



LOTE TREE
A C A D E M Y

Parent/Guardian & Student Handbook/.....

Student Name:.....

Class:

LTA is a project of Cube Foundation



Charity Reg: 1150120



LOTE TREE
ACADEMY

ARABIC CLASSES FOR CHILDREN

LOTE TREE ACADEMY ARABIC CLASSES

Age 5-12 (Boys & Girls)

Cube Foundation Centre
226 Darnall Road, Sheffield S9 5AN

Venue

Day Sundays

lotefree@cubefoundation.org

Email

Fee £1 per child (fee could change)

07853 275516

Tel

LTA IS A PROJECT OF



Registered Charity No. 1150120

www.cubefoundation.org

Introduction

Lote Tree Academy aims to provide a unique educational experience for your child by delivering Islamic principles through innovative teaching techniques. In this way we endeavour to empower every student with a strong Islamic identity so they can proudly step into a multicultural society having excelled in their moral and social behaviour.

Please read the Lote Tree Academy handbook for students & parents/guardians. Adherence to it will enable us to run the Madrassa efficiently. Any queries regarding this handbook may be forwarded to the Madrassa Head Teacher or senior staff on 0114 2425490 or 07706 942 785.

Behaviour and Discipline

Discipline Policy: a brief summary

Although rewards are central to the encouragement of good behaviour, there is a need for a discipline policy in order to register the disapproval of unacceptable behaviour and to protect the security and stability of the academy community. In any environment, especially within a Madrassa environment, respect is central, and where there is a loss of respect or disapproval a sanction is necessary. Sanctions range from verbal expressions of disapproval, time away/out of the class, withdrawal of privileges, referral to the Head Teacher, detentions, report cards, suspension, and in more serious cases expulsion. Teachers also reserve the right to keep misbehaving students behind for up to 10 minutes after Madrassa without prior notification to parents. If you wish to view the behaviour policy in full you are welcome to request to do so from the office, during Madrassa times.

The main aims of this policy are to:

- To define acceptable standards of behaviour
- To continue consistency of responses to both positive and negative behaviour
- To promote the development of self-esteem, self-discipline and positive relationships
- To ensure that the academy's expectations and strategies are widely known and understood
- To encourage the involvement of both home and academy in the implementation of this policy
- To identify incidents of bullying and deal with them in accordance with this policy.
- To empower teaching
- To create a just, secure and happy learning environment.

Positive Behaviour Management at Lote Tree Academy:

Our emphasis is on rewards to reinforce good behaviour. We believe that rewards have a motivational role helping children to see that good behaviour is valued. The most common reward is praise, which is earned by the maintenance of good standards, as well as by particularly noteworthy achievements.

All academy teachers are trained to offer praise in a variety of ways in order to positively encourage student behaviour and achievements. These include:

- Verbal praise – praising good work and behaviour as often as possible but not excessively. This can be done by the teacher looking for opportunities in which students are behaving and learning well.
- Public praise - A mention in the class or showing the students work to the rest of the class.
- Private Praise - A mention of the student's effort / good behaviour etc in private.
- Work shown or mentioned to another member of staff, Head Teacher or parents.
- Rewards through star charts, use of the treasure box, star of the week, marble jars, certificates and award ceremonies which are held at the end of each term.

Bullying: How do we deal with bullying?

- We ask that all bullying incidents are reported to staff
- We expect the bullying behaviour and threats of bullying to stop immediately
- We will encourage the bully to offer an apology
- We will try where possible to reconcile the pupils
- We will where appropriate, enforce sanctions against the bully
- We ask parents to come into the Academy to discuss the incident if it is serious
- We will contact the 'victim's' parents regarding the outcome of the investigation
- We will in the most serious cases consider suspension or expulsion

Communication and Parental Partnership:

Lote Tree Academy gives high priority to positive parental partnership, as it is crucial in promoting and maintaining high standards of behaviour. It is also fundamental for building trust and developing a common approach to behaviour expectations and strategies for dealing with problems. Consequently parents are more likely to be responsive if the academy requires their support in dealing with difficult issues of unacceptable behaviour.

The academy endeavours to communicate policy and expectations to parents in a clear and cohesive manner. Where behaviour is causing concern, parents will be notified and given the opportunity to discuss the matter further.

Rules and Regulations at Lote Tree Academy

Both parents and children are expected to comply with our Behaviour Policy. We also expect the parents to support any action taken by the Madrassa or its teachers & treat teachers with respect as they play a vital role in your child's Islamic Education.

1. Exams - Teachers work hard teaching your children & preparing the students for end of term exams. Please help revise your child and prioritise for them to attend the exams.

2. Uniform – Children must be dressed neatly in clean clothes.

Boys Uniform (preferably all in White). Topi (hat) & Jubbah (at least to shin length).

