

HAMD HOUSE BROCHURE

# Hamd House

A faith school open to all faiths

**95 Grange Road**

**Small Heath**

**Birmingham**

**B10 9QT**

**Tel: (0121) 771 3030**

Head teacher: Mr. S Masoud

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We are delighted to welcome you and your child to Hamd House and are looking forward to getting to know you better over the coming years. We hope that the school brochure is informative and gives you a true insight of the school. We are proud of the fact that this was judged as good with important outstanding features in its previous OFSTED inspection 2010. Ofsted also mentioned in this report that we were an improving report and our academic performance as well as the broadening of our curriculum has confirmed this judgement. (The full report can be accessed at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or via the school office).

There are still targets for us to achieve and we will continue to aim to provide exciting learning opportunities and maintain outstanding standards in the years to come. Every individual pupil is challenged and developed in every aspect of their learning. We positively view Gifted and Talented as special needs and support them just as well as our other pupils with special needs. Over half of our year 6 pupils from our 2014 cohort have already passed in their Mathematics GCSEs with most achieving fabulous grades!

## **Some previous OFSTED comments**

“The school has successfully created a strong spiritual and nurturing environment.”

“Staff securely and outstandingly promotes the pupils’ spiritual, moral, social and cultural development. “

“The provision for safeguarding pupils’ welfare health and safety is good.

The overall quality of education is good. The curriculum is good.”

“The school has a well-conceived personal, social, health and citizenship programme (PHSE), which makes an effective contribution to the pupils’ outstanding personal development.”

“The Islamic curriculum is complemented well, by a broad and balanced secular curriculum, firmly based on the National Curriculum.”

“All aspects are underpinned by detailed policies and schemes of work that provide excellent emphasis on, and rigorous coverage of, the core skills of literacy and numeracy, so as to ensure that pupils build on them securely from year-to-year and make good progress.”

“Provision for the teaching of reading is an important strength and, as a result, pupils make outstanding progress in this respect and attain highly.”

Hamd House is working hard to constantly improve its curriculum in underpinning lessons with spiritual, moral, social, and cultural learning to provide a broad and varied curriculum. Teachers use a range of materials and resources to allow children varying insights so that they can enjoy diversity within subjects. Children learn general knowledge daily to allow them to build on their knowledge and make links and understanding between the subjects.

Our teachers are caring and work in professional conduct according to the Teaching Standards and Equality Act 2010 to ensure that each child is valued, cared for and given every opportunity to reach their full potential. We believe that children learn best when families are involved and we hope that you will take advantage of the opportunities to visit and get involved in the many different aspects of school life. We

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are proud that we have strong links with the community groups and are building on these. We take every opportunity to develop SMSC and celebrate British Values.

If you haven't already visited us please come and see the school in action, we would be delighted to show you around. If further information is required please do not hesitate in contacting the school.

Mr. Sumair Masoud  
Headteacher

## **Hamd House Mission Statement**

Our school actively strives to provide a safe, happy, purposeful learning environment nourished by British values of incorporating democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We aim to ensure that all pupils will feel secure and confident in the preparation for success in their future lives in Britain. Pupils at Hamd House will develop a strong sense of British identity and an understanding of British culture and traditions through the incorporation of Spiritual, Moral, Social and Cultural development across all areas of the curriculum. This will all be within an Islamic teachings framework that aims to create a gentle spiritual atmosphere and ethos.

We aim to develop in our children a respect and appreciation for the Laws of England and British Values; tolerance, acceptance, freedom and individual liberty so that they can grow up confident in their identity as positive British Muslim role models. We are open to children of all faiths and none and have high expectations of all of our pupils and expect high standards in behaviour, appearance and character, both inside and outside the school that will help them achieve and contribute to the academic success of the school and the wider community. We expect and encourage all of our pupils to have a balanced outlook in life and show respect and consideration for others.

We promote education as an active partnership between home and school. We also promote equal opportunities, racial harmony and social justice in line with our British and Islamic values. We provide an education that is enjoyable, inclusive, stimulating and challenging and which allows individuals to meet their full potential and develop skills for life. The school is at the heart of the community and provides a safe, secure and respectful environment which enables pupils to develop emotionally, physically, socially and academically.

