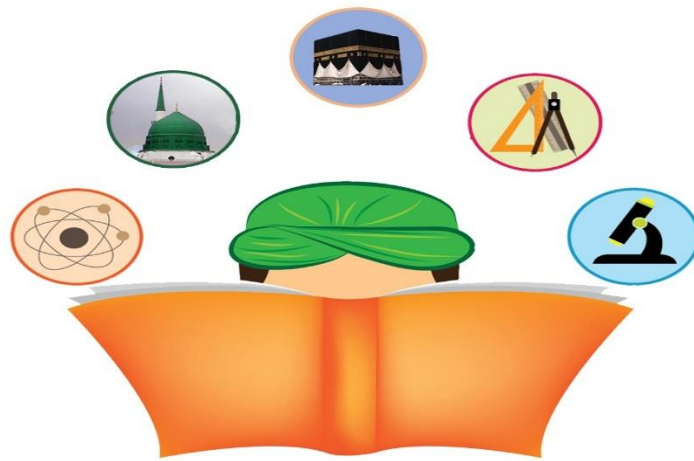


Primary School Admissions Pack

Dar-ul-Madinah

(An Islamic School System)



Our Mission

Dar ul Madinah will nurture our learners into model citizens that exemplify the inherent values of Islam, make a positive contribution to the community and are champions of their faith.



Contact Us

DARUL MADINAH LEICESTER
MALABAR ROAD
LEICESTER
LE1 2LG

OFFICE: 0116 319 104
0773 277 7579

EMAIL: leicester@darulmadinah.co.uk

Who are we

We are an OFSTED regulated independent school. We deliver the national curriculum and the basic understanding Islamic curriculum to your child. Here at Dar ul Madinah we actively promote working together as parents/carers of the children within our care. You are the most important people in your child's life and only by working together can we ensure that your children will achieve, and develop whilst having lots of fun and adventures during their time with us.

How we work

Here at Dar ul Madinah we provide a quality and stimulating educational environment for the children in our care. Darul Madinah is an OFSTED regulated School, where every child is welcomed and respected regardless of faith but rather as an individual, with activities tailored to meet the different stages of their development. We have a team of qualified teachers and staff members so that you can be confident we are all trained to a high level within our field. We enjoy what we do and achieve great satisfaction from seeing the children learning, thriving and having fun!

Our ethos and curriculum

We believe strongly that the children we care for should be inspired and take the lead in their learning, thus encouraging them to be confident, competent and happy. We aim to provide each child with an environment that will interest them and excite them, through a wide range of equipment and resources that are outlined in the curriculum. We support the children and encourage them to move forward in their learning, whilst making sure that they are having fun and learning through play. Here at Dar ul Madinah we take time and attention to make sure that all the children feel welcome, confident, and secure in our environment. We spend time with each child individually, letting them take the lead in their learning, and encouraging them to excel, whilst supporting them through interaction, language and play.

The aims of Dar ul Madinah is establishing the five O's in all of our young people. We want our young people to;

- Become an outstanding Muslims
- Become an outstanding British citizens
- Achieve outstanding results
- Have outstanding behaviour
- Use outstanding language

Uniform

Primary School Uniform	
Boys	Shirt/Polo Shirt (White) Trousers(Grey) Jumper (Dark Green) Topi/Imama (White) Shoes (Black) Pumps/Trainers (Black) for PE PE clothes – Jogging pants (Grey) and Polo Shirt (White) No jewellery items are allowed
Girls	Full Sleeve Shirt/Polo Shirt (White) Full length Skirt (Grey)/Pinafore Dress (Grey) with leggings(Black) Jumper/Cardigan (Dark Green) Headscarf (Black) Shoes (Black) Pumps/Trainers (Black) for PE PE clothes – Jogging pants (Grey) and Polo Shirt (White) No Jewellery items are allowed

School badged back pack can be purchased from school.

ALL ITEMS MUST BE CLEARLY LABELLED WITH YOUR CHILDS NAME.

Independence

Encourage your child to dress and undress themselves even though it will take a little longer. It is especially useful if a child is able to take off a coat, hang it up and then put it on when needed. At Dar ul Madinah we expect children to come to us fully toilet trained and able to independently use cutlery during lunch time.

Lunch

At Dar ul Madinah we encourage a healthy life style. Parents should provide a healthy packed lunch from home which must be provided at the start of the day to avoid disruption to the school day. Packed lunch must contain a full balanced meal to fuel the child for the day.

