

# LANTERN OF KNOWLEDGE

INDEPENDENT MUSLIM  
BOYS SECONDARY SCHOOL



LANTERN OF KNOWLEDGE

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EDUCATIONAL INSTITUTE

## PROSPECTUS

## **Chair of Governors' Introduction**

*Assalamualaikum,*

Dear Parents,

We the governors of Lantern of Knowledge Secondary School are delighted to introduce our School through this prospectus in which we have tried to anticipate your questions and to cover the various aspects of life at Lantern of Knowledge Boys' Secondary School.

Lantern of Knowledge is an endeavour to promote education and excellence, with particular focus on each student, not only on their academic standards but also on Islamic morals and spiritual enhancement.

We seek success for all our students and understand that individuals have different learning needs. We work hard to create a safe, secure atmosphere.

We know that we as governors, our staff and you as parents have a key role in our young people's progress as we work together to give them the best opportunities possible. It is crucial that home and school operate closely together to support and encourage our young people through this challenging and exciting time in their lives.

Please browse our website: [www.lanternofknowledge.org.uk](http://www.lanternofknowledge.org.uk) for further details about life at Lantern of Knowledge Secondary School.

As a school, we look forward to welcoming you to Lantern of Knowledge Boys' Secondary and thank you for giving us the opportunity to educate your child in a Muslim School. It will be a privilege to work with you and your child to ensure that he receives the very best opportunities for his future.

Yours Sincerely,

**Mr Imran Sidyot**

Chair of Governors

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## 1. Our Aims

As a school, it is crucial to know the direction in which we are going. This has enabled us to produce a long term plan based on our values, which identifies six key areas for the school over the coming 5 years.

Our vision for developing the school is:-

- ❑ to create a healthy, well-rounded environment and atmosphere in the school, guided by the peaceful teachings of Islam that will positively influence the characteristics of thought, behaviour and attitudes of the students;
- ❑ to promote learning in general;
- ❑ to promote individual, intellectual and personal growth of each pupil which prepares them for the next stages of their lives so that they can make most of the opportunities offered to them;
- ❑ to encourage high expectations and aspirations;
- ❑ to promote high moral standards;
- ❑ to develop within students an appreciation of diversity, other faiths and ways of life, enabling them to become responsible British Citizens who make positive contributions to society.

## 2. The Curriculum

At Lantern of Knowledge we have designed the school curriculum to reflect the school's values and vision.

The 'Entitlement' curriculum aims to move students forward at a rate appropriate to their abilities and:-

- ❑ to teach pupils about the origin of their creation, their Creator, our purpose and the lifestyle we should lead and how to be successful during our entire life and the life to come in the hereafter;
- ❑ provides opportunities for pupils to build on and broaden their previous achievements and learning;
- ❑ encourages pupils to reach their fullest academic and personal potential;
- ❑ enables pupils to participate actively in their own learning and assessment i.e. develop the skills they need to evaluate their own work and have a clear understanding of how well they are doing and how they could improve;
- ❑ included in the Entitlement curriculum are the core subjects from the National Curriculum
- ❑ prepares students for the opportunities, responsibilities and experiences of adult life;
- ❑ encourages students to develop understanding and awareness of their place in society and equips them to make informed judgments and decisions;
- ❑ incorporates regular assessment and reporting;

The Entitlement curriculum (offered both formally and informally) will produce mature, well educated, young people, who will be responsible citizens and contribute positively to their communities and the wider British Society.

The subjects taught will be selected from the list below and may vary from term to term, from

Key Stage 3 to 4 and from student to student:

- English Language
- English Literature
- Mathematics
- Combined Science
- Geography
- History
- Arabic
- Citizenship/PSHERR
- Art
- Computer Science
- Physical Education

### 3. Admission Policy

The admissions procedure is as follows:-

- Parents must fill in an online application form and submit it with a copy of the student's passport or birth certificate and their last year's full school report by the end of October of each year. The Application form is available from [www.lanternofknowledge.org.uk/application-form](http://www.lanternofknowledge.org.uk/application-form).
- Please Note: There is an application administration fee of £40, which must be paid online with the application form.
- Pupils will be required to sit an admission test in English. This will be followed by an interview. Interviews with the student and parents will take place (first interviews start November for the following year September enrolments).
- Offer of places will normally be given by in December each year.
- Admission is on the strict understanding that it is for one academic year only. Subsequent offer of a place for the next academic year will be made to pupils if there is sufficient progress in their school work, behaviour and attendance/punctuality and the co-operation of their parents with the school has been good. The school reserves the right to set additional conditions for offers - to be judged on a case by case basis.