**“ Learning today for a life tomorrow - British Values and Islamic Values prepare me for my future in my role as positive British Muslim who strives to benefit all.”**

## **BRITISH VALUES**

Pupils are taught British values; the key aspects of democracy, the rule of law; individual liberty and mutual respect and tolerance of those with different faiths and

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beliefs as fundamental aspects of the school's ethos and underpin all of its subjects and extracurricular focus. Hamd House meets the needs of all of its pupils by providing a range of culturally rich material and resources in lessons that reflect society as a whole. British Values are reinforced regularly and some examples of this are given below:

## **Democracy**

Pupils have the opportunity to have their voice heard through and School Student Council (Please refer to Student Council section). They are provided with opportunities to understand how laws are made and the processes and individuals that are involved in the formulation of such laws.

## **The Rule of Law**

The importance of laws, whether they govern the class, the school or the country, is consistently reinforced at Hamd House. Pupils are given a glossary of terms to help them understand the different types of laws. Pupils are taught the value and reasons behind rules and laws; that they protect us and give us structure to our lives and the responsibilities we all have to follow them. They are also taught that breaking rules will result in undesirable consequences. Visits from all kinds of individuals including authorities such as the Police, Fire and Ambulance Service help to reinforce this message.

## **Individual Liberty**

Pupils are actively encouraged to make decisions within a safe and supportive environment. Pupils are encouraged to use their critical thinking and are encouraged to express their opinions whilst listening to those of others. Children are explained the difference between fact and opinion. What should be accepted and tolerated and that they must be respectful, kind and courteous to all and live by the laws of England. They are encouraged to know and understand what the meaning of freedom and equal rights is. We aim to provide an empowering education for all pupils through the wider curriculum, which is enhanced by visits to Parliament. Staff training at Westminster Hall delivered by speakers from the House of Commons and the House of Lords relate well to PSHE and Citizenship topics. The student council takes part in the House of Commons Speakers Student Council Competition.

## **Mutual Respect**

Respect underpins the high expectations of behaviour that we have of all our pupils. Pupils learn that their behaviours have an effect on others and that they are responsible for ensuring all members of the school as well as the wider community are to be treated appropriately. They understand how we show respect not only through our speech but also through our actions.

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## **Tolerance of Different Faiths and Beliefs**

Hamd House is a diverse school, where we actively share our pupils' cultural diversity through celebratory events.

Islamic Studies / Religious Education and Personal, Social and Health Education (PSHE) lessons reinforce British Values and messages of equal rights, tolerance and respect for others. Members of different faiths and religions visit our school so that BRIDGES can be built between the faith communities. Pupils take part in actual and virtual visits to different places of worship.

**Aims- In light of the above;** At Hamd House, the staff aim to:

- Encourage and enable all pupils to do their best and progress
- Provide high quality effective teaching with appropriate levels of challenge
- Promote high standards and excellence in all aspects of school life
- Create a highly cohesive learning community by working in collaboration with families and carers, the local and wider communities to support and extend learning.
- Provide a creative curriculum and learning opportunities to engage and motivate pupils to acquire the skills, knowledge and understanding required to succeed in modern Britain.
- Respect our environment and everyone in it, both locally and across the wider world
- Promote awareness, appreciation and respect for diversity of cultural, religious and moral values of others
- Teach our pupils to consider environmental, community and world issues
- Ensure all take responsibility for own actions, including a commitment to honesty, displaying good manners and co-operating with each other.
- Provide a happy, healthy and caring environment where everyone feels safe, secure, valued and confident to talk openly and sure of being listened to
- Adopt a values based curriculum to raise achievement, encourage pupils to be self-disciplined and active learners
- Encourage pupils to be well organised and use their time sensibly
- Value and celebrate achievements both within and outside of school
- Promote pupil's spiritual, moral, cultural and social development to prepare them for opportunities, responsibilities and experiences of life beyond school
- Ensure that pupils' behaviour makes an exceptional contribution to a safe environment for all.

## **DISCIPLINE**

Discipline means to have the mental self-control used in directing or changing behaviour to learn or train for a skill. It can also mean to make oneself act or work in a controlled and orderly way. Therefore, the school regards discipline as an important part of the child's spiritual, moral, social and cultural development. Children will be expected to behave in a manner expected of a positive British Muslim. Respect for each other and the teacher is stressed and bad behaviour will not be tolerated. Parents are considered partners in this process and the school will not hesitate to contact them should the need arise. Children are encouraged to develop self-discipline through awareness of their British and Islamic Values.

