

Leicester Community Academy

Prospectus 2017 - 2018

Head Teachers: Mr I Tai & Ms S Pathan

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This prospectus will be reviewed annually.

Reviewed:
September 2017

Next Review:
August 2018

Please note

The information contained in this booklet was correct at the time of publication. It should not be assumed that there will be no changes during or after the year.

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School Management

Proprietor & School Address

Leicester Educational Trust
2 Overton Road
Leicester
LE5 0JA
Tel: (0116) 274 1626

Head Teachers

Mr Imran Tai & Ms Sumayya Pathan
2 Overton Road, Leicester, LE5 0JA
Tel: (0116) 274 1626

Admin Staff / Office Manager

Mr Harun Lorgat

Child Protection Officer

Mr Imran Tai & Ms Sumayya Pathan

First Aid Officers

Mr Farid Hussein Esat
Mr Mohamed Haroon Shaikh
Mr Ibrahim Mulla
Mr Imran Tai

Miss Hafswah Pirmahomed
Mrs Mommina Hussein
Miss Onaisa Kolia
Ms Sumayya Pathan

Health & Safety Officers

Mr Imran Tai
Ms S Pathan

Caretaker

Mr Mahmadarif laher

Introduction

In the name of Allah, the Most Beneficent, the Most Merciful

Welcome to Leicester Community Academy

Assalamu Alaykum Wa Rahmatullahi Wa Barakatuhu

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 is an independent school, registered with the Department for Education (DfE) and HMI Ofsted. 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 young people enjoy their life at school and develop a love of learning and a strong desire to continue their education as a long-life experience, as the Prophet Muhammad Sallallahu Alayhi Wasallam said: "***Seek knowledge from the cradle to the grave***". 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.

Mission Statement

Leicester Community Academy seeks 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 daily assemblies – incorporating 'citizenship' through the teachings of the Qur'aan and Sunnah.
- ❖ Impart knowledge to the pupils for the pleasure of Allah Ta'aalah.

Packed Lunch



Pupils are advised to bring their packed lunches (which they can have during break) clearly labelled with their names. As part of our healthy eating policy we advise you to pack a healthy lunch for your child which must include some fruits. We do not allow glass bottles or chewing gum. Avoid sending sweets, chocolates and fizzy drinks, but encourage your child to have more fruits.

The Curriculum



The school curriculum encompasses aspects of the Qur'aan and Sunnah and the pupils follow a broad and balanced curriculum in line with the school ethos. The National Curriculum promotes these values and pupils are encouraged to acquire aesthetic, linguistic and scientific skills as well as understand the historical diversity of life.

The curriculum comprises of English, Mathematics, Science, I.C.T., Citizenship, Geography, History, Art, Religious Studies, Arabic, Urdu and P.E.

Pupils will carry out their G.C.S.E exams at the end of Year 11. End of term and end of year tests are carried out to assess the students' performance. Parents' evenings are held twice a year to discuss performance, as highlighted on the pupils' reports. An end of year ceremony is also held for prize giving and certificates.

Exam results are available for viewing in the school office.

The GCSE examination results for Summer 2017 are:

77% A* - C

79% A* - C in 5 or more subjects including English and Maths.

Secondary Girls GCSE Results: 100%

Secondary Boys GCSE Results: 71%



The school recognises the need to support SEN (Special Educational Needs) and EAL (English as an Additional Language). The staff work very hard with all pupils (including after school), unfortunately due to lack of resources we cannot meet the requirement to support SEN and EAL pupils at present. However, in the future we will meet this requirement.



Homework

For homework, pupils will be given extension work to encourage learning and develop a sense of working without total supervision. Encourage your child to do their own homework. The school has a set homework timetable. Details of the homework set will be recorded in a homework diary. Parents are advised to check the homework diary everyday and sign it every week.

Admissions & Assessments

Parents are advised to submit their child's last school report & any other documents which may support in understanding of the child's progress and achievement, when they submit an application form to the school. Failure to do so, may delay the admission process.

Once a child has been offered a place, parents will be advised to bring the child to the school for an assessment. These assessments are not for selection purposes, but they will inform the teachers of a pupil's strength and weakness in the core subjects and will determine their levels to help plan teaching accordingly.

Non-refundable assessment fees are applicable - £100.00 for secondary students and £50.00 for primary students when the application has been accepted. The assessment fee must be paid before your child can be accepted for assessments.