### 4. Admission Test

All applicants will be required to sit an admission test as part of our admissions procedure. The applicants will be tested in English.

The School offers places based on the following criteria:

- The child's previous academic report especially with respect to behaviour
- Previous Exam/Enrolment Test results
- Interview Priority will be given to:
  - Year 6 students attending Feeder Islamic Primary Schools.
  - Siblings of students enrolled with Lantern of Knowledge Boys' Secondary School.
  - Sons/brothers of staff working at Lantern of Knowledge Boys' Secondary School.
  - Those parents who are committed to the aims and objectives of the school/school's Trust and who can fit in with the culture and ways of working of the school.

## 5. Assessment and Target Setting

The School views assessment as an integral part of learning. Both formative and summative assessments are crucial to the teaching and learning process. The results from assessments then help teachers to plan future work.

## 6. School Fees

Parents will be advised of the school fees The school fee for 2025/26 Academic Year is £3390.25. Any second child also attending the school will attract a 10% discount on their school fees. In addition, in the first year, there is a Registration Fee of £500 payable and in subsequent years there is a Re-Registration Fee of £100 that is payable. Please note, the school fee amount given above is for the current academic year; There will be increase for the next academic year and consecutive years; VAT is chargeable on all fees.

Payment of school fees can be made in one full instalment, in three termly instalments or in ten monthly instalments via standing order or by bank transfer starting from July until April in the following year. No other payment methods are accepted. The first instalment of the school fee will be due on 1st June prior to the new academic year starting (this applies to all three payment methods above). A FULL TERM'S FEE WILL BE DUE TO THE SCHOOL ONCE A STUDENT ATTENDS HIS FIRST DAY OF THE TERM AT SCHOOL. NO REFUNDS WILL BE MADE IF THE STUDENT SUBSEQUENTLY LEAVES OR IS REMOVED BY THE SCHOOL FOR WHATEVER REASON. REGISTRATION FEES ARE ALSO NON-REFUNDABLE. Payments in cash are not accepted.

Parents/guardians must set up standing orders before the first payment is due to ensure that the payments are made on time.

## 7. Home-School Partnership

Parents are encouraged to take an active interest in their child's education. Regular feedback is provided to parents by means of Homework Diaries. Parents/carers are expected to take note of the comments and to sign the diaries on a weekly basis.

Pupil achievement is reported to parents regularly through reports and interim assessments, and there are many opportunities for parents to discuss progress with their child's teachers.

Subject Teachers record progress of each pupil throughout the year. Copies of these records may be used by them during parents' evenings.

Pupil reports contain:-

- attendance and punctuality for the year;
- for each subject:
  - general academic and progress for the year;
  - behaviour and attitude to learning

- flight path indicating the expected GCSE grade as long as the pupil makes good progress in the subject
- attainment grade for each term;
- progress against the flight path for each subject;

Target is for pupils to make at least good progress and stay on their flight path or make outstanding progress and achieved grades higher than their flight path. Pupils, who have flight paths that are below expected levels for their age, will have targets to improve on their grades and get to expected grades for their age.

Parent days/evenings will be planned at suitable times of the year so that teachers and parents have an opportunity to discuss subject specific matters.

## 8. Home Communications

The school uses the following means for communicating with parents:

- Email
- Classcharts App
- Telephone Calls
- Mobile phone SMS

It is important for all parents to ensure that:

- The school always has up to date telephone contact numbers and email addresses for parents
- Parents have downloaded the Classcharts App and it is in a prominent position on their phone where they will see notifications at any time of the day

## 9. Homework Policy

The aim of homework is to:-

- reinforce and extend the subject matter taught in the classroom;
- create additional time for structured learning and hence raising achievements at the School;
- assess individual pupil's understanding of lessons that have been taught;
- promote learning at home as a part of the education process;
- allow parents to have direct involvement in their child's learning;
- encourage self-discipline and personal organisation;

Teachers will set homework for clearly defined purposes, not simply for 'the sake of it'.

Homework set will be followed up in class and it will be made clear to children that, unless clearly specified, homework tasks are not optional.

## 10. Homework Time

Each subject teacher is expected to set homework once a week. The 'expected' time to be spent on homework per subject is:-

- 30 - 60 minutes in Key Stage3;
- 90 minutes in Key Stage4.

Of course the exact amount of time that pupils will spend on homework will vary from pupil to pupil. The emphasis will ALWAYS, be on good quality homework being set by the teacher rather than setting homework to simply occupy the students for a certain amount of time.