Girls Uniform (White Scarf with Abaya / Jilbaab).

3. Student Resources – Parents must ensure students attend Madrassa with all learning resources. All students must be in possession of a Madrassa bag, textbooks (Quran/Qaida/ Gift for Muslims books). Older students will also require workbooks, 2 sharpened pencils, and an eraser at Madrassah. Regular bags checks will be carried out at Madrassa to students are bringing what they should and nothing extra.

4. Wudhu / Nails / Makeup – All Quran students must be in the state of wudhu before class starts as valuable teaching time is wasted with visits to the toilet during class times. All students' nails should be tidy and clipped. Nail varnish cannot be worn to Madrassa. Female students must have their hair tied back not loose & cannot wear makeup. Students may be asked to remove nail varnish & makeup if worn to Madrassa.

5. Sweets / Food / Mobile Phones - Children are not allowed to bring sweets / foods to Madrassah. If seen in their possession the teacher may take it from them & can decide whether to return after class. If children are seen eating teachers will confiscate the food AND NOT RETURN TO THEM. No mobile phones please as these devices distract the attention of our children. If your child needs to have one with them then it should be switched off and out of view. If seen during class the phone will be confiscated and only returned at the end of class to the student or the parent / guardian.

6. Damages / Breakages – If a student is responsible then they will be liable for repairs or replacement.

7. Dropping & Collection of Children_ Children must be picked up from Madrassa within 10minutes after end of class. Teachers shouldn't have to wait behind with any children who have not been collected. If there is a problem, please ring the Madrassa to let us know. Younger students especially become upset very quickly when parents don't arrive on time.

Also please do not block the road for the local residents when picking up or dropping your children off. Parents should park their vehicles on Darnall Road. Younger students are to be collected by parents from the Madrassa this is due to concerns being raised of children running onto the road etc.

8. Parents Evening / Parents visiting the Madrassa - Every term the Madrassa will be closed & parents will be invited in to discuss the progress of their child. All parents are expected to attend. Some parents have the incorrect thinking that the responsibility of the Islamic Education & Tarbiyyah (nurturing of the child) lies solely with the Madrassa. This isn't the case & therefore partnership between the parents & Madrassa staff is vital in the success of the child's learning.

9. Issues with other Children - A reminder that you are NOT allowed disciplining other students from the Madrassa. That is the job of the Madrassa staff. If you have a problem with a student, you are more than welcome to come and discuss this with the Madrassa teachers, and then teachers will take the necessary action.

Attendance and Punctuality

At a time of moral decline, we need to ensure our children spend more time in the Masjid & Madrassa environment. It is really saddening to see parents allowing pupils to take off a day from Madrassa due to unnecessary reasons, prioritising them over our children's Islamic education. Our predecessors have emphasised the impact of absences to the extent that '1 day lost sabak' has an affect for 40 days: demonstrating the true importance of divine knowledge.

Madrassa Early & Late Classes

In order to provide flexibility for parents, the Madrassa runs 2 sessions. Early sessions start at 4:15pm and finish at 5:45pm. Late sessions start at 6:00pm and finish at 7:30pm. The Madrassa door opens 10 minutes before each session. Please think carefully before enrolling your child/children into a suitable session as students must be on time & regular in attendance. Changing sessions at a later date may prove to be difficult.

The Attendance & Punctuality Policy: Reporting absence

If your child is going to be absent during Madrassa time, the Madrassa office must be notified in advance via a phone call, text message or letter. Valid absences reported in this way with a valid reason will be recorded as 'authorised'. If Madrassa is not notified the absence will be recorded as unauthorized. Where we are notified of a valid reason for absence at least 7 days in advance, we will try our best to give some sabak etc to your child.

Unauthorised absence (4 or more days in a month)

We give generous holidays (coinciding with school holidays) which we have published in this Madrassa handbook, so that parents can take advantage of these dates and pre-plan family outings etc. However if multiple unauthorised absences occur despite this, we follow the procedure below:

1st Warning (Month 1) - If a student is absent for more than 4 days in a month without authorisation parents will receive a text to make them aware of the severity of the issue & of the consequences if the absences continue. Staff will also make a note on the student's absence record.

2nd Warning (Month 2) - If this continues for a second month, parents will be requested to attend a meeting with the Head Teacher. The child will not be permitted to return to class until his/her parent/guardian attends such a meeting. If the matter can be resolved then the student can continue his learning at the Madrassa. Staff will again make a note of the 2nd warning on the student's record.

Expulsion (Month 3) - Finally, if the student continues to be absent for more than 4 days in the third month without authorisation the students will lose their place at the Madrassa.

This process will start again from Month 1 every New Academic Year.

