

Contract

Our Vision & Mission

At **Iqraa Arabic School**, we aim to empower young people to become **achievers of character** — equipped not only with strong academic skills, but with values, purpose, and a resolve to excel in every aspect of life. We focus on:

- **Educational Excellence & Goal Setting:** Encouraging each student to set ambitious, realistic goals — not just academically, but for their future and personal growth.
- **Moral Integrity & Character:** Guiding students to develop strong ethics, compassion, respect, and a sense of responsibility — grounded in Islamic principles.
- **Cultural & Spiritual Identity:** Nurturing identity, confidence, and belonging through language and faith.

Our Commitment

We believe in:

- **Inclusivity** — Respecting all backgrounds and welcoming every child with dignity
- **Continuous Growth** — Always striving to improve our curriculum, teaching methods, and support systems
- **Community Engagement** — Actively contributing to the moral and educational development of our local community.

What We Offer

Iqraa Arabic School offers an Islamic education, with structured programs in:

1. **Arabic Language** — building proficiency from foundational skills to advanced fluency
2. **Islamic Studies** — covering Aqidah, Fiqh, Seerah, Duaa and Hadith
3. **Qur'an & Ahkaam** (according to the *Riwayah Hafs*) — mastering recitation and rules

As part of our academic pathway, we prepare students to **sit GCSE Arabic** and **iGCSE Islamic Studies**, ensuring our curriculum integrates with mainstream educational standards.

School Rules

To ensure a safe, respectful, and productive learning environment, all students must follow the rules below at all times:

1. Punctuality:

Students must arrive at school **5 minutes before** lessons begin. Late arrivals disrupt learning and will be recorded.

2. Movement & Safety:

Running or rough behaviour is **not allowed** anywhere in the building. Students must walk calmly and follow their teacher in an orderly manner to and from class.

3. Respect & Manners:

Students must always show **good behaviour, respect, and kindness** toward teachers, office staff, and fellow students.

4. Playground Conduct:

No pushing, fighting, or rough play. Everyone should be given a fair chance during activities and games.

5. Bullying & Safety:

Any form of bullying, teasing, or physical harm will not be tolerated. Report any incident, injury, or unsafe behaviour to a teacher or the office **immediately**.

6. Cleanliness:

Keep the school clean and tidy. **Do not litter**; use the bins provided.

7. Language & Conduct:

The use of **bad language, shouting, or inappropriate conduct** will be dealt with seriously. Students should speak politely and act in a manner befitting Islamic values.

8. Uniform:

- Students must wear their **neat, clean school uniform** at all times.
- **Girls** must wear a **white headscarf** and **black abaya** suitable for Salah.
- **Boys** must wear **dark clothing or a thobe** with a **white cap**.

9. Jewellery & Accessories:

No jewellery or decorative accessories are permitted for safety and uniformity.

10. Electronic Devices:

Mobile phones, tablets, or electronic devices are strictly prohibited in school. Any devices brought in will be confiscated.

11. School Property:

Students must respect all school property and equipment. Any damage must be **reported immediately** and **paid for by the responsible party**.

12. Attendance & Dismissal:

Students must **not leave** the school premises during school hours unless permission has been granted by the Head Teacher or office staff.

13. Homework & Learning Responsibility:

Students are expected to **complete all homework** and bring required materials to class.

14. Islamic Etiquette:

- Use Islamic greetings (Assalamu Alaikum).
- Maintain cleanliness, good manners, and respect for others.
- Observe **reverence for the Qur'an** — no eating, playing, or talking during Qur'an lessons.

15. Salah & Behaviour in Prayer:

Students must perform Salah with **focus, respect, and discipline** when conducted in school.

Attendance Policy

Regular attendance is essential for students to complete the course successfully and achieve strong results in their end-of-year exams. Consistent attendance also helps maintain steady progress in Qur'an memorisation, Arabic fluency, and Islamic Studies.

Acceptable reasons for absence include only the following:

- **Personal illness** that prevents attendance.
- **Medical appointments** that cannot be scheduled outside regular school hours.
- **Planned absences** approved in **advance** by the Head Teacher.
- **Family emergencies** requiring immediate attention.

If a student has a genuine reason for absence, he or she is **responsible for completing all missed work** (classwork, homework, or tests).

It is the **responsibility of the student and parents** to contact the teacher or school office to find out what was missed and to ensure all work is completed promptly.

Homework Policy

Homework is an important part of the learning process at **Iqraa Arabic School**. It reinforces classroom learning, helps students develop responsibility, and prepares them for future academic success.

Expectations:

- Students are expected to **complete all homework and assignments on time** and to the best of their ability.
- Homework must be completed **neatly and independently**, unless otherwise instructed by the teacher.
- Students should bring all required books and materials to class for homework review.

Non-Completion:

- If a student repeatedly fails to complete homework or assignments, the **teacher will contact parents or guardians** to discuss the concern.
- Where necessary, the student may be given **detention during playtime** to complete missed work.
- **Failure to complete homework regularly** may affect a student's overall grade or progress, as homework contributes to continuous assessment.

Parental Support:

Parents and guardians are encouraged to:

- Provide a quiet, distraction-free space for study.
- Check their child's homework regularly and offer encouragement.
- Communicate with the teacher if there are genuine reasons for incomplete work.

How much help should parents give children?