In exceptional cases (e.g. prolonged absence from the School due to illness), if a parent feels that there is a need for additional homework this should be discussed with the subject teacher. If the subject teacher feels that additional work would be appropriate, then adequate time will be allowed for:-

- setting the homework;
- for the pupil to complete the homework;
- teacher to mark the work;

In general, pupils will be given a minimum of 3 days to complete homework. This will support the pupils as they develop the important skill of organising and planning the use of their time to include their clubs and other activities, and leaving enough time to ask their teacher for help with their homework if they need it.

The School expects homework to be completed and to be handed in on time. This gives pupils valuable experience of working to deadlines and helps teachers with their marking schedules.

## 11. Homework

- convenient means of communication;
- means by which pupils can learn to be organised;

Each subject teacher will provide homework on a weekly basis and inform the pupils. In addition the teacher will record the homework on Classcharts so that there is a record of the homework that has been set and both pupils and parents can see the homework that has been set.

Pupils will be issued with logins for Classcharts and will be expected to:-

- check their classcharts accounts every day for homework that has been set by teachers;

## 12. After School Provision

### After School Clubs

After school clubs are optional and arranged on Fridays until 2pm for most weeks of the year.

Some after school clubs may be arranged on other days subject to teacher/trainer availability.

All Pupils will be expected to fully participate in all activities including PE, school trips, visits to places of worship of faiths other than Islam, visits to the Houses of Parliament etc. No opt-outs will be allowed for belief/religious reasons to any of these trips and activities. The cost of transport and entrance tickets to venues for your child is the responsibility of parents.

### **Detentions**

Detentions may be held after school for various reasons including (not an exhaustive list):

- Disturbing the learning in a class
- Talking during prayer/remembrance/self-reflection time in the prayer hall
- Not completing class/homework or not completing class/homework to a satisfactory standard

Parent will be notified when a detention is issued. Where possible detentions will be given on the same day as the occurrence of the offence (research shows that this has the biggest impact for the sanction).

## **13. Attendance and Punctuality**

Parents are expected to send their child to school on all school days as per the annual calendar except when the student is very unwell. Parents must inform the school if their child cannot attend school. Parents are likely to be fined by the local authority if any student has persistent absences in any 1 term (see the school's attendance policy for further details).

Punctuality and attendance must be in accordance with the School's policy. The school attendance and punctuality minimum target is 97% per pupil. If any student falls below this target in any half term, parents will be required to attend a review meeting at the school which could lead to the student being taken off roll if a satisfactory explanation is not given for the failure to meet the minimum target.

Parents should inform the school regarding any absences by using the Classchart App and providing a reason for the absence.

## **14. Holidays**

Holidays are decided by the Governing Board and will take into consideration the Islamic Calendar. Parents can see the School calendar on the website. Please note that these dates are subject to change as necessary.

LoK School does not allow students to be taken on holiday during term time especially at Year 10 and 11. Any unauthorised holiday taken may lead to the student being taken off the school roll (Permanent Exclusion).

## **15. School Dinners**

The school encourages healthy eating. Pupils are required to bring their own packed lunch to

school, which must include fruits. Sweets, chocolates, chewing gum and fizzy drinks are not allowed and will be confiscated if found. Fried foods being dropped off later in the day will not be allowed.

Parents have the option to order a hot lunch for their child, which will be delivered directly to the school by Bread and Booch. Please note that this is a private arrangement between parents and Bread and Booch, and the school cannot accept responsibility for the quality, content, or condition of the meals provided.

## 16. Discipline and Other Policies

All pupils are expected to adopt the character of our beloved Prophet (peace and blessings be upon him) and the Sahabah (may Allah be pleased with them) and the way in which they received knowledge from the greatest of all teachers.

Pupils must show total respect to all teachers, pupils and non-teaching staff at all times. Talking back, failing to carry out instructions and other actions that show disrespect and disobedience will not be tolerated.

Swearing, mocking and any other form of discrimination will not be tolerated. All forms of bullying will be confronted and taken very seriously. More information on bullying can be found in our Anti-Bullying Policy. Chewing gum will not be permitted on the premises. Smoking will lead to an immediate exclusion and the parents will need to come in to school to discuss the student's possible permanent exclusion from the school. Any other consumption of a harmful substance will lead to an immediate permanent exclusion.

Lantern of Knowledge School is a part of [Operation Encompass](#), which provides crucial information from the Police that enables teachers and Key Workers to play a proactive and informed role in protecting and supporting children.

## 17. Behaviour Policy

The main purpose of this policy is to encourage and promote good behaviour. The school places much emphasis on praise and reward. Good behaviour helps in delivering effective teaching and also enhances learning.