Failure on the part of parents to conceal relevant information from the school, will have consequences on the learning of the child, as the school may not be in a position for making provisions for certain learning difficulties.

Some pupils will be taken on a trial basis whereby, through on-going assessments, the teachers will monitor their progress and inform parents; where necessary.

Parents are advised to attend such meetings.

Currently we are not in a position to take on pupils with Special Educational Needs (SEN) and English as an Additional Language (EAL) as we do not have provisions for this at present.



Punctuality

Punctuality is very important for efficiency and smooth running of the school day. Parents must ensure that pupils are in school on time. The school has a policy on late arrivals:

- | | |
|--|---|
| 1 st & 2 nd late | A verbal warning will be given. |
| 3 rd late | Letters will be sent home to parents informing them of their child's lateness. |
| 4 th late | Parents will be called into school to have a meeting with the Head Teacher. |
| 5 th late | Letters will be sent home to parents again informing them of their child's constant lateness. |
| 6 th late | Your child will be placed on a late report for a week. |
| 7 th late | Your child will receive a suspension. |

If a pupil has to come late to school following a doctors, dentist, hospital appointment etc, please note that they must report to the office, accompanied by a parent or bring a note confirming the reason for lateness.

Pupils will not be allowed to leave the premises during school time without permission from the head teacher.

Children must be picked up at the correct time.

Reading



Please encourage your child to read at home.

- Use the reading record and read with your child.
- Take your child to the local library.
- Emphasise the importance of reading and looking after books.

We will be happy to talk to you about ways in which you can help your child to make progress in reading.



Behaviour / Discipline

The ethos of our school encourages positive behaviour from both the teachers and pupils, both in the personal and academic sense. All pupils must follow the code of conduct in our school Behaviour Policy.

A Leicester Community Academy Behaviour Policy is available for your inspection from the school office and on the school's website.

In cases of continuous misbehaviour, a pupil will be put on a 'Behaviour Report' for a week. The teacher will comment at the end of each lesson, and the head teacher will review and sign the report at the end of the day. Parents will be informed and asked to support the school policy. Depending on the severity of behaviour, a pupil may be suspended from the school.

Methods for dealing with poor behaviour comply with the Qur'aan and Sunnah. The procedures for dealing with matters of discipline can be found in our school's Behaviour Policy.

In addition, pupils are expected to respect teachers. Parents are obliged to show support for teachers in the presence of pupils. Parents are requested to make an appointment prior to meeting any of our staff.

If and when there is unacceptable behaviour or work, well understood procedures will come into force. Initially, warnings will be issued by the teacher and then the pupil will be sent to the head teacher. In more severe cases, parents will be informed directly by a member of staff to come in and discuss with the school the action to be taken.

There is a detention system in school. Parents are informed by letter if the child is to be kept in after school. Parents are required to sign the slip and return it back to school.



Anti-Bullying

Bullying is a deliberate act done to cause distress solely in order to gain a feeling of power. It can be through verbal or physical assault. It can be an unresolved single frightening incident which can damage a child's life.

Bullying of any nature will not be tolerated at the school. The school will support the child who is being bullied and endeavour to help a bully to change their behaviour. The school has an anti-bullying policy, which is available for your inspection.

All bullying incidents will be recorded and monitored.

Assemblies on anti-bullying with presentations and videos will be delivered frequently to highlight the importance.



Anti-Racism

We are firmly opposed to racism, both overt and latent. All racially offensive behaviour will be dealt with immediately and will be seen to be dealt with appropriately.

Equal Opportunities



Leicester Community Academy is committed to a policy of equal opportunities for all, regardless of race, religion, ethnic origin, marital status, age, sex, sexual orientation or disability.



Appearance and Dress

Children are expected to dress in the correct uniform. To retain the identification of our pupils, the school uniform is as follows:

Boys

- Plain black Jubbah (above the ankles).
- Plain black trousers (without any stripes). No jeans allowed.
- Plain black cardigan or top.
- Plain black topi (cap).
- Plain black shoes or trainers.

P.E. Kit (Boys)

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

Clothes must be plain without any stripes or visible designer names, logos or name tags.

Boys Jubbahs & trousers must be above the ankles.

Girls

- Plain black Jubbah (it must be loose & closed).
- Plain black trousers. No jeans allowed.
- Plain black cardigan
- Plain black Hijaab / scarf. Only plain black hats underneath. No pins etc on the Hijaabs.
- Flat black shoes or plain black trainers. No high heels.