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## **GENERAL INFORMATION**

**General Hours: Monday - Friday 8.50am to 3.40pm**

Name and Address of School:

Hamd House  
95 Grange Road  
Small Heath  
Birmingham  
B10 9QT

E mail Address: [info@hamdhouse.co.uk](mailto:info@hamdhouse.co.uk)

Website: <http://www.hamdhouse.co.uk/>

Telephone Number: 0121 771 3030

## **Admissions**

An application for admission is enclosed. A £50 registration fee is to be paid with every application. If a child passes an admissions test, but is not offered a place, the registration fee will be refunded. On receipt of the completed form, applicants will be required to take an entry test. For children who reach the required standard, which is not unduly high or competitive, an offer can then be confirmed. Upon the offer and acceptance of a place the termly fee is due. Entry from one academic year to the next is dependent on the pupil's overall performance in the end of year assessment.

We ask you to read the application carefully and sign the agreement on the enrolment form to pledge your co operation with the school and its views and your support in your child's learning and education.

Hamd House School forbids the pursuit of political partisan/extremist views. The school has robust procedures in place to deal with such issues appropriately and suitably.

## **When can my child start school?**

Children reaching the age of 6 between 1<sup>st</sup> September and the following 31<sup>st</sup> August (Year 1) are admitted in September. We have evolved a staged entry system to give a gentle start to school life for all Year 1 entrants. We do this gradually by increasing the length of their school day over the first week of the school year.

## **School Organisation**

Children are usually grouped with others of the same age. To foster suitable pastoral care and close family unit feeling. However, where exceptional ability is demonstrated by a pupil, we will discuss the best provision for the child with parents. Specialist teachers combine to teach the subject areas within school and clubs after school.

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## **The School Day**

The school office is open from 8.30am to 4.30pm. Staff will be present in school 10 minutes before the start of the school day and 30 minutes after the end of the school day. To ease traffic congestion children should arrive between 8:40am-8:50am.

Morning registers will be taken at 8.50am.

Any child arriving after 8.50am will be marked as late. Afternoon registers will be taken at 12.50pm.

The school sessions are as follows

Morning registration/session 8.55am – 11.40am

Break time KS1 10.40am – 10.55am

Break time KS2 10.40am - 10.55am

KS1 Lunch 11:40am - 12.35pm

KS2 Lunch 12.35pm – 1.35pm

Afternoon session 1:35pm – 3.40pm

School finishes at 3.40pm. Please be prompt when collecting your child should they not be attending one of our many after school clubs.

## **Pastoral care**

If a problem arises at home which may affect the daily routine of your child, parents are encouraged to discuss the matter with the pupils class teacher or relevant member of staff. Similarly a teacher may wish to discuss a problem in school with the parents. There are parents meetings twice a year for parents to meet the class teacher with their child to view their children's work and discuss the progress being made. Parental attendance is essential and highly valued. Parents are encouraged to visit the school at any time that is **mutually convenient** to discuss any aspect of their child's development. Your child's safety and all safeguarding issues are our number one priority.

## **Emergency contact**

The School Office keeps a record of all Parents' telephone numbers and other useful information for use when your child is ill or has an accident at school. It is essential that you keep us fully informed of any changes to this information, especially any changes to mobile phone numbers for either yourself or your chosen emergency contacts. In the case of an emergency we need to be able to contact you quickly. Failing that we will act in your place as "responsible parents".

## **Equal Rights Act and the Prohibiting of Political Partisan Views**

Parents will also sign to agree on their child's enrolment form that they will support the school in combating all forms of prejudice in a bid to promote tolerance. Parents will pledge their support and sign to agree that they will not express any views of political partisan/extremist nature that may compromise our Islamic and British Values.

Under the Equality Act 2010, new duties on schools and other public bodies will come into force in April 2011. The Act strengthens and simplifies existing equality legislation. The Act brings together existing duties not to discriminate on grounds of

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race, disability and gender which schools are already bound to comply with, and it extends these to include duties not to discriminate on the grounds of age, sexual orientation, religion or belief, and gender re-assignment. It places a requirement on governing bodies and proprietors of schools to eliminate discrimination and promote equal opportunities. It will apply to school policies for tackling prejudice based bullying.

## **Additional Education Needs**

All children are valued, respected and welcomed to the school whatever their additional educational need. We will support their learning and ensure that they are fully included in all school activities, making full use of externally provided facilities where appropriate.

