

Palfrey Girls School

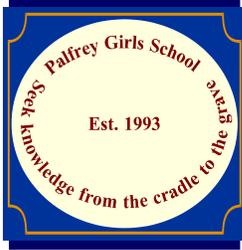
Creating Choices through Education



Prospectus 2014 – 2015

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Palfrey Girls School



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E- mail: enquiries@palfreygirlsSchool.org

Website: www.palfreygirlsSchool.org

Status: Non - selective Independent
Secondary Girl's School

School Principal: Mr Mahmood M Sacha

Management: Mr B Lorgat Mr M M Sacha
Mr R Varachhia Mr G M Madari

Aims and Values

At Palfrey Girls School, it is our belief that religion has been the most vital civilising influence in the history of mankind, no more so than Islam which has been given to human beings to direct us towards a life of piety and righteousness.

We want to transform the way that our children are educated, so that our young people can realise that Muslims have a special set of values which have real meaning; to let them see how the first Muslim community arose out of very difficult conditions to establish an Islamic way of life; and to let them realise that Muslims in Britain have an equally difficult task in trying to preserve that way of life.

We actively promote the Student's towards the life in the United Kingdom and to uphold the British values through the learning journey. We also promote Spiritual, moral, social and cultural development during their School life at Palfrey Girls School. We encourage respect for other people, paying particular regard to the protected characteristics set out in the Equality Act 2010.

As the School achieves these aims, Allah willing, the whole community will benefit from well educated young Muslims with a firm Imaan living and working at its heart.

Palfrey Girls School intends to play a central role in preserving Islamic values in a difficult environment. By developing a curriculum which has a broad balance of science, technology and humanities together with a strong religious and spiritual input, the School is confident of success, Allah willing.

May Allah subhanahu wa'ta ala guide us to the best of Knowledge of Life and strive to follow the teachings of our beloved Prophet Muhammad sallallahu alahi wasalam, Ameen.

VISION STATEMENT

Palfrey Girls School was set up in 1993 to cater for the needs of Muslim girls. Beginning in a room in a house it has become a centre for good academic achievement. Our vision for the future is to provide a positive, attractive and personalised learning environment for all our students. This environment will enable our teachers to develop high quality learning and the opportunity to deliver an exciting and innovative curriculum which meets the needs of all our pupils.

Core Purpose:

- To equip pupils with skills to enable them to be productive, responsible and successful Muslim women in current society.
- To provide opportunities for students to be aware of their identity and to instil confidence to become professional Muslim women.
- To preserve Islamic values in a challenging environment.
- To provide an environment that provides opportunities to be aware of what being a Muslim woman entails.
- To realise the purpose of education and inculcation of Islamic values.
- To provide a respectful, dynamic and inspirational environment in which all pupils can achieve their full potential.
- To achieve academic excellence.
- To prepare all pupils with basic and life skills.
- To make all pupils feel valued.
- For pupils to feel safe and secure.
- To be aware of continual technological advancement.
- To strive and follow the guidance and teachings of the holy Qur'an and the teachings of our beloved Prophet Muhammad sallallahu alahi wasalam.

Admission Arrangements Policy

Pupils with Special Educational Needs, English as an Alternative Language (EAL) and Pupils with Disabilities:

The School provides for **all** pupils and will do their utmost to provide a suitable inclusive and accessible curriculum and School environment for all pupils. We welcome all students in our School. We have a dedicated Special Educational Needs Support team which will endeavour to provide the best teaching and learning methods to the best of their abilities. A copy of the SEN (Special Educational Needs) Policy and EAL policy are available upon request.

Year 7 Pupils:

All parents and pupils must complete an Application Form and send it to the School Office together with the administration fee of £100.00. The School will contact parents in January to confirm the admission place. The parents and the pupil may be requested to attend the School where they will be interviewed by the head teacher. The pupil's record from her previous School will also be obtained and a decision will then be made regarding the pupil's admission to the School. This decision will be at the discretion of the Head teacher and is final. Pupils may not be asked to attend an interview but will be given a place based on previous School references. A successful pupil will be asked to attend the School for an Induction day to enable her to get to know other pupils and staff. All parents/guardians of year 7 pupils are invited to an Induction Evening in June of the year of entry.

Pupils in other year groups:

We are pleased to enrol pupils in other age groups, but admission may not be immediate. The reason for this is two fold: the first is there may be an existing waiting list for the year group. Secondly, it may be felt that the pupil should complete the academic year that they are currently in. Thus we feel that transfer will be a more effective one for all concerned. A reference will be requested from the pupil's current School. If an adequate reference is not provided by the School, the application will be turned down. There are times when it is felt that students cannot be enrolled at the School. Parents and pupils will receive a written reason for this.