### Aims

- To encourage pupils in setting and achieving realistic targets.
- To promote and encourage respect for every member of the community.
- To prepare pupils with skills to participate fully in society.

### General School Rules

- The school code of conduct should be adhered to.
- Eating should only be in designated areas and at designated times.
- Bringing any of the following (banned items) to the school e.g.:
  - Weapons of any kind including knives

- Fireworks or “snaps” containing gunpowder
- Smart phones & smart watches etc
- Jewellery (except for a watch)
- Vapes/liquid for Vapes/cigarettes/drugs/lighters etc
- Money (more than £10) & Expensive items
- Fizzy drinks, energy drinks, sweets, chocolate bars
- Permanent markers
- Aerosol cans including deodorants
- Inappropriate materials (e.g. pictures, magazines, books, games/toys)

In most instances banned items will be confiscated will not be returned.

- Pupils should not bring large amount of money or valuables (jewellery etc.) to school as the school cannot be held responsible for any loss of personal property.
- Students under no circumstances are allowed to bring in mobile telephones or visual or sound recording devices. These will be confiscated on a permanent basis. Presence of such devices on the students may lead to fixed term exclusion or permanent expulsion from the school. Pupils who need to have a phone for safety due to travelling, may hand in their phones in the school office and collect it just before going home. These phones must be text based phones only.  
Please note: The school will not hold any responsibility for any loss or damage caused to phones whilst in the possession of school staff.
- Our good behaviour policy applies while pupils are travelling to and from school and at lunch/break times. Pupils are also subject to school discipline rules if they engage in misconduct out of school hours where their behaviour reflects badly on the school or poor behaviour/disrespect is shown to any of the school’s staff/management/governors/trustees of the school’s premises and outside school time.
- Sanctions under our disciplinary rules will apply to pupils if their parents/relatives or legal guardians behave inappropriately towards the staff/management/governors/trustees of the school in and off the school premises and in and outside school time.

### **Behaviour Management**

Teachers promote good behaviour through rewarding pupils for their good behaviour, work etc. Rewards include:

- Verbal praise
- Certificates(attendance/punctuality/work)
- Commendations (noted in diary)
- Letters to parents
- Presentation of work
- Special prizes

In many cases a reprimand is sufficient to show that a minor breach of discipline or manners is unacceptable. A more serious matter may require more serious sanctions.

Poor behaviour will be followed up by the teacher concerned by talking to the pupil, sanctions etc.

Refusal by a pupil to accept the authority of any staff or of the school will be regarded as an extremely serious breach of the school rules and treated accordingly.

### **Rewards / Sanctions**

Good quality work, efforts, conduct etc. will be recognised in line with the School's Merit policy. Similarly, failure to complete tasks (or inadequately completed tasks) and poor behaviour is sanctioned in line with the School's Behaviour Policy (see appendix).

Sanction may include in school detention (i.e. break times), after school detention, fixed term exclusions and in severe cases permanent exclusion.

### **Use of Restraint**

Pupils will not be restrained unless there is a genuine health and safety risk or other circumstances allowed for in DfE Guidance. In such a case, the degree of force used will be reasonable and as necessary to the situation presented.

Other policies and information available on request include:

- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- Safeguarding Policy
- Complaints Procedure and details of the number of complaints formally registered in the preceding schoolyear
- Curriculum Policy
- Health and Safety
- RSE Policy
- Information on academic performance and any public examination results related to the preceding schoolyear
- First Aid
- Safeguarding Policy

## **18. Appearance and Uniform**

All Muslims believe that the most beautiful, modest and virtuous mode of dress and appearance is that of our beloved Prophet (peace and blessings be upon him), as described in his *Seerah*. The uniform is easy to implement and reflects the aims and ethos of the school. A tidy, clean, perfumed and presentable appearance, in accordance to the *Sunnah* of our beloved Prophet (peace and blessings be upon him) should be observed at all times.

Pupils must attend school wearing:

- A secure plain white cap (Topee)
- Lantern of Knowledge embroidered blazer.
- Plain white Thowb/Qamees with a Chinese collar (below knee length and above ankles, not

rounded at the bottom). No hoods, half sleeves, embroidery or other colours allowed

- Navy blue trousers (to be above ankles) - not jeans or track suit bottoms
- Black low heeled plain shoes, not trainers/plimsolls or a mixture of the two. Plain black socks are to be worn

Neat and 'single length hair' must be adopted by all pupils. Hairbands of any kind are not allowed.

If sweaters are worn then it must be the school's logoed sweater which is purchased from the school's uniform suppliers. Pupils may wear simple watches. No other jewellery is allowed in School.

