

# LANTERN OF KNOWLEDGE

INDEPENDENT MUSLIM BOYS SECONDARY SCHOOL



LANTERN OF KNOWLEDGE

EDUCATIONAL INSTITUTE

PROSPECTUS FOR PROSPECTIVE PARENTS  
2017/8 ACADEMIC YEAR

## Chair of Governors' Introduction

*Assalamu alaikum,*

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

## 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 develop Islamic learning and ethos, and create an environment and atmosphere in the school 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 make positive contribution to society;

## 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;
- covers a supplementary *Hifz* (memorization of the Noble Qur'an) class;
- 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  
English Literature  
Mathematics  
Statistics  
Combined Science  
Art  
Computer Science  
Geography  
Business Studies  
Arabic  
Citizenship  
PSHE  
Physical Education

### Hifz Course

An important aspect of our School is the Hifz (memorisation) of Quran which we allocate considerable time to teach every day.

The Hifz of Quran course involves the complete memorisation of the Noble Quran, word by word. Only limited places are available in the Hifz of Quran classes every year and students will be selected on ability.

Certification is issued upon successful completion of the entire Hifz of Quran, which is indeed a major achievement! Completion should not take more than 4 years from entry to this school.

Nazira of Quran Class:

The Nazira of Quran class prepares pupils in the correct pronunciation and recitation of the Noble Quran (Tajweed). Certification is issued upon successful completion and leaving of the school at the end of Year 11.

Of the teaching timetable, a minimum of 5 hours per week will be dedicated to the Hifz of Quran or the Nazira of Quran classes. Students are taught by professionals who follow the School's guidelines.

All students regardless of their backgrounds must fully participate in the religious rituals and methodologies as prescribed by their teachers while at school. No opt-outs and alternative methods will be accepted.

### Admission Policy

The admissions procedure is as follows:-

- Parents must fill in an application form and submit it to the School's office with a copy of the student's passport or birth certificate and their last year's full school report by the second week of November of each year. Application forms are to be printed from the school's website [www.lanternofknowledge.org.uk](http://www.lanternofknowledge.org.uk)

Please Note: There is an application administration fee of £20, which must be submitted with the application form.

- Pupils will be required to sit an admission test in English and Maths and will only be approved for interview if they have met the national average level for their age/class group. 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 January.
- 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.

## 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 and Mathematics.

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.

## 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.

## School Fees

The school fee for 2017/8 Academic Year is £3,200. 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.

Payment of school fees can be made in one full instalment, in two equal instalments or in eight monthly instalments via Direct Debit. No other payment methods are accepted. The first instalment of the school fee will be due in May 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 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 paying by Direct Debit must ensure that this is set up before the first payment is due. All completed Direct Debit forms must be handed to the School Office with the acceptance of admission slip within three weeks of an offer letter. No Direct Debit forms will be accepted after that date. The right to make payments by Direct Debit will be forfeited if during the year a payment is missed or the Direct Debit is cancelled.

Payments made by cheque\* are subject to certain conditions; parents/guardians need to ensure that there are sufficient funds in the payer's account to prevent cheques from „bouncing“, and that payment by cheques are not stopped for any reason. In cases where these conditions are not met, the payer will be liable for the bank charge incurred by the school. In addition, in cases where two cheques for a certain student are stopped, the school will only accept a full payment for the whole of the academic year in cash and in advance for future academic years. Late payments will incur a charge of £5 each time we have to chase for payments (this is to cover our administration costs).

Further information regarding payment of fees and how to set-up Direct Debits can be obtained from the School Office between 3pm - 4pm, Monday to Friday in term time. All payments of fees must be made by an adult and during the above allocated times.

\* All cheques for school fees are payable to **“Lantern of Knowledge Educational Institute”**.

## Form Tutors

Each class has a Form Tutor, who (in most cases) will remain with them until the end of Key Stage 4, thus:-

- developing a sense of belonging;
- having a teacher who has a complete picture of the pupil's performance and progression over the entire curriculum, thus facilitating effective monitoring and assessment throughout the secondary education process.

Pupils receive individual counselling from their Tutors at regular intervals in order to discuss a variety of issues, academic progress, target setting, individual needs and career advice.

The School has an appointed Imam, who is responsible for the welfare and discipline of pupils, and deals with any religious, moral and social issues.

### 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 are given to the Form Tutors and may be used by them during parents' evenings.

