available for your inspection from the school office & on the website:

- ❖ Admissions Policy
- ❖ Assessments Standards & Levels
- ❖ Behaviour Policy
- ❖ Bullying
- ❖ Child Abuse and Dealing with it
- ❖ Child Protection Policy
- ❖ Compliments and Complaints
- ❖ Confidentiality
- ❖ CRB & List 99 Policy
- ❖ Curriculum Policy
- ❖ Dfee - Documents relating to the National Curriculum
- ❖ Disability Discrimination Act & 3 year plan
- ❖ Equal Opportunities Policy
- ❖ Fire Evacuation and Bell Test
- ❖ First Aid Policy & First Aid contacts
- ❖ Food Drink and Hygiene
- ❖ Health and Safety Policy
- ❖ Leicester Community Islamic School Current Program of Studies and Scheme of Works
- ❖ List of Trustees, Teachers (including qualifications) & governors.
- ❖ Medication
- ❖ Ofsted - Improving Attendance & Behaviour in Schools
- ❖ Policy on the use of force to control or restrain pupils
- ❖ Pupil Discipline and System
- ❖ Purchase of Toys
- ❖ Recognising Child Abuse
- ❖ Rewards and Sanctions
- ❖ School Policy on Holidays during term time
- ❖ School Rules for Pupils
- ❖ Special Needs Policy
- ❖ Staff Discipline
- ❖ Staff Guidelines
- ❖ Teaching and Learning Policy
- ❖ Visitors to School
- ❖ Visits and Outings
- ❖ Volunteers and Student Placement Policy
- ❖ Working for Teachers – GTC

Appendix 2

Stationery list

Pupils are required to have all 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.

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

Fees

Registration Fees*	£	50.00
Annual Fees per pupil	£	1440.00
Stationery Fees**	£	110.00
Total	£	<u>1600.00</u>

**This is a one off payment which only needs to be paid once. This does not need to be paid every year.*

*** This is a one off payment which only needs to be paid:*

- ✓ Once in Primary.*
- ✓ Once at the beginning of KS3 for years 7-9 textbooks.*
- ✓ Once at the beginning of KS4 for all GCSE textbooks*

This does not need to be paid every year.

**This is a one off payment which only needs to be paid once. This does not need to be paid every year.*

*** This is a one off payment which only needs to be paid:*

✓ Once in Primary.

✓ Once at the beginning of KS3 for years 7-9 textbooks.

✓ Once at the beginning of KS4 for all GCSE textbooks

This does not need to be paid every year.

Programme for the Academic Year (Secondary Girls)

The programme for the new academic year 2009/2010 for the Secondary Girls at Leicester Community Islamic School is as follows: -

8:30am School Starts

Registration Assembly / Tarbiyah Lesson
(Learning about the Islamic way of life)

8:45 am Educational Subjects / A Balanced curriculum

Islamic Studies	Arabic Studies	History
Maths	English	Science
Geography	I.C.T.	Citizenship
Art & Design	P.E.	

11:00am – 11:30am Break

2:00pm School ends (*Monday – Thursday*)

Friday school begins at 8:00am and ends at 12:30pm

Uniform

(*Girls*)

Plain black Jubba, black Hijaab / scarf, black cardigan, plain black trousers & black shoes

Fees

Registration Fees*	£	50.00
Annual Fees per pupil	£	1440.00
Stationery Fees**	£	125.00
Total	£	<u>1615.00</u>

**This is a one off payment which only needs to be paid once. This does not need to be paid every year.*

*** This is a one off payment which only needs to be paid:*

- ✓ Once in Primary.*
- ✓ Once at the beginning of KS3 for years 7-9 textbooks.*
- ✓ Once at the beginning of KS4 for all GCSE textbooks*

This does not need to be paid every year.

Appendix 4

School Term & Holidays

School Term & holidays for the Academic Year 2009/2010

Autumn Term

School opens	Monday 17th August 2009
Bank Holiday	Monday 31 st August 2009
Ramadhan & Eidul Fitr Break	Monday 14 th September 2009 to Friday 25 th September 2009
School opens	Monday 28th September 2009
Mid-Term Break	Monday 19 th October to Friday 23 rd October 2009
School opens	Monday 26th October 2009
Eidul Adha Break	Thursday 26 th November & Friday 27 th November 2009
School Opens	Monday 30th November 2009
Winter Break	Monday 21 st December 2009 to Friday 1 st January 2010

Spring Term

School opens	Monday 4th January 2010
Mid-Term Break	Monday 15 th February to Friday 19 th February 2010
School opens	Monday 22nd February 2010
End of Term Break	Monday 29 th March to Friday 9 th April 2010

Summer Term

School opens	Monday 12th April 2010
May Day Holiday	Monday 3 rd May 2010
Mid Term Break	Monday 31 st May 2010 to Friday 4 th June 2010
School opens	Monday 7th June 2010
School closes	Friday 16 th July 2010
School re-opens	Monday 16th August 2010