



ZAWIYAH

**Welcome Pack for Parents
2023/24**

Dear Parents

Assalamu'alaikum wa rahmatullahi wa barakatuh,

We would like to welcome you and your child to Zawiyah! This pack contains key information about the school. You can also find further information on our website www.zawiyah.co.uk.

1. THE AIMS OF ZAWIYAH

Zawiyah is a Supplementary School and Charitable Incorporated Organisation (CIO).

Our vision is to provide a vibrant teaching environment to allow children and young people to develop sound knowledge, good morals and a love of Islam combined with support for their mainstream education.

The aims of Zawiyah are to:

- Provide students with a broad traditional Islamic education of the highest quality.
- Deliver Islamic teaching in accordance with an authentic and structured curriculum.
- Provide students with supplementary education in GCSE Mathematics.
- Equip students with learning and life skills to support them with their mainstream education and modern life.
- Provide regular feedback to allow students to measure their progress and achieve their potential.
- Create a fun and supportive environment where students are motivated to increase their understanding of Islam and the principles of *Adaab* (respect) and *Akhlaq* (Etiquette) are instilled.
- Instil & uphold British values ensuring harmonious integration into the wider society.

2. SUBJECTS TAUGHT

Islamic studies and support for GCSE Maths students. Please note that we do not offer Quran teaching within our sessions as we believe that this cannot be effectively delivered within the available time. We encourage parents to make separate arrangements for this and can offer advice on how to do this.

3. STUDENT NUMBERS

We have approximately 50 students attending Islamic Studies classes and 15 students attending GCSE Maths classes. They are aged 5-15,

We typically have 1 teacher for 10 students and never exceed 15.

4. WHERE & WHEN

All classes take place term time at:

Marlborough Primary School, Marlborough Hill, HA1 1UJ.

Islamic studies: Sunday 9:30am to 12:00pm (arrive for 9:15am)

GCSE Mathematics Sunday 12:30pm to 1:30pm

Term	Start	Holiday	End	Fee
Autumn 2023	17.09.23	29.10.23	17.12.23	£130
Spring 2024	07.01.24	11.02.24	24.03.24	£110
Summer 2024	21.04.24	16.06.24	21.07.24	£110

Each academic year we have 2 parents' mornings, 1 assembly and an end of year trip or event. Dates will be communicated in advance.

5. DROP OFF & COLLECTION

The safety and welfare of the children is our primary concern and it is parents' responsibility to ensure that students are dropped off to the school entrance (not the car park) at the appropriate time. Please be punctual and drop off and collect your child at the times specified below

	Islamic Studies	GCSE Maths
Drop off	09:15 to 09:30	12:15 to 12:30
Collection	12:00	13:30

In the interests of safety, we will not allow children to leave the school without their parent/carer. Please speak to us if you have an older child (14+) and are comfortable with them making their own way home.

6. Absence

If your child is unable to attend class, please contact us as soon as possible:

- WhatsApp or Text Message: 0203 393 2620
- Email: info@zawiyah.co.uk

Please ensure your message details your child's full name and reason for absence.

7. What to bring?

Children should bring the following to every class:

- Text book and work book
- Stationery (including notebook)
- Water bottle
- Light snack for breaks. We are a nut free school so please do not send your child with any snacks containing nuts. We have a number of children who are severely allergic.
- Medication if needed for any conditions or allergies.

8. FEES

Islamic Studies:

£10 per teaching session payable in advance at the start of each term. There is an admin fee of £20 per year to cover the cost of books and materials.

No additional fees are charged for families with more than 2 children attending Zawiyah. i.e. a family with 3 or 4 children will only need to pay for 2 of them.

Zawiyah is a charity and not for profit organisation. We rely on school fees to cover the school's running costs. School fees must therefore be paid on time.

GCSE Maths:

These classes are provided free of charge as they are externally funded.