The annual report contains:-

- attendance and punctuality for the year;
- general academic and Hifz/Quran progress for the year;
- behaviour report

for each subject:-

- grades showing both attainment and target;
- results of any examinations;
- progress;
- target levels for the following years;

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.

### Homework Policy

#### Aims and Objectives

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.

## The Timetable

The School day starts at 8:15am and finishes at 3.40pm, Monday to Friday (on Friday the school finishes at 2.25pm).

The first 15 minutes of every day are spent in assembly and registration.

The next two hour is dedicated to the Hifz of Quran and Nazira of Quran classes. Thereafter, the remaining subjects of the school's curriculum are covered on a rotational basis.

The „Entitlement“ curriculum gives priority to Islamic related subjects and the National Curriculum core subjects.

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 will be passed on to parents.

## Holidays

Holidays are decided by the Governing Board and will take into consideration the Islamic Calendar. Parents will be informed at the start of the School year all the key dates of the school on a provisional basis (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 will immediately lead to the student being taken off the school roll (see Permanent Exclusion section below).

## 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. Lunches being dropped off later in the day is not encouraged as this causes extra administration for the school staff. Fried foods being dropped off later in the day will not be allowed.

## Homework Time

A homework timetable is issued at the start of each academic year. 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 Stage 3;
- ❑ 90 minutes in Key Stage 4.

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.

## Homework Diary

Homework diaries form a key part of the home-school partnership and provide a:-

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

Pupils will be issued with homework diaries and will be expected to:-

- ❑ take care of their diary, keeping it in a good condition (e.g. without marking or graffiti);
- ❑ take their diary to all lessons;
- ❑ record brief details of each homework that has been set and the date by which it (the homework) is required to be completed and handed in to their teacher;

Each subject teacher will periodically check that all homework set is recorded in pupils' diaries accurately and will use the diaries to record achievements and express any concerns.

Form Tutors will check the diaries at least once per week in order to monitor the progress of pupils in their tutor group. Tutors may also make comments in the diaries and will sign the diaries. Tutors will make use of the Tutorial periods to do this. Parents/carers are expected to take note of the comments and to sign the diaries on a weekly basis. Parents may also communicate with the School using the diaries (e.g. note of absenteeism).

## 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 Misbehaviour Policy (see appendix).

## 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. The School's policy on behaviour is based upon the Quran & Sunnah in order to maintain a disciplined, respectful, fair and harmonious environment.

Pupils must show total respect to all teachers 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. 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.

Swearing, mocking and any other form of verbal 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.

## 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.
- Hazardous substances/items (lighters, glues, matches etc.) are not allowed to be brought to the school.
- Pupils should not bring large amount of money or valuables (jewellery, mobile phones 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.
- 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 off 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 – Rewards, Discipline and Sanctions

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 monetary or other 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 punishment.

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.

### 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.

### Strategies and Sanctions

#### Low level

- Tactically ignore
- Restatement of classroom rules/Code of Conduct

- Name recorded. Three entries in any week may result in disciplinary action such as detention or home contact.

### **Medium Level**

If the above strategies are unsuccessful:

- One to one reminder of expectations
- Placing pupil on day-to-day report via form tutor

### **High Level**

If pupils choose to contravene classroom expectations one or more of the following may apply:

- Involvement of senior staff
- Comment in diary
- Removal from group/class (short-term)
- Detention
- Removal of privileges
- Parental involvement (form tutor will keep record of incidents)
- Report
- Internal suspension
- Fixed-term or permanent exclusion

### **Fixed Term Exclusion**

A fixed exclusion will take place when a pupil has been found to have been in:

- Serious breach of the school disciplinary policy.
- Persistent breach of school rules
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Prior to an exclusion, concerns may be discussed with parents/guardian and the agreeing short-term targets.

When making a decision to exclude the following aspects will be considered:

- Relevant facts and evidence of allegations
- Pupil's statement of events
- Whether the incident may have been provoked
- Current DfE Guidance

If a pupil is excluded for more than one day, work will be set and marked, and a reintegration meeting will take place after the exclusion.

If a pupil is excluded for a long period, decisions will be made on:

- How the pupil's education will continue.
- How the time might be used to address the problems.
- Reintegration arrangements.

### **Permanent Exclusion**

A permanent exclusion will take place when a pupil has been found to have been in:

- Serious breach of the school disciplinary policy.
- Persistent breach of school rules
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.
- Abusive or Aggressive behaviour of a pupil's parent towards any member of the school.
- Unauthorised Absences (e.g. holidays not agreed with the school). The pupil will be immediately taken off role and any re-enrolment will be via the Admission Policy above.