Continued unauthorised absence (3 consecutive days)

If after 3 days of continuous absence & where there is no contact from parents / guardians a text will be sent to request that the child must return within the next 2 days or risk losing their place at Madrassa. After 5 days of continuous unauthorised absence the student will lose their place in the Madrassa & it will be offered to those on our waiting list.

After School Club or Other Activities

Whilst we encourage our students to participate in extracurricular activities in order to make them more rounded individuals, we advise to parents choose carefully whether the Early / Late session at Madrassa is most suitable.

In exceptional circumstance students are permitted to 1 day of Madrassa for the purpose of attending after school clubs. However written permission must be sought from the Head Teacher.

Students will NOT be allowed to attend late & or leave early as this disrupts the class.

School Examinations:

SATS

Students that are in schools that still take sats exams for English & Maths are permitted 4 days off (Monday – Thursday) during the examination period ONLY.

GCSE's

Year 11 students are allowed to attend Madrassa for a minimum of 3 days a week during examination season. The days they have off are for the purpose of revising and focusing on their studies only. Madrassa will be liaising with local secondary schools in order to keep informed about their exam schedules. During exam season this can be reduced to 2 days by making an arrangement with staff.

Punctuality

- Students arriving after 4:15pm (early session) and 6:00pm (late session) will be recorded as 'late' on the register.
- A half an hour detention will be issued to students with two or more 'lates' in a week.
- If a student receives 4 detentions in 2 months, a text will be sent to parents to advise they need to arrange a meeting with the Head Teacher before the child can return.
- If this continues for a 3rd month, the student will be suspended for 2 weeks. Madrassa fees are still to be paid.
- If the matter is still not resolved the Madrassa will permanently exclude the child from the Madrassa and offer the place to a child on the waiting list.

Leaving Madrassah on time

Students are required to attend class for the full 90 minutes. Students will not be allowed to leave Madrassa early unless there is an emergency situation. Please phone/text to inform the administration staff of your arrival. Does not just turn up the Madrassa doors will be locked. Please also ensure that your child is picked up immediately after class. New and very young children get upset very quickly if there is no one to collect them at home time.

Personal Property

The academy cannot be responsible for items of value such as electronic devices, jewellery, expensive footwear or money and therefore they should not be brought into Madrassa. Drinks and snacks are also prohibited unless permission is sought from the class teacher.

In case of Emergency

In the event of an emergency, a telephone call will be made to the child's parent/guardian informing them of the emergency and requesting them to collect their child if deemed necessary.

Uniform and Personal Hygiene

In order to be mentally and physically prepared for Madrassa students are required to arrive in a state of full wudhu. Numerous trips to the toilet during class time result in a great deal of disruption to teaching and learning. Girls are required to wear a black Jilbabs and white scarf and boys are to wear a white jubbah and white hat. These are available to buy from the onsite Cube Foundation shop in various sizes. In addition, upon registration students must purchase a book bag and relevant books from the office.

Fees Policy

A sum of £5 per week, per student is required to be paid every Wednesday in cash to the administration officer for the tuition of your child. If a student does not attend Madrassa for a whole week or un-authorized holiday, they will still be required to pay their fees in order to keep their place at the academy and for the academy to maintain its running costs.

We cannot stress enough how important it is to pay your child's fees on time. Our costs are high, and late payment has an effect on the smooth running of the Madrassa. Furthermore the Madrassa building is still £63,000 in (Qard-Hasana) debt. We urge all parents to make sure they keep up to date with the payments every Wednesdays and have their child's handbook signed. Our new fees policy is as follows:

- After 2 weeks of missed fees the child will be reminded by the class teacher
- After 3 weeks of missed fees a text will be sent to remind parents of the outstanding payment
- After 4 weeks of missed fees parents will be called in to bring the fees up to date
- If after 14 days payment is still not made the child will regrettably lose their place in the Madrassa.

SMART goals help improve achievement & success. A SMART goal clarifies exactly what is expected & measures used to determine if the goal is achieved and successfully completed.

New or adapted pupil targets		
Target (SMART)	Strategies to support pupil to achieve target	Resources (including who supports/ how often)
Term 1.		
Term 2.		
Term 3.		

