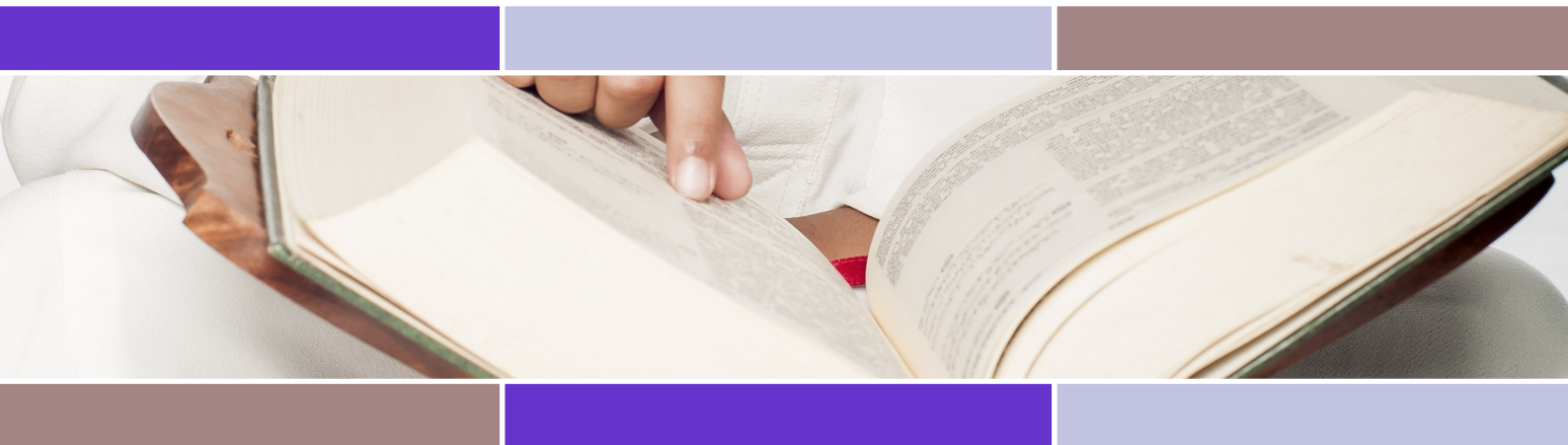


Shia Ithna'asheri Madressa



Classes 5 - 12 | Academic Year 2016

STANMORE GUIDE

We welcome you and your child to Class 5-12 and together look forward to the upcoming academic year. Please note the timing for Students in Classes 1-4 at Kenmore Park School are different to the timings of Students in Classes 5 - 12 in Stanmore. Please ensure children are dropped and picked on time.



LOCATED AT:
Husaini Islamic Centre
Wood Lane, Stanmore, HA7 4LQ



TIMINGS

10:00am – 1:30pm

Students more than 5 minutes late to class will be marked on the register as 'late'

DRESS CODE

All must **observe** modest dressing. Girls: Loose black closed abaya, head scarf covering the neck part with no make up or nail varnish and minimal or discrete jewellery. Boys: No shorts, jewellery (i.e. earrings) or hats (aside from Muslim prayer hats) / hoods. If wearing tops with print or images, these must not be inappropriate, bearing in mind the sanctity of the Centre. 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).



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 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.

LUNCH

Children have a choice of bringing in their own lunch or buying from caterers at the Centre. Food is sold independent of the Madressa.



We have recently updated our food and drink policy to improve the learning atmosphere of our classes. During lesson time students will only be allowed to consume water, no other food or drink will be permitted. The only exception to this rule is for medical reasons, please inform admin in writing if your child needs to eat during lesson time.

PICK UP POLICY

Children can be collected from the main hall, or if your car is parked in the centre car park, they can meet you at the car. If you have parked outside the centre, please ensure that you make adequate provision to assist your child in crossing the road as it is very busy and the Madressa cannot take responsibility to assist here.

Parents/Guardians are reminded that in case they are late to pick up their child(ren) from Stanmore, the children should **NOT** wait outside the gate, like in rugby or arches, they should make their way to the Madressa Office.

LEAVING EARLY

A **note** must be provided within the student manuals which should be shown to a member of the Madressa office staff prior to the student's departure. An office staff member will **sign the note** and the **student can be collected from the office**. If a note is not provided, the student will not be granted permission to leave early.

ABSENCE

Please notify us using the 'Absence Notification Feature' on the Parent Portal (visit www.madressa.net and click on the 'Parents' tab for more details.

PROCEDURES

- * **STRICTLY NO PHONES ALLOWED IN THE CLASSROOMS**
- * Valuable items (mobile phones, iPods etc) are to be kept switched off and stored at the bottom of student's bag. All items are brought in at their own risk. Confiscated items can only be collected by parents/guardians from Madressa Office.
- * Each week students are expected to bring: their manual; pens; pencils; rulers and erasers
- * Parents/Guardians are requested to read the initial pages in the Student manual to familiarise themselves with the various other procedures.

TRAFFIC GUIDANCE

PARENT/GUARDIAN PICK-UP AND DROP-OFF

Please follow the instructions below. Your cooperation in following the instructions below will ensure a smooth facilitation of picking up and dropping off your children to Stanmore Madressa.



PLEASE NOTE: USE OF ARCHES IS ONLY FOR PARENTS/GUARDIANS WITH CHILDREN IN KENMORE. WHO WILL BE ISSUED A BADGE WHICH MUST BE DISPLAYED CLEARLY AS YOU APPROACH STANMORE ENTRANCE AND WISH TO USE THE ARCHES. CAR PARK VOLUNTEERS RESERVE THE RIGHT TO AMEND THE TRAFFIC RULES ON THE DAY DEPENDING ON TRAFFIC CIRCUMSTANCES

*IN ADVERSE WEATHER CONDITIONS, PLEASE LOOK OUT FOR TEXTS/EMAILS/INSTRUCTIONS FOR CHANGES IN DROP-OFF AND PICK-UP.