When making a decision to exclude the following aspects will be considered by the school:

- Relevant facts and evidence of allegations
- Pupil's statement of events
- Whether the incident may have been provoked
- Current DfE Guidance
- Record of the pupil
- Any special factors, e.g. Police involvement, Child in public care etc.

Other policies and information available on request include:

- ❑ Anti-Bullying Policy
- ❑ Behaviour and Sanctions Policy
- ❑ Child Protection Policy
- ❑ Complaints Procedure and details of the number of complaints formally registered in the preceding school year
- ❑ Curriculum Policy
- ❑ Health and Safety
- ❑ Staff Information
- ❑ Information on academic performance and any public examination results related to the preceding school year

## 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 (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 tracksuit bottoms
- ❑ Black low heeled plain shoes, not trainers/plimsolls or mixture of the two. Plain black socks are to be worn

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.

Pupils arriving to school inappropriately dressed will be immediately sent home to change and arrive back to school in a presentable manner.

## 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.

### 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.

### 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 and a USB stick.

### 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.

### GCSE Exams

All GCSE Exam Fees and out of hours Tuition Fees are to be paid in advance of booking/sitting and will be informed to parents. Currently the GCSE Exam fee is £60 per subject sat (this includes LoK school's administration charge). GCSE re-takes will be charged at £60 **for each paper re-sat**. 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. GCSE coursework submittance deadlines set by LoK School must be met strictly by the student otherwise the student will be permanently withdrawn from that subject exams entirely. **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.

### School Trips

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

### 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.

### 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.

### OFSTED Report

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

### REFERENCES

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

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.

## **Complaints**

Complaints can be made to the school in line with our Complaints Procedure, available on request from the school office.

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

## **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. Abdullah Keekeebhai

### **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

## **Attached Forms and Documents for your information**

- Merit/Misbehaviour Notice to Children
- Hifz Class Agreement with Parents
- Holiday and Key Dates
- Direct Debit Form
- Academic Assessment Policy and Minimum Levels of Attainment
- Letter to Parents concerning Valuables
- Unauthorised Absences Letter to Parents

## **MERITS CERTIFICATES AND DETENTIONS EXPLAINED**

### **HOW TO GET A MERIT TICK/CERTIFICATE?**

- Good effort/presentation/completeness of homework
- Exceptional behaviour in class
- Helpful attitude in school e.g. helping to tidy up after lunch
- Good effort in class

The top merit totals every two months in each year group will receive a certificate of acknowledgement of good performance.

Certificates will also be issued for 100% punctuality and attendance every two months. Certificates can also be awarded for class/home work that has been done particularly well. The overall merit totals in the year influence the school's choice in the award of „student of the year.“

### **WHEN WILL YOU GET A MISBEHAVIOUR TICK?**

If you are late in the mornings without a valid excuse (a valid excuse does not include persistent delays in transport or congestion on the roads) then you will receive a misbehaviour tick. If you arrive after 9am without a call or a letter from your parents you may not be allowed into school until we meet with your parents.

If you have not done your homework when it is due you will receive a misbehaviour tick that day and for everyday thereafter until it is fully submitted. If you persistently misbehave or seriously misbehave in or out of class you will get a misbehaviour tick.

### **DETENTIONS**

Five or more misbehaviour ticks in one week will mean you will receive a 45 minute detention either on a Wednesday or a Friday in the following week. Ten or more misbehaviour ticks will mean you will receive a 45 minute detention on both Wednesday and Friday. It will be up to you to inform your parents about this.

### **MISSING ITEMS AND WRONG CLOTHING**

If you have missing stationery items such as pen, calculator, USB stick etc. you will be sent home immediately to get it. If you forget your books or your locker key you will be sent home to collect them. If you wear the wrong uniform then you will be sent home to change. Included in your uniform policy is your hair style, finger nail trimming and your general cleanliness. When you are sent home we will not telephone your parents first.

Normally detentions afterschool will be given with 24 hours notice. It will be up to the students to note detentions down in their diary. Those who fail to report for detention when due will not be allowed back at the school the following morning until their parents meet with the Head/Assistant Head of the school.

### **OTHER SANCTIONS**

Three or more detentions in a half term will mean you will be put on report for two weeks which will lead to a suspension for a week if the report has been failed or if one more detention is given following or during the reporting period. If detentions then continue then the student will be permanently excluded from the school. In addition to the above sanctions other sanctions may apply such as lines to be completed, isolation from class, cleaning duties, telephoning your parents and meeting with your parents.