## **Gifted, Able and Talented**

Our school will have, at any time, a number of able, talented or gifted pupils. We recognise academic and practical performance as well as those who show outstanding artistic, creative talent, physical skills, leadership qualities and the ability to process ideas and information. We endeavour to provide relevant challenge for all pupils regardless of their ability. **Recently over half of our year 6 pupils achieved fabulous pass grades in their maths GCSE.**

## **English as an Additional Language (EAL)**

Together we build on the children's cultural and linguistic experiences to develop their understanding and use of English. We welcome parents and carers into school and embrace opportunities that will enrich our school community. This also promotes positive parent partnerships between the School and parents.

## **Child Protection**

Hamd House take very seriously their responsibility to promote the safeguarding and welfare of all children entrusted to our care. The Designated Child Protection Co ordinator (DCPC) is the Head teacher Mr Sumair Masoud. Whilst not required, other members of staff have also received this high level of training. Every member of the school staff is trained in Child Protection.

The school is **committed to:**

- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to.
- Providing suitable support and guidance so that children can feel confident in approaching appropriate adults.
- Using the Curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making.
- Working with parents to ensure the welfare of all children which may involve other agencies.
- Ensuring all staff are able to recognise the signs and symptoms of abuse and is aware of the school's procedures and lines of communication.

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- We have rigorous processes in place to record and report safeguarding issues effectively

## **School Lunches**

Children eat their lunch in the dining hall. The school will provide drinking water if required. Our packed lunch policy provides good guidance for healthy eating and what constitutes a healthy lunch box. Packed lunches should be sent in a suitable leak and fall out proof container. The contents of your child's sandwich box are left for parent's to decide although we ask you to respect our healthy eating policy. We kindly request that children do not have sweets or fizzy drinks. All uneaten food will be returned home at the end of the day so that you have a clear picture of what your child is eating. Whilst we appreciate that some products have traces of nuts, please avoid sending whole nuts as we have children with allergies.

The children are supervised at lunchtime, both in the Dining Hall and playground by a Midday Supervisors, Supervisory Assistants and our teaching assistants. In addition, the Head Teacher, or a senior member of staff, is usually on the school premises during lunchtime.

## **Break time Snack**

Please encourage healthy snacks that will maintain blood sugar levels so that your child is able to remain focused during lessons. Healthy snacks include Fruits and sliced raw vegetables such as carrot sticks or dried fruits. Drinking water is available at the child's request.

## **School Uniform**

All pupils are required to wear full school uniform. A full uniform list will be given upon confirmation of a place. All items of uniform must be clearly marked with your child's name. The school cannot accept responsibility for lost/damaged clothing.

## **P.E KIT (boys and girls)**

Long sleeved loose fitting white or navy blue top

Navy blue or black tracksuit bottoms

Trainers or plimsolls

We ask parents not to send their children to school wearing unsuitable shoes, trainers or boots. No make- up, nail varnish, or excessive amounts of hair gel. Head scarves are removed during P.E. Plain hair bands only please. No jewellery (only stud ear rings and watches are permitted). Please make sure every single item of your belongings is named.

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## **Senior staff at Hamd House**

Mr Sumair Masoud: Head Teacher

Miss Sofina Khatun: Deputy Head Teacher

Mrs Mahreen Hameed: SMSC Co-ordinator

## **Visits**

Hamd House believes in forming links to help shape a positive community instilled with British Values of promoting tolerance and harmony by promoting the respect of other cultures and faiths and prohibiting extreme partisan political views. As an example of actively promoting British Values we have welcomed special guests including speakers from different faith backgrounds, public authorities and the local community.

## **Vetting Policy**

At Hamd House we do not allow the use of external speakers to deliver talks unsupervised with its pupils. However to enrich the experiences of our pupils and to promote a diverse range of teaching approaches to support a broad and varied curriculum we welcome guest speakers under staff supervision. We do not discriminate against any speakers and welcomes all well referred visitors and speakers from various backgrounds, faiths and the protected characteristics in line with the **Equalities Act 2010**

## **Parental involvement**

The support and help we receive from parents and friends in school is invaluable. Parents and friends help us with practical lessons; accompany classes on trips and fundraising events and social events as well as many other school activities. If you are able to help us in any way please let us know. We are proud of our strong community links as this provides the children with an understanding and feeling of life outside school and how the community links together. This in turn helps children prepare for their life in Britain and what better way than to prepare for this by enjoying our events with our community neighbours, visitors and parents. Hamd House has held hugely successful fund raising events in the past where they have raised considerable amounts of money for local hospitals and charities as well as disaster victims and orphans overseas.