P.E. Kit (Girls)

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

Would parents please ensure that the uniform is clearly labelled.

Clothes must be plain without any stripes or visible designer names, logos or name tags.

**Cleanliness**

Cleanliness is an important aspect of Islam, so much so that the Prophet Sallallahu Alayhi Wasallam said that "Cleanliness is half of Imaan". It is essential, therefore, for parents to ensure that their children know how to clean themselves using water after going to the toilet and how to make wudhu. Children should also be taught from an early age to use the right hand for eating, drinking, putting on clothes, taking and giving, as this was the Sunnah of the Prophet Sallallahu Alayhi Wasallam. Hence, children should also be taught to use the left hand to clean themselves after using the toilet. It is also important for children to get in the habit of cutting their nails regularly for reasons of hygiene.

As an Islamic Institute, we greatly stress on the cleanliness of all of our pupils.

**Health & Welfare**

All accidents, no matter how minor, are reported to the Head Teacher. An accident report is filled in. Minor cuts and bruises are dealt with immediately, but for more serious injuries, parents are contacted directly.

In urgent cases, the child is taken to hospital, accompanied by a member of staff.

Medicines are not administered at the school, unless the child has an ongoing condition such as Asthma. Any medicines must be clearly labelled with the child's full name, class and its instructions for use.

Any child with an infection should be seen by a doctor before coming to school. If the infection is contagious then the child in question should be kept at home until fully recovered.

Child Protection

Our school policy is available for your inspection and contains guidelines laid down by the Department for Education and Skills and the Local Safeguarding Board. Staff must ensure that a child thought to be suffering or at risk of suffering from harm should be reported to those who can and will take appropriate action to protect them (i.e. Child Protection Officer).

All staff and parents should report any concerns to the Head Teacher / Child Protection Officer.

All school staff and those who come into contact with the pupils at the school have to have police checks and DBS clearance.

The child protection officers training was renewed on 24th November 2015 & 26th January 2016 (valid for 2 years).

The school also has an Incident log for recording any concerns.



Complaints

The school has an approved procedure for dealing with complaints. Please contact the school if you have any concerns or anxieties about your child's education. Arrangements can be made to discuss the matter with the head teacher.

No member of staff expects abuse, either verbal or physical, from any member of the school community.

When a parent is very upset about any situation, meetings will only continue in an atmosphere of calm negotiation. Complaints will be logged in the Complaints Book. Please view the Schools Complaints policy for further information, which is available in the school office and on the schools' website.

In the year 2016 – 2017 there were no formal complaints. There have been no formal complaints from 2002 - 2017.



Contact Details

It is very important that the school keeps the pupils' contact details up-to-date at all times. This is very important when the parents need to be contacted in case of emergencies (e.g. if a pupil gets injured or becomes ill). There have been occasions when we have not been able to contact parents because their contact details are not up-to-date.

Parents are also advised to provide emergency contact details of someone who can be contacted (in case of an emergency) if parents are not available.

Parents are also advised to notify the school as soon as possible whenever any contact details change.



Fire Drill

The need for all round safety is paramount. It is a legal requirement for the school to hold a fire drill at least once per term and keep records. There are fire drill action notices around the school. Pupils are made

familiar with this and act accordingly at the time of need. Once again, please feel free to inspect our Fire Drill Policy at the school.

Educational Visits

Many teachers take their students to places of interest. Such visits are extremely valuable as they are a vital part of their education. The students are also taken on a fun trip at the end of the year.

Planned trips for the academic year are:

- Alton Towers
- Belgrave Hall (Museum)
- Biffa (Recycling)
- Conkers
- County Court
- Coventry Museum
- Drayton Manor Park
- Fire Station
- NEC Birmingham
- National Space Centre
- New Walk Museum
- Places of Worship (All Faiths)
- Police Station
- Rutland Waters
- Twin lakes
- Water world
- West Midlands Safari Park

Rates of Authorised / Unauthorised Absence

It is a legal requirement for the school to have notes from parents explaining pupils' absences. Even if parents do phone into the school saying that their child will be absent, pupils still need to bring in a note which goes in the register. Without such notes, absences are recorded as "unauthorised" on the annual returns to the Department for Education and Skills. Parents must ensure that they send a letter explaining the reason for absence as soon as possible.