School Calendar

The School follows the same calendar as the local state Schools, but with additional holidays for most Islamic dates.

The academic year is divided into three terms as follows:

| | | |
|-------------|----------------------|---------------------|
| First Term | September – December | (Mid-term October) |
| Second Term | January – April | (Mid-term February) |
| Third Term | April – July | (Mid-term May) |

(See Walsall Council School dates for term start dates and holidays for a guideline)

The Curriculum

In the current academic year the following subjects are being taught in accordance with National Curriculum criteria:

| | | |
|-------------------------|------------------|-------------------------------------|
| Mathematics | English Language | English Literature |
| History | Geography | Science (Biology\Chemistry\Physics) |
| Arabic | Urdu | Islamic Studies (Ethos) |
| ICT | Citizenship | Religious Studies |
| Physical Education | Art | PSHE / Careers |
| Quranic Studies & Salah | | |

Wider Learning

There are many other important aspects of the National Curriculum such as:

- Careers Education.
- Environmental Awareness.
- Health Education.

These are taught across different subjects and/ or within the School's Personal, Social and Health Education and Citizenship Programme.

PSHE is a continuous course and is a timetabled lesson to students in years 7 - 11. It is designed to encourage students to develop their personal and social skills and values in such a way as to prepare positively for adult life. The Form Tutors play a leading role in the delivery of the PSHE course.

School Trips & Enrichment Program:

Various School Educational trips are organised throughout the year, related to the subject learning. We also arrange numerous enrichment programmes and workshops to develop the Students' academic and wider knowledge.

School Assemblies:

Assemblies take place weekly and aim to:

- Demonstrate the place of Islam in our lives.
- Keep students informed about what is going on.
- Celebrate success for individuals and groups .
- Encourage students to address their peers.
- Encourage students to take interest in affairs beyond the School.
- Assist in delivering the PSHE Programme.

Health, Welfare and Security of Students

Palfrey Girls School is a small and friendly place. If students have problems they are free to contact their Form Tutor or any other member of staff.

Health checks are carried out by the health nurse, but parents'/carers' permission is always sought in advance for medical check or inoculation.

If students become unwell or have an accident at School, and are unable to continue lessons, parents/ carers will be contacted as soon as possible. All students will have to be collected by a designated parent or carer. Both students and those collecting will be asked to sign out.

Taking Medication:

If students need to take medicine or tablets, they should leave the medicine with the administrator. Medication should never be carried by pupils, the only exception being inhalers which should be held by the students for use at appropriate times. Parents/ carers must send a letter stating the dates and times that medication will need to be taken.

Appointments:

If students need to leave during the School day for medical or other appointments, parents\guardian must collect students from the School, They must produce an appointment letter at the Admin Office and a copy will be taken for School records. Parent\Guardian must sign the Student out and sign on return.

Absences:

For any absence by the Student, Parent\Guardian must notify the School by phone so this can be logged on file. On a student's return to School after absence, Parents/Guardian should send an explanatory note concerning the reason for the absence. We may contact you by phone to verify any written sick notes that have been given as this is standard procedure for Schools.

We also require a medical note if students cannot take part in P.E. due to medical reasons.

If the absence is more than 3 days, for illness, parents\guardian are required to get a medical note from the Doctor or Hospital. If Parent\Guardian do not notify the School of their child's absence by Day 2, the Local Authority Officer will be notified. School will also send you a text message notification of your child's absence on the registered telephone number on our record.

Other Security Measures:

- Teachers are on duty before, during and after School.
- We have a signing in and out policy and have given considerable regard to attendance and punctuality procedures.
- We have considerably improved perimeter fencing, external lighting and CCTV surveillance at points of access to the School building.
- Other than parents/guardians no other relative is allowed. In the case of an emergency, the head teacher must be contacted via telephone before collecting a pupil by a parent or guardian.
- Parents are not to come into School to ask to see children without prior consent from the head teacher who must approve the reason for contact during School hours.
- Parents cannot ask to speak to their child during School hours. All messages must be passed to the office staff or the Head Teacher.

Your Concerns

Dealing with your Concerns:

We believe that you will find it easy to contact us if any concerns about your child's welfare, needs or progress arise. A given issue can be solved either by contacting your daughter's form tutor or if you prefer with the head teacher. Please telephone for an appointment so that a mutually convenient time can be arranged.