## **The School**

The school class room has its own access to its personal library of age appropriate reading which has a good selection of fiction and non-fiction books and new titles are regularly added. Children will be encouraged to undertake individual research for projects. Such independence will stand them in good stead in their future projects and life in Great Britain. The School follows most of the National Curriculum and its assessments. The School believes that English and Mathematics are of paramount importance (academically) in building a foundation to future learning. Our graduate staff and qualified specialist teachers ensures teaching to the high standards expected in our school.

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## School Policies

**Aspect and subject policies are all available from the school office on request if required.**

## Our curriculum

English  
Mathematics  
Science  
Information & communication technology  
Geography  
History  
Art and design technology  
PSHE  
Physical Education  
Qur'anic Arabic and Hifz  
R.E and Islamic Education  
Latin  
Mandarin  
General Knowledge

## The School has a balanced and relevant curriculum

There are policies and schemes of work for each curriculum area. We acknowledge the importance of a sound and thorough grounding in literacy and numeracy emphasis is placed on developing core skills in reading, writing, speaking, listening, Mathematics and Science.

We believe that pupils should begin early in their education to prepare for their future lives in Britain by developing their spiritual, moral, social and cultural characteristics across the curriculum. The curriculum subject overviews have been reviewed to reflect an appreciation of British Values and respect for other cultures and faiths as well as our own respected laws of the land and the important service of our public institutions. Children will value their British Values within which moral frame they will appreciate and value their religious beliefs also. Indeed the dimension of British values with individual liberty and the right for one to value and reflect upon their religious beliefs coupled with spiritual, moral, social and cultural guidance and development underpins all our important cross-curricular theme.

To conclude both the core curriculum and the wider curriculum are taught within a well balanced and closely monitored framework, in which children also acquire essential skills. Teacher use a spiritual, moral, social and cultural development check sheet to ensure that their lessons take account of a varying, diverse and age appropriate material. The behaviour of children is monitored around the school, each member of management completes and SMSC observation form of children's behaviour around the school pre-during and after the school day.

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Pupils are prepared for entry into the King Edward's Schools and other grammar schools in Birmingham, Solihull, Walsall and Wolverhampton and for other senior schools. Over half of our yr6 pupils achieved an outstanding level C GCSE result.

The work is progressive and is structured with the individual needs of each child being addressed, so that those who require additional support can be helped while very able children can be encouraged to tackle more demanding work.

The School meets for regular assemblies which are concerned broadly with moral values, respect for each other's beliefs, an awareness of other races and cultures and an awareness of our responsibility to the environment. We celebrate achievements and attendance in special assemblies every Friday.

## How will we help your child to learn?

- At all stages and ages we will help the children to communicate well both orally and in written form with others
- Enjoy reading for pleasure and information
- Enjoy learning mathematics and know that it enriches their everyday life
- Appreciate and develop skills in creative art
- Enjoy and become skilled in recreational activities such as sport
- Develop skills in ICT which will help them in their learning and their future lives in Britain or Elsewhere.

## Reports

Written reports are given out during parents evening at the end of the first and last term of the academic year.

## The aims of our school curriculum are:

- to enable all children to learn, and develop their skills, to the best of their ability;
- to promote a positive attitude towards learning, so that children enjoy coming to school, and acquire a solid basis for lifelong learning;
- to teach children the basic skills of literacy, numeracy and information communication technology (ICT);
- to enable children to be creative and to develop their own thinking;
- **to teach children about the developing world, including how their environment and society have changed over time;**
- **to help children understand Britain's cultural heritage;**
- **to appreciate and value the contribution made by all ethnic groups in our multi-cultural society;**
- **to enable children to be positive citizens in the preparation for their future lives in Britain;**
- to promote anti-bullying and discrimination
- **to teach children to have an awareness of their own spiritual development, and to distinguish right from wrong;**
- to help children understand the importance of truth and fairness,;

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- to help children to grow up committed to equal opportunities for all;
- to enable children to have respect for themselves and high self-esteem, and to live and work cooperatively with others.
- Become curious about their immediate and wider environment and understand their responsibility to and for it
- Increase their scientific knowledge, understanding and curiosity
- Learn that courtesy, good manners and consideration for others are
- very important qualities
- Realise the importance of an active and healthy life-style
- **Respect for Britain's public institutions**
- **The role/function of public services**
- **Respect for law of the land criminal and civil law**

## **After school activities**

As children progress through the school they will have many opportunities to take part in out of school activities. We hope parents will encourage them to play their full part in these activities. The school has a list of 101 activities that it can do, and a fantastic array of after school clubs to offer from karate to knitting for BOTH BOYS AND GIRLS. Some of these activities are available to specific year groups in school. The organisation of such activities is dependent on the availability of staff and their personal commitments. Parents are always welcome to take an active role in the organisation of clubs together with our staff.