Our attendance for the Academic Year 2016 – 2017 were:

Present	95.70%
Authorised Absence	3.83%
Unauthorised Absence	0.47%

Leave during Term Time

Leave during term time is not encouraged due to the following reasons:

- Children miss out on planned valuable work from the National Curriculum.
- Continuity of learning is disrupted and children experience difficulty in catching up.
- Vital Assessments / Exams / Parent meetings of a child's progress are missed.
- Class teachers are not obliged to set work for periods of absence.

The school will agree to give leave to pupils in exceptional circumstances as follows:

- A member of family has passed away or is seriously ill – No more than 3 days leave will be authorised if it happens in the UK and no more than 10 days if a member of the family is seriously ill or has passed away in a foreign country.
- Leave should not exceed a maximum of ten school days in one year.
- Only in unavoidable circumstances, will the school decide to give additional time off.
- In all other circumstances, if parent(s) / guardian(s) take pupils on leave during term-time; the school will take your child's name off the school's Admissions Register and will inform the Education Welfare Department immediately.
- Parents who decide to take their child on leave in exceptional circumstances during school time must complete the Leave request form available from the school office, accompanied by a letter signed by a parent or guardian.

Please see below for the school's term and holiday dates. Please book your holidays accordingly.



School Fees

It is strongly recommended that for administration purposes and smooth running of the school, fees be paid on time. Initially the registration and stationery fees must be paid before your child can be admitted to the school.

To ease administration, we would prefer you to pay by Standing Order (paid quarterly). A standing order form needs to be filled in and commence immediately when your child starts school. Unfortunately, the school is not in a position to accept any other method of payment or subsidise the fees. Persistent non-payments will mean that the study of your child will have to be suspended.

The school fees for the Academic Year is £1680.00 which can be paid in the following ways:

A lump sum of £1680.00 as soon as the school starts in August.

If this is not possible then the school fees can be paid in the following instalments (please note that the preferred method of collecting school fees is by standing order):

(1) Quarterly Standing Order on the following dates (most preferred method):

1st August (1st Quarter), 1st November (2nd Quarter), 1st February (3rd Quarter) & 1st May (last Quarter). £420.00 x 4

(2) Monthly Standing Order on the 1st of each month (2nd preferred method). The first payment goes out on 1st August & the last payment goes out on 1st July. £140.00 x 12

Please Note: Standing Orders must ***not*** be cancelled without contacting the school first. The way standing order have been setup is that they don't need to be cancelled & then setup again for each academic year (as this method is usually error free). It's a continuous payment plan.

(3) Monthly cash payments to be paid within the 1st week of each month. The first payment to be made within the 1st week of September & the last payment within the first week of June. £168.00 x 10.

Financial difficulties are being faced with fees not being paid on time.

Premises

The school is currently based at 2 Overton Road, Leicester. (Off Humberstone Road). Regular buses are available from the city centre coming towards Overton Road, (First Bus number 38 & Arriva Bus number 18).

We are close to St. Barnabas Library where the pupils are taken occasionally.

We are also close to Spence Street Sports Centre where we take the students for P.E. and other sports activities.

Links with the Community

The school premise is also used by the following organisations:

- ❖ Madrasah Darul Arqam (supplementary school) from 5:00pm to 7:00pm only.

The school has links with the following organisations:

- ❖ Leicester City Council.
- ❖ Leicestershire Constabulary (regularly come to give talks on law, crime, safety, community cohesion etc).
- ❖ Leicestershire Fire Service.
- ❖ Leicester Crown Court (educational visits for key stage 4 students).
- ❖ Severn Trent Water
- ❖ Build (Drugs Awareness Programme).
- ❖ The Sikh Community.
- ❖ Places of worship (Church, Sikh Temple, Mosque, Mandir, Synagogues etc).
- ❖ Multi-Cultural Centres.
- ❖ Connexions (further education & careers programmes).
- ❖ Wise Origin College (workshops relating to further education, apprenticeship schemes and employment).
- ❖ Khidmah Organisation (participation in community activities – sports activities & tournaments).
- ❖ Ansaar (Leicester based community project, specifically set up for people with learning disabilities).
- ❖ Leaders of other faiths – who come and give talks to the students to enhance community cohesion.

As part of broadening our understanding of the greater community, we look at other faiths and cultures in Leicester and visit places of worship (e.g. Church, Sikh Temple, Synagogues etc) and English Institutions.

Knowledge & understanding of other religions is incorporated into Religious Studies.

In August 2009, Mr Russell visited the school and gave a talk to the students about beliefs & practices of Christianity & Islam and how integration and cohesion is very important for our community.