In the name of Allah the most beneficent, the most merciful

## HIFZ CONTRACT BETWEEN LoK SCHOOL AND PARENTS

The commitments required for successful memorisation of the Noble Quran is unlike most other studies. The school will provide Hifz teaching but unless and until the student of Hifz does not make serious and regular effort at home he will not be able to progress as could be reasonably expected of them. Hence the role of parents becomes crucial in Hifz learning. Parents have to invest time each and every day with their children ensuring the Sabak of the day has been learnt. Only then will a student progress sufficiently and can be expected to successfully complete Hifz of the Noble Quran in a reasonable time period. We ask parents to seriously consider this point carefully before deciding on whether they can commit to the work that will be required by them. If so then please complete the declaration below and return this signed contract to the school.

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I as parent fully understand and appreciate that in order for my son..... to become a competent Hafiz of the Noble Quran in a reasonable time period then the school will have to provide my son with Hifz teaching with all its requisites and equally I as parent will have to dedicate my time and effort in ensuring that my son has fully learnt his Sabak at home before he attends school each morning. I understand that if I do not dedicate my time to supervise my son at home while he is learning his Sabak then I cannot expect him to progress as expected. Therefore I am prepared to solemnly agree to fulfil my responsibilities at home and I confirm to this effect as below.

PLEASE TICK THE BOXES AND SIGN THIS AGREEMENT BELOW.

1. I as parent will personally ensure that my son spends a minimum of 1.5 hours at home (sitting continuously) memorising the Quran every single day of the week including Saturday and Sunday.
2. I shall personally sit with my son checking that he has memorised the lesson given to him every day. I shall not send him to school without his having memorised his lesson.
3. I shall personally check the reading of his previous lessons (Dhor) everyday so that he does not forget.
4. I will check to ensure my child will always be able to correctly read out his Sabak, Separa and Dhor to his Hifz teacher every morning, Monday to Friday.
5. I agree that if my son is not progressing in his Hifz after 2 months from the date of this agreement I will accept him being moved to the Nazira of the Quran Class.

SIGNED .....

NAME OF PARENT .....

DATE .....



LANTERN OF KNOWLEDGE  
EDUCATIONAL INSTITUTE

TO : ALL LoK SCHOOL PARENTS **Assalamualikum Warahmatullah**

8<sup>th</sup> September 2017

RE : **LoK SCHOOL 2017/8 KEY DATES AND HOLIDAYS (subject to change as required)**

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We are pleased to inform you about LoK school's holidays and key dates this academic year. Please note these can be subject to change at any time. It is of crucial importance to academic achievement that all students attend school fully. If any unauthorised holidays are taken in term time we will unfortunately have to remove that pupil from the school's roll.

### **SCHOOL HOLIDAYS**

HALF TERM HOLIDAYS FROM 23/10/2017 TO 27/10/2017 (BACK TO SCHOOL ON 30/10/2017)

CHRISTMAS HOLIDAYS FROM 21/12/2017 TO 02/01/2018 (BACK TO SCHOOL ON 03/01/2018)

HALF TERM HOLIDAYS FROM 12/02/2018 TO 16/02/2018 (BACK TO SCHOOL ON 19/02/2018)

EASTER HOLIDAYS FROM 30/03/2018 TO 13/04/2018 (BACK TO SCHOOL ON 16/04/2018)

BANK HOLIDAY ON 07/05/2018 (BACK TO SCHOOL ON 08/05/2018)

BANK HOLIDAY ON 28/05/2018 (BACK TO SCHOOL ON 29/05/2018)

RAMADAN HOLIDAYS FROM 04/06/2018 TO 15/06/2018 (BACK TO SCHOOL ON 18/06/2018)

### **KEY SCHOOL DATES**

YEAR 7 PARENTS INVITED FOR HIFZ PREPARATIONS MEETING ON 22/9/2017 FROM 8.30AM TO 9.30AM

YEAR 11 PARENTS INVITED FOR GCSE PREPARATIONS MEETING ON 04/10/2017 FROM 8.30AM TO 9.30AM

MID YEAR NATIONAL CURRICULUM INTERNAL EXAMS FROM 04/12/2017 TO 15/12/2017

MID YEAR HIFZ OF QURAN AND MAKTAB EXAMS FROM 18/12/2017 TO 20/12/2017

PARENT'S EVENING FOR YEAR 11 ON 11/01/2018 FROM 1.30PM TO 5PM

PARENT'S DAY FOR YEARS 7, 8, 9 AND 10 ON 12/1/2018 FROM 9AM TO 3PM (SCHOOL IS CLOSED)