Drinks and Snacks

We provide all children with fresh milk daily. Parents may send their child into school with a healthy snack such as fruit. Children are also expected to bring in a bottle of water to be consumed daily to encourage a healthy lifestyle.

School closure

Dar ul Madinah is open term time only, all our holidays coincide with Leicester local authority and we also include Islamic holidays if they fall on a school day. Academic calendars will be provided.

Staffing and Key Workers

We are a team who work closely together and continuously strive to receive ongoing training to further benefit the children within our care. Our team recognises that you

are the most important people in your children's life and have the greatest influence on them. At Dar ul Madinah we build on foundations you have laid and will continue to develop on these.

Attendance

At Dar ul Madinah daily attendance is compulsory, to set the children into positive habits for learning. Please make sure that your child comes to school every day and on time each day. The school doors open at 08:30 ready for the school day to start at 08:45. Arrival after 08:55 will be given a late mark. The school day ends at 15:00 prompt.

Late Collection

For the wellbeing and safeguarding of your child, it is important that you **drop off** and **collect** your child on time each day, being left behind when all the other children have been collected can be very upsetting for children. If for any unforeseen circumstance you will be late we would appreciate if you contact us as soon as possible. Preferably your emergency contact will be available to collect your child if you are late in collecting. Please also ring in at Dar ul Madinah and let a member of staff know who is collecting the child. Your child's security is of the utmost importance to all of us without a password your child **will not** be released. If your child is collected late without prior notice then a late collection fee will be charged.

Policies and Procedures

If you would like to see our policies and procedures then please feel free to ask at any time. Policies are also available on our website. We update them regularly to reflect good practice within our setting. We have included within this pack information from our sickness and contagious illness policy, as it is useful for your reference if your child is unwell, information from positive behaviour policy, complaints procedure and safeguarding policy.

Sickness and contagious illness policy

It is part of our commitment as childcare practitioners to ensure the well-being and health of all of the children within our care. It is therefore important to have a policy for sickness and contagious illness, and it is also crucial that this policy is strictly adhered to, as not only may the health of your child be affected, but also that of others. Please keep this policy for your future reference, and please make sure that you read and are familiar with the details of the policy. If a child is deemed sick within our care, we will contact the parent or carer immediately and inform them of the nature of the illness, actions taken and recommendations.

PLEASE KEEP YOUR CHILD AT HOME IF YOU SUSPECT THAT THEY MIGHT BE ILL.

If your child is suffering from any of the following illnesses please follow the exclusion periods as set out below:

- Vomiting/ Diarrhoea: should **stay at home for 48 hours** after the last bout of vomiting or diarrhoea.
- Conjunctivitis: your child should be kept at home for 48 hours and until the eyes are clear.

- Chickenpox: your child should be kept at home for 7 days from the appearance of the rash and until the spots are dry.
- Gastro-enteritis or food poisoning: Should not return for at least 48 hours and by the advice of a doctor.
- Measles: Should not return until 7 days after the appearance of the rash
- Head Lice: is also an infection and child should remain off until treatment has been given.
- Mumps: until the swelling has subsided and 7 days from onset, please also get medical advice to see if it is safe to return.
- German Measles (Rubella): Should not return before 7 days from the onset of the rash, and should only return if a doctor has confirmed good health.
- The following are infectious illnesses and you should seek medical advice before your child returns:
 - Streptococcal Infection
 - Hepatitis A and B
 - Scarlet Fever
 - Impetigo
 - Whooping Cough
 - Glandular Fever
 - Scabies
 - Hand, Foot and Mouth Disease
 - TB
 - COVID19

Within our policies we also have a list of diseases that must be reported to the department of health and Ofsted, which you are welcome to view should the need arise.

Administering medication

Medication will be administered to your child by a qualified member of staff, with Parental consent only. A medication form will need to be completed by parent and staff prior to administering the medicine. Where necessary, training will be provided to the staff for administering the medication. Any medication provided to the school must be prescribed by a GP and have a label with clear dosage instructions. Children that suffer from Asthma will be required to have an inhaler and spacer in school at all times along with a care plan from their GP. Similarly children with severe allergies will be required to have two epi pens in school at all times.

Positive behaviour policy

At Dar ul Madinah, we believe that children and adults flourish best in an established routine and environment where they know what is expected of them and where children can play freely and learn without fear of being hurt or hindered by others. And also where there are clear and developmentally appropriate expectations for their behaviour. It is our continuing aim to:

- To create a safe, secure and happy environment, that encourages and reinforces acceptable behaviour by consistent and considered response.
- To be a positive role model for all children with regard to friendliness, care, courtesy and language portrayed both in a humane and Islamic ethos.
- Ensure that all children feel included at all the time.