On 2nd May 2013, The Lord Mayor of Leicester Mr Abdul Osman visited our school and gave a talk to all our pupils about working together as one community in Leicester and about careers in the council.

In 2014 we had Safeguarding, Child Protection & Prevent Training carried out at our school by Leicestershire Safeguarding Board.

In 2017 Dr Abdul Karim Gheewala visited the school and gave a talk to our pupils about community cohesion and how to respect other faiths & communities and cultures and the need to understand the importance of our positive roles as British Muslim Citizens.

In 2017 Councillor Muhammad Dawood visited our school and gave a talk to our pupils on council services for the youth, the community, Connexions Post 16 services and how we can take an active part to help the community, he also spoke about career opportunities in the council.

List of Documents Available for Inspection

List of documents available for your inspection from the school office & on the website:

- ❖ Admissions Policy
- ❖ Assessments Standards & Levels
- ❖ Behaviour Policy
- ❖ Bullying
- ❖ Child Abuse and Dealing with it
- ❖ Child Protection Policy
- ❖ Compliments and Complaints
- ❖ Confidentiality
- ❖ DBS & List 99 Policy
- ❖ Current Program of Studies and Scheme of Works
- ❖ Curriculum Policy
- ❖ DFE - Documents relating to the National Curriculum
- ❖ Disability Discrimination Act & 3 year plan
- ❖ Equal Opportunities Policy
- ❖ Fire Evacuation and Bell Test
- ❖ First Aid Policy & First Aid contacts
- ❖ Food Drink and Hygiene
- ❖ Health and Safety Policy
- ❖ List of Trustees, Teachers & governors
- ❖ Medication
- ❖ Ofsted - Improving Attendance & Behaviour in Schools
- ❖ Policy on the use of force to control or restrain pupils
- ❖ Pupil Discipline and System
- ❖ Recognising Child Abuse
- ❖ Rewards and Sanctions
- ❖ School Policy on Holidays During Term Time
- ❖ School Rules for Pupils
- ❖ Staff Discipline
- ❖ Staff Guidelines
- ❖ Teaching and Learning Policy
- ❖ Visitors to School
- ❖ Visits and Outings
- ❖ Volunteers and Student Placement Policy
- ❖ Working for Teachers – GTC

Stationery list

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

- ❖ Black, blue and red pens
- ❖ HB pencil
- ❖ 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)

Uniform List

Children are expected to dress in the correct uniform. To retain the identification of our pupils, the school uniform is as follows:

Boys

- ✓ Plain black Jubba
- ✓ Plain black trousers (not jeans)
- ✓ Plain black cardigan / jumper
- ✓ Plain black topi
- ✓ Plain black shoes or plain black trainers

Girls

- ✓ Plain black Habayah (it must be loose & closed)
- ✓ Plain black trousers (not jeans)
- ✓ Plain black cardigan / jumper
- ✓ Plain black Hijaab (only plain black hats underneath. No pins etc. on the hijaabs)
- ✓ Flat black shoes (no high heels) or plain black trainers

P.E. Kit (Boys)

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

P.E. Kit (Girls)

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

Clothes must be plain without any stripes or visible designer names, logos or name tags.

Boys' jubbas & trousers must be above the ankles.

School Term & Holidays

School term & holidays for the academic year 2017 – 2018

Autumn Term

School opens	Thursday 24th August 2017
Bank Holiday	Monday 28th August 2017
Eidul Adha Holiday	Friday 1st September 2017 (1 day - Subject to moon sighting)
Mid-Term Break	Monday 16th October 2017 to Friday 20th October 201
School opens	Monday 23rd October 2017
End of Term Break	Monday 25th December 2017 to Friday 5th January 2018

Spring Term

School opens	Monday 8th January 2018
Mid-Term Break	Monday 12th February 2018 to Friday 16th February 2018
School opens	Monday 19th February 2018
End of Term Break	Monday 26th March 2018 to Friday 6th April 2018

Summer Term

School opens	Monday 9th April 2018
May Day Holiday	Monday 7th May 2018
Mid Term Break	Monday 28th May 2018 to Friday 1st June 2018
School opens	Monday 4th June 2018

Eidul Fitr Holiday	Friday 15 th June 2018 (1 day - Subject to moon sighting)
School closes	Friday 13 th July 2018
School re-opens	Thursday 23rd August 2018
Teacher training	Date to be confirmed

Please note that these dates are subject to changes.