



# Shia Ithna'asheri Madressa



Classes 1-4 | Academic Year 2016

## KENMORE GUIDE

Please ensure you review this guide thoroughly and if you have any queries, please raise them with a member of the Madressa Administration team in person or via email [admin@madressa.net](mailto:admin@madressa.net). Please note that the timing for children in Classes 1-4 at Kenmore Park School is different to the timing of children in Classes 5-12 in Stanmore. Please ensure children are dropped and picked on time.



**LOCATED AT:**  
Moorhouse Road,  
Harrow, Middlesex, HA3 9JA



### TIMINGS

**10:10 am – 1:05pm**  
**Timely Arrival is a Must!**

### DRESS CODE

Students should observe **modest** dressing. Although girls are not Baligh when they start Class 1, we would like to **encourage** all girls to **wear appropriate clothing**: to cover their arms and legs and they must wear a scarf.



Class 1 students are requested to bring a spare set of clothes every week, in case of any toilet accidents. Please note that we cannot change children who have soiled their clothes. Instead, you will be called in to change them; however, we are able to change children who have wet themselves. Children will be playing outside during break, therefore please ensure appropriate clothing is worn e.g. jackets. (Please make sure all jackets are labelled with your child's full name).

### LUNCH

All Class 1-4 children must bring in a named lunch box and a bag big enough to carry their manuals and lunch boxes. **No** food (such as burgers, chips, etc.) will be sold on the premises. Therefore, it is paramount that lunch is brought every week, but please ensure that you send in only what your child can eat so that there is no food wastage.



### MEDICATION

We do not administer medication on the premises unless it is a life threatening situation i.e. epi-pen or inhalers. (Epi-pens will only be administered by trained teachers and inhalers by first aiders.)



You **MUST** inform the administration in writing to [admin@madressa.net](mailto:admin@madressa.net) if your child may require this medication to be administered and also bring in a doctor's letter alongside your consent for us to administer this. Please hand in the letter to Kenmore ladies coordinator.

**ALLERGIES** If your child suffers from any food allergies (e.g.: eggs, nuts, dairy products, etc.) **YOU MUST** inform the respective class teacher as well as email [admin@madressa.net](mailto:admin@madressa.net).

## FIRST DAY

- \* **All parents** are to accompany their children to their classes by 10:00AM. It is important for parents to be aware of which classroom their child is in.
- \* **Volunteers with red jackets** will be on the premises to guide the parents.
- \* **Classes 1 and 2 are based on the Ground Floor**
- \* **Classes 3 and 4 are on the Upper Floor.**
- \* **Registration will take place in the classrooms** - Please arrive early (gates open from 10am) to ensure timely registration.
- \* Children will get **Name Tags**, to be worn for the 1<sup>st</sup> six weeks to Madressa.
- \* **Tags to be returned after 6 weeks** (failure to do so will incur a charge as tags will be reused in future years )
- \* **Existing Students: Please bring your Quran manuals from 2015.**

## SAFEGUARDING

- \* **Pick up forms – Mandatory!** It is **mandatory for** all parents/guardians to complete the pick-up form at the front of the student manual. This form will indicate to staff who has permission to pick up your child(ren). **Only parents and guardians listed on the form will be able to collect the children.** Staff will refuse permission to anyone not listed on the form.
- \* **Toilet procedures** – In the unlikely event of your child soiling their clothes, we will call you to attend to their needs. If they wet themselves, we put gloves on and encourage the child to change themselves with minimal contact by teacher if needed. Visiting the toilet is supervised, but children are encouraged to manage on their own as appropriate.
- \* **Photographs** are occasionally taken whilst working or playing outdoor for our archives – Please note, a consent form was signed when enrolling your child and is able to view via your parent portal. We will abide by the consent that has been provided.
- \* **Accident/Incident Book** – Minor injuries are recorded in this book, e.g. bumps, cuts and grazes. The Class Teacher will let you know about this at the end of day. You will be asked to see the Department Head and sign the Book. Major incidents or injuries will require your immediate return to take the child home or to the Hospital as needed.

## GENERAL

- \* **Classes 1 - 4:** From Week 3 onwards – Drop off at external door where volunteers in **red jackets** will guide children to the main hall for assembly
- \* **Lunch boxes** must be labelled with student name and class. Parents are to ensure their child has their lunch box when they collect them. All unclaimed lunch boxes at the end of the term, will be given to charity.
- \* **New manuals** will be handed out in the first few weeks of the new year. Parents are requested to empty the folders given to students last year, so they may be used for work done in class. **Both of these** must be brought in every Madressa week.
- \* **Quran** – children will be assessed during initial weeks and grouped accordingly. If your child recites Quran at home, please inform head of **Quran, Sr. Atia Kazmi**. Any queries on Quran progress during the course of the year should be addressed to the Quran Head who will advise further.
- \* **Absence?** Please notify us using the 'Absence Notification Feature' on the Parent Portal (visit [www.madressa.net](http://www.madressa.net) and click on the 'Parents' tab for more details.
- \* **Leaving early?** A note must be provided within the student manuals which should be shown to a member of Madressa admin staff prior to the student's departure. Staff member will **sign the note** and the student can be collected as advised. **If a note is not provided**, the student will not be granted permission to leave early.
- \* A **Term Topic Planner** will be sent by email and posted on website – use it to track progress and catch up in case of absence
- \* A **Year Planner** will be sent to Parents/Guardians outlining main events for the year for planning purposes
- \* Parents/Guardians are requested to read the initial pages in the Student manual to familiarise with the various other procedures

## OPEN DOOR POLICY

For any concerns/queries/feedback, please use the formal channel – approach the Madressa Lead Co-ordinator at Kenmore, Sr. Shenazbai Dhalla, who is available on site after 10:30am or 1:00pm every Madressa week

# TRAFFIC GUIDANCE

## PARENT/GUARDIAN PICK-UP AND DROP-OFF

Please do not park your car inappropriately, block driveways or park on double yellow lines. Please follow all necessary road regulations, as well as the instructions given by the volunteers.



**RED ROUTE** - This indicates a **CLOCKWISE** one way route surrounding the school premises, that all parents/guardians **MUST** adhere to .

**GREEN BASE PARKING** - Parents/Guardians will be directed to follow playground parking route unless Car Park Volunteers direct you otherwise. Please park in reverse in the space allocated to you in the playground.

**GATES WILL OPEN AT 10:05AM FOR VEHICLES IN THE MORNING AND 12:45PM IN THE AFTERNOON.**

**DROP OFF & COLLECTION POINT** - Children **MUST BE** accompanied by their Parent/Guardian in the playground to drop off and collection point.

**GATES 1 and 2** - After 10:30AM the following applies:

- \* Gates one and two will be closed.
- \* Main entrance must be used.
- \* Parking on the road.
- \* Also use Warneford Road for street parking.



**FOR OBVIOUS SAFETY REASONS, A STRICT 5-10 MPH SPEED LIMIT IS IN FORCE FOR ALL VEHICLES MOVING IN AND AROUND THE KENMORE PLAYGROUND AREA**