

Leicester Community Academy

Secondary Pupil's Handbook

Assalamu Alaykum Wa Rahmatullahi Wa Barakatuhu

IN THE NAME OF ALLAH Subhanahu Wa Ta'alaah
THE MOST BENEFICENT THE MOST MERCIFUL

Through the infinite mercy of the Almighty Subhanahu Wa Ta'alaah, Islam attaches great importance to education.

The Prophet Muhammad Sallallahu Alayhi Wasallam asked the ALMIGHTY O' My Lord! Advance me in Knowledge. (Holy Qur'an 20: 114)

Allah Ta'aalah has made the seeking of knowledge obligatory upon every Muslim. Thus for a Muslim there is no distinction between religious and secular education. Leicester Community Academy seeks to develop the whole personality of pupils with Islam as the main focus of their lives. We aim to ensure that you enjoy your life at school and develop a love of learning and a strong desire to continue your education as a life long experience.

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Insha Allah we aim to provide a balanced and broad level of education to meet the spiritual, moral, mental, physical and social needs of the young people.

We pray that we can work together, firstly on instilling love for Allah and Rasulallah Sallallahu Alayhi Wasallam through the teaching of the Qur'an and Sunnah. We pray that by being at the school, you can develop good character, which can benefit society in general Insha Allah. Thereafter, we can focus on learning.

Stationery List

Pupils are required to have all the stationery at all times. Following is a list of stationery which pupils must have:

- ❖ Black, blue and red pens
- ❖ HB pencils
- ❖ Coloured pencils
- ❖ Eraser
- ❖ Sharpener
- ❖ Glue stick
- ❖ Pocket sized dictionary
- ❖ Thesaurus (secondary pupils)
- ❖ Calculator
- ❖ Scientific calculator (Secondary pupils)
- ❖ Mathematical set
- ❖ 30cm ruler
- ❖ Plastic pockets
- ❖ USB flash drive (to save work on)



Sanctions will be issued if you do not have the appropriate stationery as this disrupts the lesson.

Uniform List

Pupils are required to attend the school in the correct uniform.

The uniform for boys is:

- ❖ Plain black Jubbah (above ankles).
- ❖ Plain black trousers. (Not jeans).
- ❖ Plain black cardigan or top.
- ❖ Plain black topi (cap).
- ❖ Plain black shoes or plain black trainers.

The uniform for girls is:

- ❖ Plain black Jubbah (it must be looses & closed).
- ❖ Black trousers. (Not jeans)
- ❖ Black cardigan / jumper
- ❖ Plain black Hijaab / scarf)only plain black hats underneath. No pins etc on the Hijaab.
- ❖ Flat black shoes (no high heels) or plain black trainers..

The PE kit is as follows:

Boys

- ❖ Plain white T-shirt
- ❖ Plain black jogging bottoms
- ❖ Trainers

Girls

- ❖ Plain white T-shirt or P.E. dress (it must be loose fitting)
- ❖ Plain black jogging bottoms
- ❖ Trainers
- ❖ Plain black scarf

Uniforms must be plain without any designs or visible designer names or name tags.

Pupils frequently not adhering to the school policy on uniform will be suspended for a day and it will be monitored.

Behaviour at Leicester Community Academy

Golden Rules

At Leicester Community Academy we respect and value all members of our community. Our "Golden Rules" help us to remember how to treat others with respect.



To Do

- Do be gentle.
- Do be polite.
- Do be a friend - Ask others to join in your game.
- Do listen to each other.
- Do follow instructions
- Understand it is okay to make mistakes.
- Be kind, be honest and truthful.
- Concentrate on work.
- Do your best.



Not to Do

- Do not push and shove.
- Do not call a person names, unless they like the name.
- Do not interrupt
- Do not disobey.
- Do not tease anyone who does.
- Do not lie or cheat.
- Do not fight with anyone.
- Do not bully anyone.

The Pupil Promise

As a pupil at Leicester Community Academy, I will try my best in everything I do and respect and care for everyone in my school.