- Enable the children to share their experiences with each other and with staff.
- Display a range of positive images and objects that reveal people in non – stereotypical roles.
- Celebrate diversity within the school and to use resources that reflect diversity – including books, toys and role-play,
- To help and make children appreciate and value each other, and to feel valued as an individual.
- To enhance self-esteem, self-control and mutual consideration.
- To give a high priority to clear communications within the school and to further
- Develop positive partnerships with families.

Complaints procedure

We believe that children, and their parents, are entitled to expect courtesy with prompt and careful attention to their needs and wishes. It is our intention to work in partnership with parents and the local community and we welcome suggestions on how we can improve our group. It is clearly of paramount importance that the school should run smoothly and that parents and staff work together in a spirit of cooperation in the children’s best interests.

In the event of complaints from either staff or parents every effort will be made to respond quickly and appropriately and the following procedure will be followed:

Procedures for Making a Complaint

- Any parent who has a concern about any aspect of the setting’s provision first of all talks over their concerns with the class teacher.
- The Head teacher will respond to any complaint as quickly as possible. They will talk with staff and parents to overcome the problem.
- Complaints will be recorded and dated in the Complaints Book.
- After a complaint has been resolved the final outcome will be written in the Complaints Book. Any recommendations for changes in procedure will be made and noted against the complaints policy.
- Most complaints should be resolved amicably and informally at this stage.
- For further information on this policy, please see the school’s policies and procedures.

Safeguarding Children policy and procedure

Our Designated Person for Safeguarding Children is the Head teacher. Child protection is very important in our school, we provide a safe environment where children are safe from abuse and where the suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will exclude known abusers by:

- Advising all applicants applying for employment within the school that should they be offered a position it will be dependent upon a satisfactory Disclosure Barring Service (DBS) check. Applicants will be informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Before appointment, applicants will be requested to supply two references which will be taken up, and explanations will be sought where an applicant

has held several jobs in a short period of time or has gaps in their employment history.

Appointment of staff will be subject to a probationary period, usually three months, and will only be confirmed once the Nursery is completely satisfied that the applicant can be safely entrusted with children. This will include both paid and voluntary staff.

Volunteers do not work unsupervised. We will ensure that children are collected only by known parents or carers, or another responsible adult, of whom we have informed about. This person must know the password originally stated on the child's application form by the parent or main carer.

We provide extensive safeguarding training to all our staff and volunteers through our on-line portal which is supplemented by face to face training through local council so they can learn to recognise the signs and symptoms of possible abuse, i.e. physical, emotional, neglect and sexual. We ensure that all staff know the procedures for reporting and recording their concerns in the school and respond appropriately to suspicions of abuse.

Changes in a child's appearance and/or behaviour will be investigated. We allow investigation to be carried out with sensitivity. Staff in the school take care not to influence the outcome either through the way they speak to children or ask questions of children. Parents will normally be approached first although suspicions will also be referred to the MASH team at The Leicester safeguarding Children Partnership (LSCP), if deemed appropriate.

All such suspicions and investigations will be confidential and only those people who need to know will be informed, such as the child's teacher, the Head teacher and the safeguarding lead. For further information please see the full policy in the school's policies and procedures document.

Communication

Dar-ul-Madinah has invested in various methods of communication to ensure that parents are well informed at all times. Parent Portal is used on a regular basis to interactively show parents what the children are working on and any particular achievements children have made. It is also a brilliant method of communication for parents to send direct messages to the class teacher. Another platform the school uses is Purple mash, this is an online tool that is used for teachers to set homework activities and provide direct support. Individual user details for both of these platforms is provided after induction. Official channels of communication at Dar-ul-Madinah for any other matters are to telephone or email the school office using the contact details found in this pack.

Admission Agreement

The School's Obligations:

- Subject to terms of the Contract, the School will accept your child as a pupil of the School and register your child on the School's statutory register from the time of joining the School until the end of Year 6. However, the School shall not be obliged to permit your child to continue into the next year group unless satisfied that it is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances. Notwithstanding any conditions on entry imposed by the School, if you wish to withdraw your child prior to entering the next stage of the School, you will either need to give us a term's written notice or pay us a term's fees in lieu of notice.
- The scope of our duty to exercise reasonable skill and care for your child's education and welfare. While your child remains a pupil of the School, we will exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School. We cannot accept any responsibility for the welfare of your child while off the School premises unless he or she is taking part in a school activity or otherwise under the direct supervision of a member of School staff.
- Our right to make changes at the School. Our website and welcome pack describe the broad principles on which the School is presently run. However, from time to time it may be necessary to make changes to any aspects of the School, including the curriculum, the manner of providing education for your child (including by providing such education remotely (whilst your child remains at home, for example, where the School is required to close the School premises) or our policies. We will give you notice of significant changes. Where practicable, we will give you notice of any planned substantial changes that we regard as affecting a significant part of the School's core offering prior to the end of the penultimate term before the change is to take effect. If we do not do this and you wish to withdraw your child from the School on or before the end of the term in which such change has taken effect, whilst you must still give notice of your child's withdrawal from School, you will not be liable to pay a term's fees in lieu of notice.
- Consent to participation in contact sports and similar activities. Unless you notify us to the contrary, you consent to your child participating, under supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- Consent to transport. You give your consent to your child travelling by any form of public transport and/or in a motor vehicle driven by an adult who is duly licensed and insured to drive a vehicle of that type.
- What happens if your child needs urgent medical attention? If your child requires urgent medical attention while under the School's care, we will if practicable try to obtain your prior consent or that of the responsible adult appointed by you. However, if it is not practicable to contact you or if there is no timely response from you we will make the decision on your behalf if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)).

- Monitoring your child's progress at the School. We will monitor your child's progress at the School and report regularly to you by means of grades, full written reports and parents' meetings.
- Special educational needs. We will advise you if we have any concern about your child's progress, but we do not undertake to diagnose dyslexia or other conditions. A formal assessment can be arranged either by you or by the School at your expense.

The Parents' Obligations

- We require your co-operation. In order to fulfil our obligations under the Contract and to maintain a constructive relationship with you, we, the Head teacher and the School's staff, need your cooperation, including in particular by you fulfilling your own obligations under the Contract.
- Examples of the co-operation and assistance we require. You must co-operate with the School and the School's staff in good faith, including by:
 - Maintaining a constructive relationship with the School's staff (including where the School is exercising its rights and performing its obligations under the Contract and including in the tone, content, volume and/or nature of your communications with the School);
 - Encouraging your child in his or her studies, and giving appropriate support at home;
 - Keeping the School up-to-date and informed of matters which affect or may affect your child including circumstances which arise at any time that affect or may affect:
 - your ability to pay the fees and supplemental charges for your child;
 - your child's welfare or happiness;
 - your child's safety;
- Ensuring that all details or other information notified or otherwise disclosed to the School about you and/or your child are accurate, truthful and not misleading and that relevant details and information (or changes to them) are not withheld;
- Providing cooperation and assistance to the School so that your child can participate in, and benefit from, the School's provision of education (including where the School may wish/ need to provide such education remotely); and attending meetings and keeping in touch with the School where your child's interests so require.
- You must notify us of your child's health/medical conditions or special educational needs. It is a condition of your child's joining and remaining at the School that you complete and submit to the School a medical questionnaire in respect of your child;
- Circumstances where we may require you to keep your child away from School.
- If the School so requires due to a health risk either presented by your child to others or presented to your child by others or presented by your child to him or herself, or by reason of a virus, pandemic, epidemic or other health risk, or where the Head teacher determines in his or her discretion that it is not in your child's best interests to remain at School, you may be required to keep

your child at home and not permit him/her to return to the School until such time as those circumstances have passed. Where it is considered appropriate, we will try to continue providing education to your child remotely during such period (including, for example, by sending you/your child work assignments electronically or by post).

- You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your child; and provide us with copies of them.
- You must inform the School if, at any time prior to or during your child's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or relating to) your child's attendance at the School (including its premises) and/ or the School's provision of education to your child. This would include any court order or undertaking given to a court which may deal with or impact upon in any way:
 - your child's living and/or contact arrangements
 - your child's education, welfare and/or upbringing
 - the payment of fees and/or supplemental charges
 - your exercise of parental responsibility in respect of your child. In any such circumstances you must (whether upon request or otherwise) promptly provide the School with copies of the relevant court order(s) or undertaking(s) (or the relevant parts of them).
 - You must notify us of any changes to your financial position.
 -

You must notify the School immediately upon:

- any change to your financial circumstances which may prejudice your ability to pay the fees as they fall due
- being unable to pay your debts as they fall due
- entering into an individual voluntary arrangement
- being made the subject of a bankruptcy petition or order;
- becoming the target of any economic sanctions imposed by any government
- being under investigation for any possible breach of any anti-corruption laws, any anti-money laundering laws or any economic sanctions laws.