## **Educational visits**

School trips and visits are an important aspect of your child's education. Some visits are local whilst others are further afield and require transport. Parents are given full details of proposed arrangements for visits well in advance. We may ask parents to give a contribution towards the cost of a visit. The Natural History Museum, The London Imperial Museum, Parliament trip and outings to the space and sea life centres a just to name a few!

## **Learning at home and homework**

Homework is set regularly for all children and is graded according to age and ability. Homework is provided as consolidation of work being covered in school and parents are asked to check its completion. Parents are given a talk at the start of every term on the importance of Homework and working with your children. Help given by parents in their children's Home work and reading is invaluable. This involves hearing them read at home, reading books with them if they cannot do this for themselves, as well as looking at, and discussing the book, its story and illustrations. Encourage your child to talk about the books they bring home. The children may also be given other tasks such as reinforcing new words learnt or practising their multiplication tables. These are valuable pieces of homework with which you can help your child. As children move up through the school, homework becomes more formal and more frequent. Class teachers will ensure parents are aware of homework requirements. **Please work with and motivate your child in their**

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**British Values Spiritual reflection book to develop their British values.** Home work should be an enjoyable experience rather than a chore.

## **Behaviour code**

Within the school's Behaviour Policy, school rules exist to ensure the safety and welfare of children and staff. Behaviour is maintained via a system of praise, reward and sanctions, our policy can be requested from the school office. Consistently inappropriate behaviour is discussed with the parent and a range of procedures for reporting and dealing with bullying have been developed. The school's ethos encourages and rewards the positive aspects of the children's work and behaviour through the school's Token celebration assembly. Tokens can then be used by pupils to buy both educational and fun things. The Head Teacher and all the staff share responsibility for the pastoral care of the children in school. If the Head Teacher is unavailable, the Deputy Head Teacher, management and staff assume responsibility.

The school operates a traffic light system for managing and monitoring behaviour. All of the children are encouraged to go for green!  
The Children at Hamd House thought these simple yet important rules were Effective in promoting harmony and tolerance important:

## **Hamd House Rules;**

### **HAMD HOUSE RULES!**

**To be observed at all times at breaks, playground and around the school**

**School rules are based on three general principles; observance of the school law, safety and consideration of others**

**H** - Help one another to success

**A** - Attitude for success

**M** - Make every day count

**D** - Don't throw litter, keep school tidy

**H** - Help give school a good name

**O** - Open doors, be polite and treat each other with courtesy and respect

**U** - Use free time to join activities

**S** - Spiritual Moral Social Cultural Values

**E** - Excellent behaviour at all times

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## **Bullying**

Hamd House School has a zero tolerance policy on bullying. All incidents are recorded and depending on nature and frequency discussed with parents in a strategy meeting with the Head Teacher.

## **Medical matters**

The school has qualified First Aiders on the staff (trained in First Aid at Work, Emergency First Aid and Paediatric First Aid) and, in the case of your child becoming ill or having an accident, we will contact you immediately. We ask all parents to provide us with an emergency contact number so that they can be notified in such circumstances. Please inform school if contact numbers or names should change at any time. If children are ill, please keep them at home until they are well again or their doctor says they can return to school. This is particularly important in the case of infectious diseases. We also ask that you do not send over the counter medicines, tablets, cough sweets or lozenges to school. Parents are also advised to administer prescribed medicines at home wherever possible. Likewise, a consent form must be submitted if a child is to use an asthma inhaler. Please go to the school office if this is necessary and ask to speak to the secretary.

## **School Attendance**

Regular and punctual attendance is crucial to each child's educational development. At Hamd House School we recognise our part in helping parents to meet their legal obligations in this respect. If your child can not attend school because of ill-health, or for another reason, parents are asked to ring the school on the first day of their child's absence before 9.30am and send a note to the class teacher on their return giving an explanation of the absence. We must investigate individual instances of unexplained pupil absence and these along with other absences will be classed as 'unauthorised absence' if school is not satisfied with the reasons given for absence. We are also obliged by law to monitor and report late attendance at school.