Syllabus for Academic Year 1436/1437H (2016-2017)

Class	Term 1	Term 2	Term 3
	Surah level 1 (with translation) & Seerah	Fiqh	Duas (with translation) & Aqaaid
1A/1B	1 Seerah Level 1, 4	Etiquettes of: Going to the toilet , Eating, Drinking, Sleeping, Method of Wudhu	Dua book level 1 Aqaa'id Level 1
2A/2B	1 & 2 Seerah Level1, 4, 5	Method of wudhu, Nawaaqidh of wudhu, Salah, Salah times, Rakah	Dua book level 1 and 2 Aqaa'id Level 1, 2
3A/3B 4A/4B	1, 2, 4 & 5 Seerah Level 1, 4, 5	Fard of Ghusl, Method of wudhu, Faraaid of wudhu, Nawaaqidh of wudhu, Adhaan, Salah, Faraaidh of Salah, Mufsideat of Salah, Salah times, Rakah of Salah, Witr Salah and dua, Jumu'a & Eid Salah	When a loss occurs, Entering & leaving home, Travel dua, Returning from a journey, Protection Dua's, To increase in knowledge Aqaa'id Level 5, 6

Term Dates for Academic Year 2015/2016

	Madrassa opens	Madrassa closes
TERM 1	Monday 19 th September 2016 Monday 31 st October 2016	Friday 21 st October 2016 Friday 23 rd December 2016
TERM 2	Tuesday 3 rd January 2017 Monday 27 th February 2017	Friday 17 th February 2017 Friday 7 th April 2017
TERM 3	Tuesday 18 th April 2017 Monday 3 rd July 2017 New academic year starts 4th September 2017	Friday 16 th June 2017 (Ramadan/Eid break) Friday 11 th August 2017 (Summer/Eid Ul Adha break)

All Bank Holidays Off

(Please note the weekly fees of £5 still apply)

Exam Dates:

Term 1, 2, and 3 – To be confirmed

Teacher Training Days

There will be occasions when Madrassa may be closed for teacher training day. We constantly seek to develop our teachers in order to raise the standards of teaching at the Madrassa. You will be notified of these days by Mobile Message/letter.

Handbook (£1)

This handbook is very important and is for students to keep throughout the year, if it is lost or damaged it will need to be replaced at cost price.

Tuition Fees Record 2016/2017

21/09/2016	28/09/2016	05/09/2016	12/09/2016	19/09/2016	02/11/2016
09/11/2016	16/11/2016	23/11/2016	30/11/2016	07/12/2016	14/12/2016
23/12/2016	04/01/2017	11/01/2017	18/01/2017	25/01/2017	01/02/2017
08/02/2017	15/02/2017	01/03/2017	08/03/2017	15/03/2017	22/03/2017
29/03/2017	05/04/2017	19/04/2017	26/04/2017	03/05/2017	10/05/2017
17/05/2017	24/05/2017	31/05/2017	07/06/2017	14/06/2017	05/07/2017
12/07/2017	19/07/2017	26/07/2017	02/08/2017	09/08/2017	06/09/2017
13/09/2017	20/09/2017	27/09/2017	04/10/2017	11/10/2017	18/11/2017

Complaints Procedures

If you have any issues regarding your child or the Madrassa please follow the following protocols;

Step 1- Arrange with the office admin to speak with your child's class teacher. If you are still not happy then ask to speak with senior management.

Step 2- Take up your complaint with the Headteacher Syed Iqbal Islam, or Assistant Head Baji Khateja Khan. (Please contact the office to arrange a meeting or Tel: 0114-2425490).

Step 3- To escalate further contact Madrassa co-ordinator Haafidh Riyasat Saleem: Riyasat@cubefoundation.org.

Step 4- Finally as a last resort after having exhausted the above 3 steps, if you feel that your concern has not been resolved then you can contact the Chair of the Cube Foundation Mohammed Yaseen via email: Yaseen@cubefoundation.org or Tel: 07704928021

Term 1 Record of Achievement



LOTE TREE
ACADEMY

Class.....

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Total /

Term 2 Record of Achievement



LOTE TREE
ACADEMY

Class.....

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Total /

Term 3 Record of Achievement



LOTE TREE
ACADEMY

Class.....

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Total /



URDU CLASSES FOR CHILDREN

LOTE TREE ACADEMY URDU CLASSES

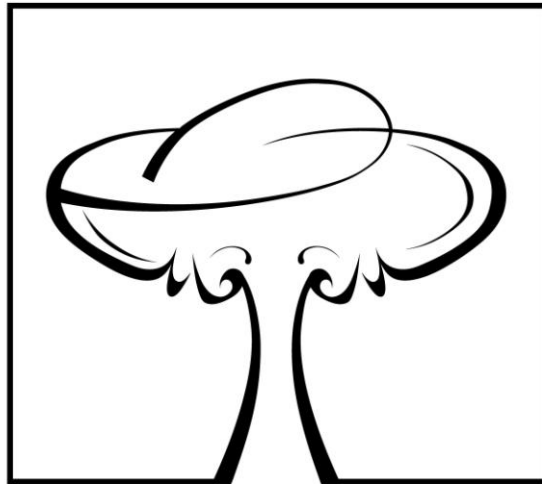
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