Please Note:

- Hoodies are not allowed in school. Pupils who arrive to school in hoodies will be asked to remove them before entering the school premises. Outer coats with hoods are permitted, pupils must remove such hoods from their heads on entry to the school.
- Pupils arriving to school with inappropriate uniform or hair will be immediately sent home to change and arrive back to school with the correct uniform/hair.

## **19. Physical Education**

For Physical Education lessons pupils will have to purchase a summer and winter PE kit from the school's uniform suppliers which will consist of:

- Navy blue loose jogging bottoms
- Navy blue t-shirt and full sleeve jogging top
- Any suitable trainers owned by the pupil can be worn.

Pupils will also require football boots with studs and shin pads.

## **20. Use of Video/Photography**

From time to time we will be recording, photographing and videoing students as part of their learning and for school promotion purposes. Those parents who would like their child not to be included in this must inform the school in writing on enrolment.

## **21. Books and Stationary**

Parents are required to purchase all Textbooks. The school will provide Exercise books and the homework diary free of charge. Diary and books lost or damaged will need to be replaced at cost.

All pupils are expected to bring appropriate stationary with them to school, including a Casio Scientific Calculator.

## 22. Student Files and Personal Data

By enrolling your child into LoK School you consent to your child's personal files to be sent on to his future school or college when he leaves LoK School. You also consent to LoK School sharing information with appropriate authorities such as social services, police, Department of Education, exam boards etc.

## 23. GCSE Exams

All GCSE Exam Fees are to be paid in advance of booking/sitting exams and will be informed to parents as required. Currently the GCSE Exam fee is £80 per subject sat (this includes LoK school's administration charge). The school will at its sole discretion decide which students will sit which subject GCSE exam and at what tier (higher or foundation). Tiers are agreed with the exam boards two months before the start of the exam season. Any late changes of tiers requested by parents that are agreed to by LoK School will incur an additional charge set by the exam boards, which will be passed on to parents to pay.

**As part of our school rules parents agree that they will not enter their son for any early GCSE exam in any subject or a re-sit GCSE exam at any other centre/school without the prior agreement and written consent of LoK School.** LoK as a policy do not allow a re-sit of coursework due to the time and resource this will require.

## 24. School Trips

All school trips (recreational and academic field trips) are to be paid for by Parents at the cost they occur. As mentioned above all school trips will be compulsory and must be fully attended by pupils.

## 25. First Aid

You agree that once your child is enrolled at LoK School you give authorisation to LoK staff to administer First Aid as needed within the school and while out on trips, physical education activities etc.

## 26. Immunizations

The school does not provide or organise for the inoculation and immunization of pupils. Parents are advised to ascertain information about these from their GP and NHS services.

## 27. OFSTED Report

The latest OFSTED report is available on request from the School's Office.

## 28. References

LoK School and its staff will not provide non-educational related references or be referees for students, such as for passport applications etc.

## 29. Private Tutions Given By Lok School Teachers

LoK does not commend or recommend any private tutors from within our school staff or from outside organisations or individuals. Any LoK school teacher that provides an out of hours and in or out of LoK school premises, private tutoring service to any of our students does so as a strictly private arrangement between the individual teacher and the student (and their parents). LoK School will not entertain any query or complaints by any individual concerning the quality, cost, child safeguarding or any other issue related to this private arrangement.

## 30. Complaints

Complaints can be made to the school in line with our Complaints Procedure, available on request from the school office. We request parents to speak to us informally in the first instance if parents have concerns.

## 31. Contact Details

### School:

Lantern of Knowledge Boys Secondary School  
30-36 Lindley Road, Leyton, London E10 6QT

Telephone: 020 8539 5183

Website: [www.lanternofknowledge.org.uk](http://www.lanternofknowledge.org.uk)

### Head Teacher:

Mr. Shakil Ahmed  
30-36 Lindley Road, Leyton, London E10 6QT

### Proprietor:

Lantern of Knowledge Educational Trust  
30-36 Lindley Road, Leyton, London E10 6QT  
Telephone: 020 8539 5183

### Chair of Governors:

Mr. Imran Sidyot  
30-36 Lindley Road, Leyton, London E10 6QT

## 32. Attached Forms and Documents for your information

- Merit/Misbehaviour Notice to Children
- Hifz Class Agreement with Parents
- Standing Order Form
- Academic Assessment Policy and Minimum Levels of Attainment
- Letter to Parents concerning Valuables
- Unauthorised Absences Letter to Parents

**Please Note:**

The contents of this Prospectus are subject to change without notice.