PRE-GCSE SUMMER EXAMS PARENT'S EVENING FOR YEAR 11 ON 07/03/2018 FROM 3PM TO 5PM

END OF YEAR NATIONAL CURRICULUM INTERNAL EXAMS FROM 30/04/2018 TO 11/05/2018

END OF YEAR HIFZ OF QURAN AND MAKTAB EXAMS FROM 29/05/2018 TO 01/06/2018

SCHOOL TRIP ON 06/07/2018

SPORTS DAY 16/07/2018

**LAST DAY OF SCHOOL 19/07/2018**

PARENT'S DAY FOR YEAR 7, 8, 9 & 10 ON 20/07/2018 FROM 9AM TO 3PM

**NEW ACADEMIC YEAR 2018/9 STARTS ON MONDAY 03/09/2018**

Alhamdulillah we are also pleased to report that this summer's GCSE exam results have again proved to be very good indeed. 90% of pupils passed (with A\* to C grades) on the previous government headline league table figure of 5 x GCSE subjects including in English Language and Maths. In fact the average number of GCSE passes (with A\* to C grades) per pupil was in over 9 subjects. Two thirds of all grades were quality grades of between A\* to B. Our heartfelt congratulations are to all our achieving pupils and their parents for their hard work and duaa. We make duaa that our current Year 11 pupils achieve even better results Insha'Allah - Aameen!

Wassalam, **ADMINISTRATION**

# Standing Order Form

To: \_\_\_\_\_ (name of your bank)

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Please set up the following Standing Order and debit my/our account accordingly.

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## Account details

Account name \_\_\_\_\_

My Home Address is: \_\_\_\_\_

Account number: 

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 \_\_\_\_\_

Sort code: 

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 \_\_\_\_\_

(Child's Name \_\_\_\_\_)

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## Payee and Amount details

Please transfer £400.00 on the 25th of every month (or the first working day after that) from July 2017 to February 2018 inclusive to:-

Lantern of Knowledge Educational Institute  
HSBC Bank, 150 Stoke Newington High Street, London N16 7JP  
Account Number: **11431447**  
Sort Code: **40-06-27**  
Telephone number of bank: 08457606060

**Our reference:** \_\_\_\_\_ (Office use only)

(Please note our reference in the transaction)

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## Confirmation

Your Signature

Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE. WE WILL SEND THE FORM TO YOUR BANK FOR YOU**



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## **LoK SCHOOL NATIONAL CURRICULUM EXAMS AND ASSESSMENTS - NO FAILURE POLICY**

We want all our students in all years at all abilities to progress rapidly and achieve the highest progress possible in all subjects. In order to monitor how you are progressing you will be formally assessed in the form of a written exam by each of your subject teachers at least once every half term. You will not be allowed to fail any of your exams and must keep up with expected progress leading to the achievement of your end of year target which is noted at the back of each of your subject exercise books.

Therefore you must always pay attention in every class at all times and focus on your class work to achieve a rate of learning that will meet the target you have been set by the end of the year. To help you in your personal effort to learn you will be given assistance by your subject teacher prior to all exams as follows:-

1. A revision guide for the topics to be covered.
2. Adequate revision time.
3. If possible a mock test prior to an exam.
4. Opportunity to meet your subject teachers at break times and after school (where possible) to ask questions and receive help.

If you fail your half term exam even after this help:-

1. You will be told which topics and questions you failed in.
2. Your teacher will contact your parents to meet with them.
3. You will be given one week to revise further on those topics and questions.
4. You will have to attend evening supplementary class (where organised) during the revision week.
5. You will have to re-sit the exam.
6. You will have to attend weekly afterschool intervention classes in that subject to catch-up.

**HEAD TEACHER**

## **LoK SCHOOL NATIONAL CURRICULUM LEVELS OF ACHIEVEMENT REQUIRED**

Below are the minimum levels of achievement required for National Curriculum subjects for each Year Group for the twice yearly internal/external exams held at LoK School. If students do not achieve these minimum results in exams they may be taken off roll.