9. TEACHING & MANAGEMENT TEAMS

TEACHING TEAM	
Khalid Rafiq	Head Teacher Islamic Studies Teacher - Class 6 First Aider
Miriam Aziz	Islamic Studies Teacher - Class 1
Jannat Jahan	Islamic Studies Teacher - Class 2
Maryam Rafiq	Islamic Studies Teacher - Class 3
Ferhat Zubair	Islamic Studies Teacher - Class 4 First designated safeguarding person
Qasim Latif	Islamic Studies Teacher - Class 5 First Aider
Aisha Rafiq	Islamic Studies Teacher (cover) and support for Head Teacher
Muhib Anis	GCSE Maths Teacher

MANAGEMENT TEAM	
Qasim Latif	Chairman & Trustee of Zawiyah
Mohammed Rahman	General Secretary & Trustee of Zawiyah
Khalid Rafiq	Trustee & Head Teacher of Zawiyah
Mohamed Poonawala	Trustee of Zawiyah & Second designated safeguarding person
The Management Team are all volunteers and do not receive any remuneration for their management or teaching duties	

10. SAFEGUARDING POLICY STATEMENT

At Zawiyah we believe that children and young people have the right to be treated equally and to learn in a safe and friendly environment. This policy is based on the following principles:

- the welfare of the child/young person is paramount.
- all children/young people, whatever their gender, colour, race, nationality, disability or special needs have the right to protection from abuse.
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- staff/volunteers are trained to understand the nature of abuse and to be alert to matters of concern.
- all staff/volunteers working in this supplementary school have a duty to safeguard children and young people.
- all staff/volunteers in this supplementary school have a responsibility to report concerns to the designated person with responsibility for child protection at the school and/or a member of the Management Committee.

We aim to safeguard children/young people by:

- development and implementation of safeguarding policies and procedures including: child protection and health & safety policies and guidelines; a code of conduct for staff/volunteers, staff and volunteer procedures and equal opportunity policies.
- sharing information about child protection and good practice with children/young people, parents and carers and staff/volunteers.
- sharing information about concerns with agencies who need to know and involving parents and children/young people appropriately.
- following carefully the procedures for recruitment and selection of staff/volunteers.
- providing effective management for staff/volunteers through support, supervision and training.
- involving children, where appropriate, in the development and implementation of safeguarding policies and procedures.
- reviewing our policy and good practice regularly.

The following designated person has been nominated by this supplementary school to refer allegations or suspicions of neglect or abuse to the statutory authorities.

The first designated person (Designated Safeguarding Officer) is Ferhat Zubair (Zawiyah Teacher), and her telephone number is 07749109968.

In the absence of the designated person or if preferred, the matter should be brought to the attention of the second designated person.

The second designated person is Mohammed Poonawala (Zawiyah Trustee), and his telephone number is 07985 196541.

The social services number for the area is 020 8901 2690
(duty&assess@harrow.gov.uk)

11. CODE OF BEHAVIOUR FOR PUPILS

Respect:

- We all have the right to be respected.
- We are polite to each other.
- We respect each other's differences.
- We recognise that everyone has the right to be heard.
- We respect that others **are here to learn.**

Behaviour:

- We will attend classes on time and with the right books and stationery.
- We respond when we are asked to do something.
- We hold doors open for other people.
- We will not run in the corridors.
- We tidy up after ourselves using the bins provided.
- We do not use bad language at any time.
- We will turn our mobile phones off or put them 'on silent' during lessons.
- We will let the school know if we are going to be absent.
- We know how to behave and what to do in the event of a fire drill.

We will not accept:

- damage to property.
- persistent refusal to accept school rules.
- verbal abuse to staff or students
- physical aggression towards staff or students
- any form of racism, prejudice or discrimination
- any form of bullying
- sexual misconduct
- substance abuse
- theft

If a student breaches the code of behaviour, the most appropriate sanction for a minor or first time breach will be to remind him or her about the code of behaviour and ask him or her to comply with it. Students will be given the opportunity to reflect, enabling them to plan a positive response, with support from staff and other students.

GREEN

If, having followed the above step, the student continues to exhibit inappropriate behaviour, he or she should be referred to the appropriate member of staff who will give him or her a formal, green light warning. Supportive interventions may need to be identified at this stage. The action should also be recorded, and parents/carers informed.

YELLOW

Any further persistent inappropriate behaviour will result in a more serious sanction being imposed e.g. restriction/suspension from class(es). This is a yellow light warning.

Again, supportive interventions may need to be identified at this stage. This action should also be recorded.

RED

If these interventions are still not effective in helping the student to change his or her behaviour, a red light warning may be needed, with further sanctions. It may be that at this point the Head Teacher will discuss with the student and his or her family a possible referral for further support from other services.