I will try to:

- Support the Islamic values of our school.
- Be polite, helpful and considerate to others and keep the Golden Rules.
- Tell a grown-up at school if I have a problem or I am worried about anything.
- Try to think for myself and take responsibility for my actions.
- Behave sensibly so as to keep us all happy and safe.



Leicester Community Academy Behaviour Policy

Both positive and negative behaviour shall receive attention.

Rewarding positive behavior:

- ❖ Teachers will praise positive behaviour such as kindness’ and good akhlaq.
- ❖ Teachers will praise pupil’s work and effort.
- ❖ Teachers will praise progress and achievement at all levels.
- ❖ Teachers will offer incentives for rewarding pupils.

Unacceptable behaviour:

- ❖ Pupil’s exhibiting unacceptable behavior shall in the first instance be told not to do so.
- ❖ If the pupil continues to exhibit unacceptable behaviour, the teacher shall discuss the issue and take appropriate action.
- ❖ If the unacceptable behaviour continues, parents will be involved, and agree on future action.

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- ❖ *verbal, physical and racial abuse will not be tolerated by the school, in such circumstances, immediate action will be taken.*

Home School Agreement

Mission Statement

Leicester Community Academy aims to:

- Offer a relaxed and friendly environment.
- Provide a broad and balanced study of all areas of the National Curriculum.
- Constantly strive to achieve high standards in all avenues of learning.
- uphold the 'moral and manners' of the Prophet Sallallahu Alayhi Wasallam by providing teaching through self respect, respect for parents, elders and others, through the development of personal responsibility.
- Provide weekly assemblies – incorporating 'citizenship' through the teachings of the Qur'aan and Sunnah.
- Impart knowledge to the pupils for the pleasure of Allah Ta'aalah.
- Have a positive relationship between the school and the parents.

The school will:

- Maintain a high standard of education, keeping in line with national government requirements, within a balanced curriculum.
- Encourage the child to do best at all times.
- Care for each child's safety and well-being.
- Provide a safe, secure and happy environment, where children are well cared for, treated fairly and where teaching is good.
- Encourage children to take care of school property, their surroundings and others around them.
- Act as role models for your child in punctuality, being prepared for lessons and relationships with other members of the school community.
- Encourage and motivate your child to do the very best they can.
- Keep you informed about your child's progress, homework, and about general school matters.
- Be open and welcoming and offer opportunities for you to become involved in school life.
- Let the parents know about any concerns or problems that affect their child's work or behaviour.
- Endeavour to meet the requirements of children whatever their needs to achieve their full potential.
- Ensure that each classroom is a positive and stimulating learning environment.

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- Set, mark and monitor class work & homework.
- Set homework each evening to extend the curriculum work in school.
- Teach children to develop a positive attitude towards everyone regardless of difference in gender, race, culture, belief, values, age, and need.
- Help children to understand their role in the community.
- Contact parents if there is a problem with attendance or punctuality.
- Communicate effectively and sensitively with parents:
 1. Regular meetings to discuss the progress of children, indicating strengths and areas for development through individual targets.
 2. Provide prompt information about behaviour or class work that may be a cause for concern or celebration.
 3. Provide clear information about homework tasks.
 4. Provide opportunities for parents to become involved in school life.
 5. Provide information to parents about school activities through regular letters, meetings and the website.
 6. Make available all relevant school policies, for information.

The parents / carers will:

- Make sure that each child attends school regularly and arrives on time. If the child is absent then a note should be sent stating the reason for absence.
- Make sure children wear the correct uniform everyday.
- Build a positive partnership with the school for the benefit of their children.
- Avoid taking children on holiday during term time.
- Support their children with homework tasks & other learning opportunities and ensure homework is returned within the set time.
- Support and work with the school in any behaviour management programmes as outlined in the behaviour policy summary.
- Support the school's values, rules and policies, by encouraging a positive attitude towards school.
- Work in partnership with the school to develop positive attitudes towards those from different cultures and races and with different feelings, values and beliefs.
- Let the school know immediately of any problems at home or medical concerns that may affect their children's work or behaviour at school or ability to do homework.
- Read and act upon any information sent home.
- Endeavour to provide a safe, secure and happy environment at home.
- Encourage other opportunities for home learning.