- You are responsible for ensuring that your child has the appropriate immigration permissions
- You are responsible at all times for ensuring that your child has the appropriate immigration permission to enter and reside in the United Kingdom and to study at the School and must update the School of any changes to this status whilst your child remains a pupil of the School. If your child is found not to be in possession of the correct leave to be in the United Kingdom, your child may be required to leave the School immediately and without refund of the fees paid.
- We require you to nominate a responsible adult and/or guardian for us to contact in your absence.
- It is a condition of your child's joining and remaining at the School that you complete and submit to the School an emergency contact for your child. Amongst other things this will nominate a responsible adult to whom you will

delegate authority to make decisions relating to your child if the School is not able to contact you. The responsible adult and the guardian may be the same person. You must notify the School if the responsible adult or guardian changes or if their contact details change.

- We are entitled to expect that parents have consulted with each other regarding decisions relating to your child. You (and each of you as the holders of parental responsibility for your child) acknowledge and agree that, prior to and during your child's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your child are concerned. Accordingly accept that the School is entitled to treat.
- Any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you and any communication from the School to one of you as having been given to both of you.

PLEASE READ THIS NEXT SECTION CAREFULLY – it sets out who needs to sign a notice of withdrawal of your child.

- We are entitled to require that notices of withdrawal must be signed by both parents. Any parent/guardian that wishes to withdraw their child(ren) must give notice in writing no less than one term and remain liable for the fees accordingly. A notice of withdrawal of your child served under the policy must be in writing and signed by each of you as the holders of parental responsibility for your child (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the child have signed such notice).
- You must notify us of your child's absence from School. The School office must be informed as soon as possible of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.
- Residence during term time. During term time, your child must reside with you, a legal guardian or another responsible adult unless resident as a boarder. If your child will be residing with someone other than you or a legal guardian during term time, the School must be notified immediately in writing.
- Parents must notify us if they will be absent for a period of time or if your child will be residing elsewhere. If at any time during your child's time at the School
- The Parent(s) with whom the child usually resides will not be in the United Kingdom at any time or will otherwise be absent from your main residential address for a period of longer than one night; or your child will be residing under the care of someone other than a Parent, then you must inform the School immediately in writing and provide the details required by the School as a result, including the name and contact details for a responsible adult for the period of your absence.
- Raising concerns with the School and making formal complaints. If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without undue delay. Complaints should be made in accordance with the Complaints Procedure. A copy of the most up-

to-date version of the Complaints Procedure is on the School's website and is otherwise available from the School at any time upon request.

- You give consent to photos/videos being taken of your child. These photos may be used as examples of activities that we do, for display purposes within the school or for publications and official social media.

Please complete the following information:

Name of Child _____

Date of Birth _____

Name of Parent(s)/Guardian(s) _____

Who has parental responsibility? _____

Address(es) _____

Contact no(s) _____

Address where the child is resident (if different) _____

Who does the child normally live with? _____

Residence or contact/legal arrangements if applicable _____

Place of work (1) Place of work (2) please include work telephone numbers.

Emergency contact (other than parent/guardian/carer) Who will bring/collect the child(ren)? _____

Child's doctor Name and Address _____

_____ Telephone no _____

Immunisations/Vaccinations. Has your child been fully immunised against:

Diphtheria [] Whooping cough [] Tetanus [] Polio [] Measles [] Mumps []

Rubella [] Hib Meningitis [] Tuberculosis []

Other (please specify) _____

Has your child had chicken pox? _____

Health clinic _____

Allergies/Special diet/Health problems/Childhood illnesses

Language spoken at home _____

Child's ethnicity _____

Any additional information the school should know about your child e.g. likes, dislikes, fears, comfort items, special words etc.

Name of child _____

Parent/Carer Signature: _____

Date: _____

Please provide names of other authorised adults who may collect your child. In the interest of safety within Dar ul Madinah we would like to establish an 'Approved List'.

Can you provide the details of two approved adults (over 18) that you give permission to collect your child from nursery at the end of their session, should you be unable to collect? Please contact us at the office to warn us of a change in arrangements.

Additionally we would like to provide a password which will be added to your child's file. If we do not have this password when an unfamiliar adults attempts to collect your child, we will contact you, as parents for permission and children will not be allowed to leave Dar ul Madinah without **your** authorisation.

YOUR CHILD WILL NOT BE HANDED OVER TO SOMEONE WE DO NOT KNOW

Name	Relationship	Password

Do not share the password with anyone except from the above named people, your child's security is of paramount importance to Darul Madinah.