Parents are expected to oversee and motivate their children completing their homework; however, the work produced should be the child's own. Parents are expected to ensure all set homework are completed and submitted on ClassDojo on time but have no responsibility to explain or teach their children as this remain the Teachers duty and the School's responsibility. If the child is unable to complete an exercise or doesn't understand, parents should reach out to the class teacher via ClassDojo for explanation/support.

Recreation Period

At **Iqraa Arabic School**, we recognise that regular breaks play an important role in supporting students' well-being, focus, and social development.

A **recreation period** is scheduled after lunchtime to allow students to:

- Relax and recharge between lessons.
- Socialise positively with classmates.
- Enjoy fresh air and light physical activity to promote better concentration for the rest of the day.

Outdoor Activities:

Whenever possible, recreation will take place **outdoors** to maximise the physical and mental benefits of fresh air and open space. The school provides a variety of **supervised activities**, which may include:

- Bouncy castle and safe play equipment.
- Table tennis and other group games.
- Organised fun and educational activities led by staff.

Indoor Arrangements:

If there is a valid reason for a student to remain indoors during this period, the **class teacher or office** must be informed **in writing or by telephone** at the start of each week.

Note or Telephone call from parents

We require written notes or a telephone call for the following reasons:

- Absence.
- Remain indoors at the recreation period.
- Leaving school by their own during school time for students over 12 years old only.

Special Note: Make prior appointment (at least one week) before meeting with Head teacher and/or Teachers.

Discipline Policy

At **Iqraa Arabic School**, we are committed to maintaining a **safe, respectful, and orderly learning environment** where all students can thrive. Our approach to discipline is rooted in fairness, consistency, and the values of mutual respect and responsibility.

We believe in encouraging good behaviour through **positive reinforcement**, clear expectations, and consistent consequences when rules are broken.

Expected Behaviour

Students are expected to:

- Show respect to all staff, peers, and school property.
- Follow instructions given by teachers and staff promptly and politely.
- Use appropriate language and tone at all times.
- Refrain from any behaviour that could harm themselves or others.
- Contribute to a positive and inclusive learning environment.

Unacceptable Behaviour

The following behaviours are not tolerated at Iqraa Arabic School:

- Bullying, harassment, or discrimination of any kind.
- Physical aggression, fighting, or threatening behaviour.
- Insolence, rudeness, or defiance toward staff.
- Use of offensive or inappropriate language.
- Damage to school property or belongings of others.
- Repeated disruption of lessons or refusal to follow instructions.

Students who cause damage to school property will be required to **pay for or replace** the damaged items, in accordance with the school's restorative practice policy.

Parental Communication

The **class teacher** is the first point of contact for any concerns regarding a student's behaviour or progress.

- Minor issues will be handled directly by the teacher.
- Ongoing or more serious concerns will be discussed with parents or guardians through meetings, phone calls, or written communication.
- Subject teachers may also contact parents to address persistent issues or incomplete work.

Behaviour Management Procedure

Disciplinary action is always **proportionate** and designed to help the student reflect and improve. The following framework serves as a general guide (though staff may adapt it to suit individual circumstances):

1. **First Incident** – Verbal warning and name recorded.
2. **Second Incident** – 10-minute detention during break or lunchtime; behaviour recorded.
3. **Third Incident** – Parents informed; 30-minute detention and discussion with the class teacher.
4. **Fourth Incident** – Referral to the **Head Teacher** for further action and behaviour review.
5. **Continued or Serious Violations** – May lead to suspension or removal from the school, following review by the Head Teacher and consultation with parents.

Forms of Recognition and Reward

Students showing exemplary behaviour, effort, or achievement may receive one or more of the following:

- **Certificates of Recognition** — awarded for academic excellence, good manners, or improvement.
- **Reward Cards or Stickers** — given to acknowledge daily positive behaviour and effort in class.
- **Positive Notes or Calls Home** — teachers may contact parents to share commendations.
- **Special Privileges** — granted by the Head Teacher for outstanding conduct or contribution to the school community (e.g., class helper, leadership roles, or special activities).
- **End-of-Term Awards** — presented to students who consistently model the school's values and achieve excellence across subjects.

Our Approach

Our rewards system is designed to:

- Reinforce good behaviour through **positive encouragement**.
- Recognise both **achievement and effort**, not just academic success.
- Build **self-esteem, motivation, and a sense of belonging** within the school community.
- Encourage students to strive for excellence while embodying respect, honesty, and compassion.

Important Notice – Fees and Payment Policy

Please read the following carefully before enrolling your child at **Iqraa Arabic School**. These terms apply to all students for the duration of each academic year.

1. **Academic Year Contract:**
 - Enrolment at Iqraa Arabic School is based on a **one academic year course**, which constitutes a **one academic year contract** and **full-year fee obligation**.
2. **Full Payment Requirement:**
 - Parents/guardians are responsible for the **full annual tuition fee**, regardless of the chosen payment method (e.g. instalments or direct debit).
 - Instalment or direct debit arrangements are offered **for convenience only** and do not represent separate or partial contracts.
3. **Withdrawal Policy:**
 - If a student is withdrawn from the school before the end of the academic year, **the full annual fee remains payable**.
 - No refunds or reductions will be issued for absences, withdrawals, or non-attendance for any part of the academic year.
4. **Non-Refundable Payments:**
 - All payments made to Iqraa Arabic School are **strictly non-refundable**. This includes registration fees, tuition fees, and deposits.
5. **Payment Receipts:**
 - Parents/guardians must **request and retain a receipt** for all payments made to the school as proof of payment.

Headteacher

Salah Chergui