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- Support the school and PTA in fundraising and other activities.
- Foster a positive attitude towards education and the school and use discretion when discussing issues or grievances in front of children, as these may have a negative effect on their outlook.
- Inform the school immediately if any of the contact details change.

The child will:

- Understand that they have rights within the school written in our Charter of Rights. Children have the right:
 1. To be treated kindly.
 2. To be listened to.
 3. To be helped.
 4. Not to be bullied.
 5. Not to be lonely.
 6. To join in activities.
 7. To be happy.
 8. To feel wanted.
 9. To be safe.
 10. To be special.
- Attend everyday on time expecting to work hard.

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- Be ready for lessons, on time and with the correct equipment / stationery.
- Always do best in all areas of school work, both in lessons and at home.
- Take advantage of all opportunities offered by the school, both within and outside lessons.
- Show respect for all members of the school and all property within the school.
- Follow the school's behaviour policy and uniform code.
- Respect other's culture, race, feelings, beliefs and values.
- Accept responsibility for the things they do. Take responsibility for school and homework and to ask for help and to do their best in all they undertake.
- Be kind and speak politely to everyone in school.
- Take good care of the building, equipment and school grounds.
- Behave in a safe way.
- Be helpful and friendly.
- Tell a member of staff if they are worried or unhappy.
- Ensure that they will take home all school letters.

Together we will:

value one another as partners with our children.

Listen to and support each other in our aim to provide the best education for our children.

Other Important Information

Absence:

If you are absent, you must bring a letter the following day; otherwise it will be termed as an unauthorized absence.

Homework timetable:

The school has a strong policy to set pupils home work, and the pupils must adhere to this.

Each subject teacher will be responsible for setting homework and collecting in at the due time. It is the pupil's responsibility to record all homework in the homework diary, and get the parents to sign it each week, once the homework has been completed.

Homework will be set as follows:

- ❖ Years 7 - 9: Approximately 1 hour 30 minutes each evening, and possibly more at the weekend.
- ❖ Years 10 - 11: Approximately 3 hours each evening, and possibly more at the weekend.



Reading:

Reading is encouraged by all the teachers, and Insha..... it will be improve the literacy levels, therefore pupils are encouraged to read a range of books. Pupils can take books from the school library, (Secondary boys have a loan system in place, where all books are recorded). If books are lost, not returned on time, or damaged, pupils will have to pay for them.

Wudhu & Cleanliness:

Pupils are advised to come to school with wudhu, as the day is started with recitation of the Qur'an, and Salah is done later in the day.

Cleanliness is an integral part of our deen; therefore pupils are advised to pay great attention to being clean.

Punctuality:

Pupils must arrive on time & must be picked up on time.

Late arrivals:

Secondary pupils have got a policy on late arrivals, whereby, pupils arriving later than 5 minutes will have to wait in the reception area until The Head Teacher addresses them. Frequent late arrivals will be brought to the attention of parents.

Detention:

Pupils who misbehave and break school rules / regulations will be given 1 hour detention.

Coursework:

Pupils in years 10 & 11 will be set coursework frequently by the subject teachers, guidance and support will be provided. The pupils will be set strict deadlines, by which they must submit their coursework.



Mobile phones:



You cannot use mobile phones, ipads, iPhones in school, if you are caught with it, it will be confiscated. If you bring it to school and it is lost, stolen or damaged, the school will not be held responsible.

Lunch:

You must bring a packed lunch to school every day. Please have a healthy diet in your packed lunch which must include some fruit.

Not allowed:



- ❖ MP3 players
- ❖ iPhones
- ❖ iPads
- ❖ Chewing gum
- ❖ Smoking any where near the school premises.
- ❖ Wearing of jewellery