12. PARENT SCHOOL AGREEMENT

When completing the online application form, all parents are required to formally agree to the following:

"I will:

- ensure that my child attends school regularly and arrives on time.*
- ensure that I personally drop off and collect my child on time.*
- ensure that my child attends school equipped for lessons (textbooks, workbooks and stationery)*
- ensure the school is informed promptly of any absence my child may have.*
- help my child to make up for any missed lessons where non-attendance occurs.*
- support and adhere to all relevant school's policies and guidelines.*
- support my child with their Islamic Education by reinforcing the teachings at home.*
- make every effort to attend parents' mornings and other discussions about my child's progress.*
- make sure the Head Teacher is informed of any concerns or problems that may affect my child's work or behaviour.*
- pay fees on time at the start of each term".*

13. PHOTOGRAPH & VIDEO PUBLISHING

Occasionally we may take photographs of the children at our school. We may use images and/or videos for:

- school displays.*
- printed publications*
- school website.*
- social media pages.*

If we use photographs of individual pupils, we will not name the child in the accompanying text or photo caption.

You have the option to agree to images or videos of your child being taken and used for the purposes detailed above when you complete the online application form. Please contact us if you wish to make any changes to what you originally advised.

14. E-SAFETY

We will promote E-safety by:

- appointing Qasim Latif as our e-safety coordinator.
- ensuring that any use of ICT during classes is approved by the Head Teacher and e-safety co-ordinator.
- ensuring that children do not use mobile phones during classes.
- providing clear and specific directions to staff and volunteers on the appropriate use of ICT.
- ensuring that there is no contact between Zawiyah staff and children using any form of electronic communication including email, text message and social media. For clarity staff should not "friend" or "follow" children on social media.
- ensuring all general electronic communication with parents and carers is only sent out by a member of the Management Committee.
- supporting and encouraging the young people using our service to use mobile phone technology and the internet in a way that is appropriate from an Islamic perspective, keeps themselves safe and shows respect for others.
- incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people.
- using our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse).
- informing parents and carers of incidents of concern as appropriate.
- ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website without consent.
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- ensuring that any personal information held electronically is held securely.
- examining and risk assessing any emerging new technologies before they are used within the organisation.

15. ONLINE SAFETY STATEMENT

Zawiyah is committed to maintaining online safety. This encompasses:

- o Zawiyah social media accounts and website
- o Use of mobile phones
- o Use of IT facilities
- o Communication between staff and students
- o Protection of personal information
- o Remote learning
- o Safeguarding

Please refer to the Online Safety Policy for further information.

16. DATA PROTECTION

Data protection is an important legal compliance issue for Zawiyah. During the course of Zawiyah's activities it collects, stores and processes personal data (sometimes sensitive in nature) about staff, students and their parents.

Zawiyah as “data controller”, is liable for the actions of its staff and Trustees in how they handle data. It is therefore an area where all staff have a part to play in ensuring Zawiyah complies with and are mindful of its legal obligations, whether that personal data handling is sensitive or routine.

Zawiyah is fully committed to comply with the requirements of the Data Protection Act 2018 (“the Act”) and General Data Protection Regulations (GDPR). Zawiyah will therefore follow procedures that aim to ensure that all staff who have access to any personal data held by or on behalf of Zawiyah, are fully aware of and abide by their duties and responsibilities under the Act.

Please refer to the Data Protection Policy for further information.

17. MAKING A COMPLAINT & FEEDBACK

Any parent who is uneasy or unhappy about any aspect of Zawiyah should first of all discuss their concerns with Khalid Rafiq, Head Teacher. Most complaints will be resolved through this informal discussion.

If this does not have a satisfactory outcome within 28 days or if the problem reoccurs, the parent should put the complaint in writing by emailing info@zawiyah.co.uk. Mohammed Rahman (General Secretary) will respond to arrange an in person or virtual meeting depending on the preference of the parent.

The meeting will be attended by two members of the Management Committee and the parent will be encouraged to invite a friend or family member to attend the meeting. Full minutes of the meeting will be taken.

In the unlikely event that the meeting does not achieve a satisfactory resolution, the parent should email info@zawiyah to reiterate their concerns and request a second meeting. Mohammed Rahman (or another member of the Management Team if more appropriate) will have a discussion with the parent to agree who should attend.

After this second meeting the parent will receive a formal response to their complaint detailing the outcome of the discussions.

If a complaint relates to Khalid Rafiq or Mohammed Rahman, the parent should put the complaint in writing by emailing info@zawiyah.co.uk for the attention of Qasim Latif.

Suggestions for improvement are always welcome and can be provided verbally to any of the Trustees or by emailing info@zawiyah.co.uk.