We work in close partnership with all the Local Education Authority support services. Whenever necessary, those involved in working with your child will liaise closely between home and School in the interest of the individual student.

Dealing with your Concerns:

- The School has a Child Protection Policy that is available on request.
- A copy of the School's Complaint Procedure and the number of complaints for the previous academic year is available on request.
- At all times, it is expected that parents/guardians will be courteous with Staff.
- Genuine concerns will be investigated.
- Anonymous concerns will not be dealt with.

Behaviour and Discipline Policy

As a School we recognise the importance of a disciplined approach to life in School. Our students cannot enjoy a secure and well-ordered environment without it. We truly believe in rewarding students who are positive towards the School, towards others and towards their learning. For this purpose we have a merit system, of Bronze, Silver and Gold Awards, Platinum and Outstanding achievement Awards. There are also a number of other awards given to students. Rewards are given in assemblies with annual awards given at the Presentation Evening.

We are committed to involving parents and carers as soon as problems of discipline arise. Most issues are dealt with by the Form Teacher or subject teacher. The head teacher or School Principal are only involved when it is felt that students are persistently being disruptive. We have a variety of ways of dealing with students who are having difficulties. These include:

- A Contract of Agreement is drawn up and signed by students and parents/carers
- Students are removed from the classroom and placed in internal isolation.
- Detentions are given either at lunch time or after School.
- Being put on a Report where behaviour or other aspects of concerns in all lessons is closely monitored.
- Students receive a suspension or in very serious cases, an exclusion.
- Under no circumstances does the School tolerate any form of Bullying. The School has an extremely disciplined anti- Bullying System in place to reprimand any pupils involved in such behaviour.
- A copy of the School's Policy on discipline and Bullying is available on request.

Students Take Responsibility

In tune with the School's positive ethos, we are committed to providing as many opportunities as possible for students to take on real responsibility in the following ways:

- **Student Council:**

Each term elected students from each form attend a meeting with a School representative to discuss student concerns.

- **Prefects:**

Prefects are elected from each form to assume certain responsibilities in the School.

- **Charitable Fund raising:**

Students regularly participate in raising funds for the School or national charities through a number of organized events.

School Uniform

All Students must conform to the correct School Uniform, please ensure that you read our School uniform policy carefully.

For the new academic year you will need to purchase the new style uniform from the following suppliers. **Clemmys**

**57 King Street
Darlaston
WS10 8DE
Tel: 0121 526 3992**

Clemmys is in Darlaston town centre, opposite the Library. Parking facilities are available at Asda car park.

SCHOOL UNIFORM:

Navy Dress (Pinafore) with School Logo

Navy Trousers

Long sleeved Blue Cotton Shirt

Plain Navy Cardigan (No hoodies)

Plain Navy/Black Socks

White Scarf (X 2) & White under scarf Head Cap (X 2) - *must be purchased from School*

Black Robe with School logo

P.E UNIFORM:

Navy jogging bottoms

Navy top - Sleeved (must be mid-thigh length)

Fleece top with School logo

White socks

White\Black plain trainers

Roll on deodorant, spray is not permitted.

Navy scarf - *must be purchased from School*

All items of uniform must have students name and year printed out.

SHOES

- School black shoes maximum 2” inch heels - pencil heels are not permitted.
- Shoes must not have a zip on the side.
- In summer weather, plain black or navy sandals are permitted but with no heel.
- No boots are permitted in the School. Boots can be worn during severe weather conditions only. On these occasions black indoor shoes must be used in School.

OUTDOOR COAT

Plain black or plain navy blue coat will be permitted. Denim or leather jackets are not permissible or those items which resemble either of these are not allowed. Jackets and coats must be plain and not have any decorative motifs, designs or logos.

OTHER ITEMS

No make-up is allowed. No Jewellery is allowed except only one ring and watch.

The School does not allow long nails or nail varnish to be worn by pupils in School at any time. Where nails are deemed to be too long i.e greater than 0.5cm, pupils will be asked to trim them. Nail varnish remover is not provided by School so it is the responsibility of pupils to make sure that their nails are clean.

School Bag can be in the form of ruck sack or similar style bags.

Fashionable or Designer hand-bags are not permitted.

Students who do not comply with the correct School uniform will have items confiscated and will **not be returned**.

Where pupils need to bring **mobile phones** to School, they **MUST** hand in to the School Admin Office on entry, and collected at the end of the School day. If mobile phone is found on students during the School day, then it will be confiscated and not returned.