<b>AGE</b>	<b>YEAR/CLASS &amp; EXAM PERIOD</b>	<b>SATs</b>	<b>Average Attainment Level (ENGLAND)</b>	<b>FFT/LoK School Expected Attainment Level</b>	<b>LoK School Target Level (Arabic)</b>
11	7 (DECEMBER)	KEY STAGE 3	Level 4c	4a	1b
11	7 (APRIL)		Level 4b	5c	2b
12	8 (DECEMBER)		Level 4b	5b	3c
12	8 (APRIL)		Level 4a	5a	3a
13	9 (DECEMBER)		Level 5c	6c / 3+	4a
13	9 (APRIL)		Level 5b	6b / 4	5c
14	10 (DECEMBER)	1ST YEAR GCSE (KEY STAGE 4)	Grade 3-	6a / 4+	3
14	10 (APRIL)		Grade 3	7c / 5	3+
15	11 (DECEMBER)	FINAL YEAR GCSE	Grade 3+	6 -	4+
15	11 (MAY/JUNE)		Grade 4	6	6

Dear Parents,

**A.A.W.W.**

**Re : Valuables**

We hope that this letter reaches you in an increasing state of Eeman and Aamal – Aameen.

The purpose of this letter is to remind parents on the issue of their children bringing in valuables to school. When valuables are brought into school then this becomes a distraction from the school's educational and tarbiyya activities, and worse, a temptation to steel on impressionable young minds.

**EXAMPLES OF ITEMS NOT ALLOWED AT SCHOOL:-**

- Mobile Phones of all types
- Expensive watches
- MP3 players (excluding simple USB sticks which are allowed)
- Handheld Computers
- Computer Games
- Money which is MORE than £10.

Mobile phones are one of the most problematic items. Some children store illegal and offensive items on mobile phones and they swap these with other children. This then is a counter against the good Islamic behaviour we try to teach at this school. Simple mobile phone types remain a temptation to steal and encourages others to bring in their mobiles too.

Therefore in the interest of the entire school and all our children's tarbiyyah we request kindly and firmly that please on no account give your children the above such items to bring with them to school whether they bring it in school openly or hidden in their bags. Children should also not use the school to buy and sell personal items between themselves. We will be introducing random checks and searches as a matter of routine within the school and any items found which are contrary to our policy will be confiscated on a permanent basis. Other sanctions may apply (see School Prospectus).

Valuable items cannot be left at the school office as occasionally the school office will be closed and therefore items cannot be returned to the child at a time when they may be needed by the child.

Please can all parents adhere to this policy and ensure that they check what their child brings into school in the mornings.

Jazzakallahu Khair for your understanding and co-operation.

**ADMINISTRATION**



LANTERN OF KNOWLEDGE  
EDUCATIONAL INSTITUTE

LANTERN OF KNOWLEDGE SCHOOL, 30-36 LINDLEY ROAD, LONDON E10 6QT

TEL: 02085395183

To : ALL LoK SCHOOL PARENTS

**A.A.W.W.**

Re : **ATTENDANCE & PUNCTUALITY**

We pray IA that this letter reaches you in a state of increasing Eeman, Aamal and Aafiyya – Aameen!

As you know the Government and the school inspectorate (OFSTED) take the issue of full attendance and punctuality seriously and all schools are monitored on the level of absences. Hence we are writing to all LoK School parents to restate the critical need for full attendance and punctuality of all our students to the school. All students must be on time to school every day without fail, in the assembly hall with their books and stationery. Any lateness thereafter will mean a misbehaviour tick followed by detention, being placed on report, suspension and finally permanent exclusion from our school. Please see our merit and misbehaviour policy sent to you previously which explains the school rules clearly.

Days off from school or holidays during term time is strictly forbidden. Any child who is absent without authorisation including not returning on the first day back from a school holiday will be taken off our school roll immediately. Holidays during the school term are given only for compassionate reasons or medical emergencies and where parents are attending their first/compulsory Hajj and they cannot make arrangements for their child to be looked after by a relative.

Where your child is genuinely sick, parents must call the school by 9am and state the illness. If the school telephone is not answered please leave a message on our voicemail stating the illness. Continuous illness of 3 school days or more will require a medical certificate from your GP to be provided. Failure to provide this certificate will mean we will treat such an absence as unauthorised and will be treated as above.

In addition to our specific rules above any students whose attendance falls below 97% will be taken off role unless their absence can be fully explained and evidenced as genuine and in line with the school rules.

**WASSALAM,  
ADMINISTRATION**