Our aim is for all children to have attendance of 95% or better to enable them to make the most of all learning opportunities. Holidays taken in term time disrupt children's learning patterns and for this reason school does not authorise any holidays in term time. If families feel that they have no option but to remove their child for a holiday in term time this must be notified via a leave of absence form which is available from the school office. Upon application for any leave of absence, the Headteacher may be required to speak to parents about the importance of children being in school during term time.

## **Safeguarding Children**

At Hamd House School we take the safeguarding of our pupils seriously. Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to any form of abuse, staff have no choice but to follow Child Protection procedures and inform the relevant services. Our Child Protection Policy can be requested from the School office.

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## **Health and Safety**

For the safety of our children, we would like to draw parents' attention to the following points regarding Health and Safety:

We thank you for not smoking anywhere in the school building or grounds.

We ask you to remember that you are in a school environment and any form of bad language is unacceptable.

Please do not shout or behave aggressively towards children, staff or other adults whilst on the school grounds or at the school gate.

The safety of children and staff is paramount at all times.

## **Complaints Procedure**

If parents or others have any concerns about the school curriculum or other matters, these will continue to be considered and as far as possible, dealt with in informal discussions with class teachers in the first instance. It is not the intention that all such concerns should be considered as complaints. If there are concerns that cannot be dealt with informally, then parents should raise these directly with the Head and these will be dealt with according to the Complaints Policy. A copy of this policy can be obtained from the school office.

## **Student council**

Allowing pupils to vote for their Student Council to represent their views can help children appreciate the benefits of the democratic process which gives them the option to choose the activities themselves. This in turn improves the feeling of unity between all the school children and improves relationships between teachers and children. Children will appreciate the effort and considerations that goes into making school rules thus having even more of a greater respect for the laws of England and how they are made

## **101 activities**

These refer to the diverse, fun and enriching activities that the children do at the school. A copy of these can be requested from the school office and include writing a letter to the Queen. Yr 6 and 7 children this year will write to the Queen to request a royal visit and to write about their cenotaph visit.

## **Business school**

Hamd House will teach students about the importance of business and finance.

- It will ensure that students recognise that wealth is a gift from Allah and that they will be tested as to how they use their wealth.
- They will be taught that wealth carries with it rights, duties and responsibilities that must be fulfilled.
- Practical business projects based on real life and real world scenarios will form the backbone of the learning process.
- This will include banking and ecommerce.
- Students will be encouraged to learn about the laws and ethics of business to ensure that their earnings are 'halal'.

# HAMD HOUSE BROCHURE

- They will be encouraged to aim high in life with a view to making a positive impact upon the lives of those whom they encounter. They will be encouraged to embody the hadith 'The best of you are those who benefit others'

## **Fees**

All fees charged are for academic work only. All Islamic education and tarbiyyah is provided free of charge. A list showing the current scale of fees is enclosed with the prospectus. Please note that all fees are payable on or before the first day of each term. It is regretted that no reduction can be made for absence. Nursery places are Government funded and no additional charges are made.

## **Notice of Withdrawal**

A full terms notice is required before the child is to be withdrawn, or a full terms fees in lieu. The Head Teacher reserves the right of requiring a child to be withdrawn from the school for any reason which in his discretion he shall deem reasonable. Please note that by signing the admissions form you are agreeing to the terms and conditions described on the form and in the school prospectus.

## **Exclusion**

Exclusion at Hamd House is very rare but:

Exclusion procedures would only be used where a child's behaviour was giving grave cause for concern and where all attempts to modify the behaviour had been exhausted. Exclusion may be for a fixed period, an indefinite period or permanently.

Exclusion may occur after a single incident if the circumstance of the incident warrants this action. The Headteacher/Proprietor reserves the right to withdraw provision for any child if the relationship between the school and the parent(s) reaches a situation where it would not be possible to restore a healthy working relationship. Such situations are only envisaged where parents have failed to cooperate with the school, been rude, insulting, threatening or aggressive to members of the school staff or where continued parental demands are excessively burdensome to the school. This policy statement is independent of the school complaints procedure.

## **The Name and Contact Details of the Proprietor is:**

Sumair Masoud  
Hamd House  
c/o Abraham and Co.  
46 Houghton Place  
Bradford  
BD1 3RG.