No personal mp3 players\iPod or any other gadgets are permitted on School premises.

If Student is required to bring in their laptop by the Teacher then they must hand in to the School Admin Office on entry, so this can be logged and safely kept. They can collect the laptop for the duration of the lesson with the permission from the subject teacher and must be returned to the School Admin office at the end of the lesson.

Any item brought in to the School that is not permitted will be confiscated and **not returned.**

LOST PROPERTY

The School will not look for property which has been lost.

Valuables should not be brought into School, any lost property will be handed into Admin Office.

LIST OF STATIONERY

Students are required to bring the following items to School each day.

- Blue and Black pen.
- Mathematics set Preferred Helix or Oxford.
- Felt tip pens / Pencils and eraser
- A4 Lined paper
- A 4 Sketched Pad for Art
- A4 Plain paper
- English, Arabic & Urdu dictionaries and thesauruses on request by Teacher
- Scientific Calculators – as per recommendation from Maths Teacher
- 2 x USB pens - used for School work only (1 used for Backup) – min. 8gb

FORM TUTORS:

Form tutors are responsible for the pastoral care of a group of students. Normal daily matters and letters should be addressed to your daughter's tutor who will deal with the matter or refer the matter to the head teacher. If you contact the School by telephone, please ensure that you state your daughter's registration group and ask for the message to be left for the form teacher. Visits to School to discuss matters with the form teachers can only be arranged through a mutually agreed appointment.

The School Day

| Time | Session |
|---------------|--|
| 8.00 – 8.30 | Arrive in School / Breakfast Club |
| 8.30 – 8.50 | Assembly, AM Registration & Surah Yasin |
| 8.50 – 9.40 | Lesson 1 |
| 09.40 – 10.30 | Lesson 2 |
| 10.30 – 11.20 | Lesson 3 |
| 11.20 – 11.35 | Break |
| 11.35 – 12.25 | Lesson 4 |
| 12.25 – 13.15 | Lesson 5 |
| 13.15 – 14.10 | Lunch and Salah (Dhur) |
| 14.10 - 15.00 | PM Registration & Lesson 6 |
| 15.00 | School Ends (Monday – Thursday at 15:00) |
| 14.00 | School Ends (Friday at 14:00) |

**Please note that School opening time is 8.00 am,
Therefore students are requested not to arrive before 8.00 am.**

Students must be in good time for morning registration. We would appreciate the maximum possible support from parents/ carers on the issue of punctuality: it is fundamental necessity for the School's educational effectiveness.

We request that all students are encouraged to come to School with WUZU (Ablution) as they will be required to recite the Holy Quran & Duas each day.

Break time:

Students use the dining hall for break times under staff supervision. There is a tuck shop available for the purchase of snacks and drinks.

Lunch times:

Students are not permitted to go out during lunchtime. Students use the dining hall for lunch and the exterior grounds for recreation. Food can only be consumed in the designated areas.

As you may be aware, the government has started the healthy eating initiative in Schools. Therefore we ask parents of pupils who bring lunch and snacks from home to encourage healthy eating. School meals are available at a cost during lunch times.

No lunch can be brought into School during the School day.

All students are expected to behave in a socially responsible way during break and lunch times, particularly with respect to movement in and out of buildings, disposal of litter and punctuality to lesson 5.

We encourage all pupils to drink water between lessons throughout the day. Pupils may bring to School a clear plastic bottle of water to keep on their desk.

Chewing gum is NOT ALLOWED. Pupils caught chewing gum will be put into isolation for the day.

***Fizzy drinks (including energy drinks such as Red Bull) are
NOT allowed on School premises.***

Homework

We believe that homework will support your child in a number of ways.

Children will learn to:

- Work more independently and manage their own time.
- Extend what they have learnt in lessons.
- Reflect upon their own work.
- Prepare for the next day's lesson.

Please help the School by:

- Checking the Homework Diary each night.
- Signing the diary each week, and making a comment if you wish.
- Taking an active interest in the homework being done.
- Ensure your child has a relatively quiet time and place to work at home.
- Provide regular access to ICT facilities.

Written Reports and Progress Review Days

We value the partnership between the School and the home highly, and the reporting system is designed to strengthen this relationship.

A written report is sent to parents/ carers at the end of each academic year. A short report designed to keep up to date with your daughter's attainment and progress is sent each February. A Review Day is held each academic year for students in years 7, 9 and 11.

Attendance and punctuality

It is essential and in the interests of the parents, that when a child is unable to attend School, the School is informed either by telephone or written note as soon as possible. The School will endeavour to contact you if no message is received from parents or a guardian when a student is absent.

If students need to leave School during the working day to attend medical appointments, they must have permission and sign out. To receive permission, students must bring a letter from parents/ carers or a medical letter. Students **must** be collected from School if they need to leave during the School day. Parents will be contacted if students are persistently late. Three lates during a two week period will result in a 60 minute detention. We request pupils to do their best to attend School on time.

On a pupil's return to School after absence, parents/ carers should send an explanatory note concerning the reason for the absence. We may contact you by phone to verify any written sick notes. With regard to absence due to illness, we also request that parents/ carers phone the School as soon as your child becomes ill. We also require a medical note if pupils cannot take part in P.E. due to medical reasons. Until the time that parents have notified the School, pupils will continue to participate in P.E. Pupils who arrive at School after 9:15 will be marked absent and a note will be required to explain the absence. Parents will be contacted if attendance is causing concern.

Extended Leave:

Extended visits to the country of family origin provided important opportunities to reaffirm family, linguistic and cultural identities. As such they can be positive personal and educational experiences. At the same time there is evidence to indicate that visits resulting in significant absence from School during term time can have negative impact on attainment.

The law states that families do not have the right to take children out of School during term time.

The School will therefore only allow a period of two weeks during term time in exceptional circumstances. Weddings and holidays do not count as **exceptional** circumstances. Only one such absence during your daughter's secondary phase will be granted 4 weeks. One hajj pilgrimage is allowed for your daughter's secondary phase.

Absence leave application forms available from the School office must be completed 4 weeks before the due leaving date.

You will then be required to contact the head teacher and make an appointment should extended leave be required. An Extended leave contract will need to be signed by parents. A penalty charge of **£ 50.00 per week** will be incurred if pupils do not return to School on the agreed date. Failure to sign the contract or return to School on the agreed date may also result in removal from School roll. Penalty charges will also be due in the event of a pupil going on holiday without permission.

No leave is granted during the period in which external examinations take place.

Term Time holidays

There is no right to absence during School terms.

School will grant up to and no more than 3 days leave at the end of term for a holiday abroad. A contract will need to be agreed and signed by parents and the same conditions for return will apply as extended leave.

Please note if you decide to withdraw or transfer your Child from the School you must first make an appointment with the School Principal with your concerns and notification. The School Principal will guide you through the process and forms to complete. No information will be given to any third party till this point. All outstanding fees including the current term fee will need to be paid.

SCHOOL FEES

The fees are **£1350** per academic year for all Students.

Full amount to be paid at the beginning of each academic year (September)

However, arrangement can be made to pay fees in 3 instalments; this payment must be made at the start of each term as below:

September £450

January £450

April £450

There is a non-refundable administration fee of £100 (one-off) paid on application. This fee must be paid when an application form is submitted.

Any Educational Trips are to be paid by Parents\Guardian.

Exam Fee of £ 300 to be paid by Parents\Guardian in Year 10, this can be paid in 3 instalments (September\January\April).

Other resources may be needed to be purchased from School, such as Quran, Islamic books, revision guides as required during their studies.

Please note, School Fees or any payments are made by Cheque, in the event of any un-cleared cheque, you will be liable to the Admin Charge of £ 25.00. Please ensure that sufficient funds are available in your account for payments to clear.

* Please note that fees for the next academic year maybe subject to change.

SCHOOL CODE OF CONDUCT

1. Self Respect

- Take care to present yourself, especially concerning uniform, punctuality and good behaviour.
- Take care of your belongings.
- Work hard to do class work and homework on time.
- Be proud of your achievements.
- Be co-operative and trustworthy.
- Think things through for yourself, don't just follow others.

2. Respect for Others

- Move quietly and sensibly about the building.
- Be a good listener.
- Always speak politely to all.
- Be helpful and welcoming to visitors and people who are new in the School.
- Never bully or act in a way that is unpleasant to others.
- Do not steal damage or interfere with other people's work or property.

3. Respect for Learning

- Make it easy for everyone to learn and for teachers to teach.
- Arrive on time for School and all School lessons.
- Begin and end lessons in an orderly way.
- Ask teachers for help when you need it and always try to help each other when appropriate.

4. Respect for the School Environment

- Take care of the School.
- Look after rooms and furniture and leave them tidy for others to use.
- Take care of displays of work around the School.
- Keep the School a litter-free zone.

Think about the Health and Safety of yourself & others both on your way to School and in your movements around the School.