



Mehria Primary School

Enrolment Package

Islamic School

Vision

BELIEVE

DREAM

ACHIEVE



MEHRIA PRIMARY SCHOOL

Values

RESPECT

RESPONSIBILITY

CHALLENGE

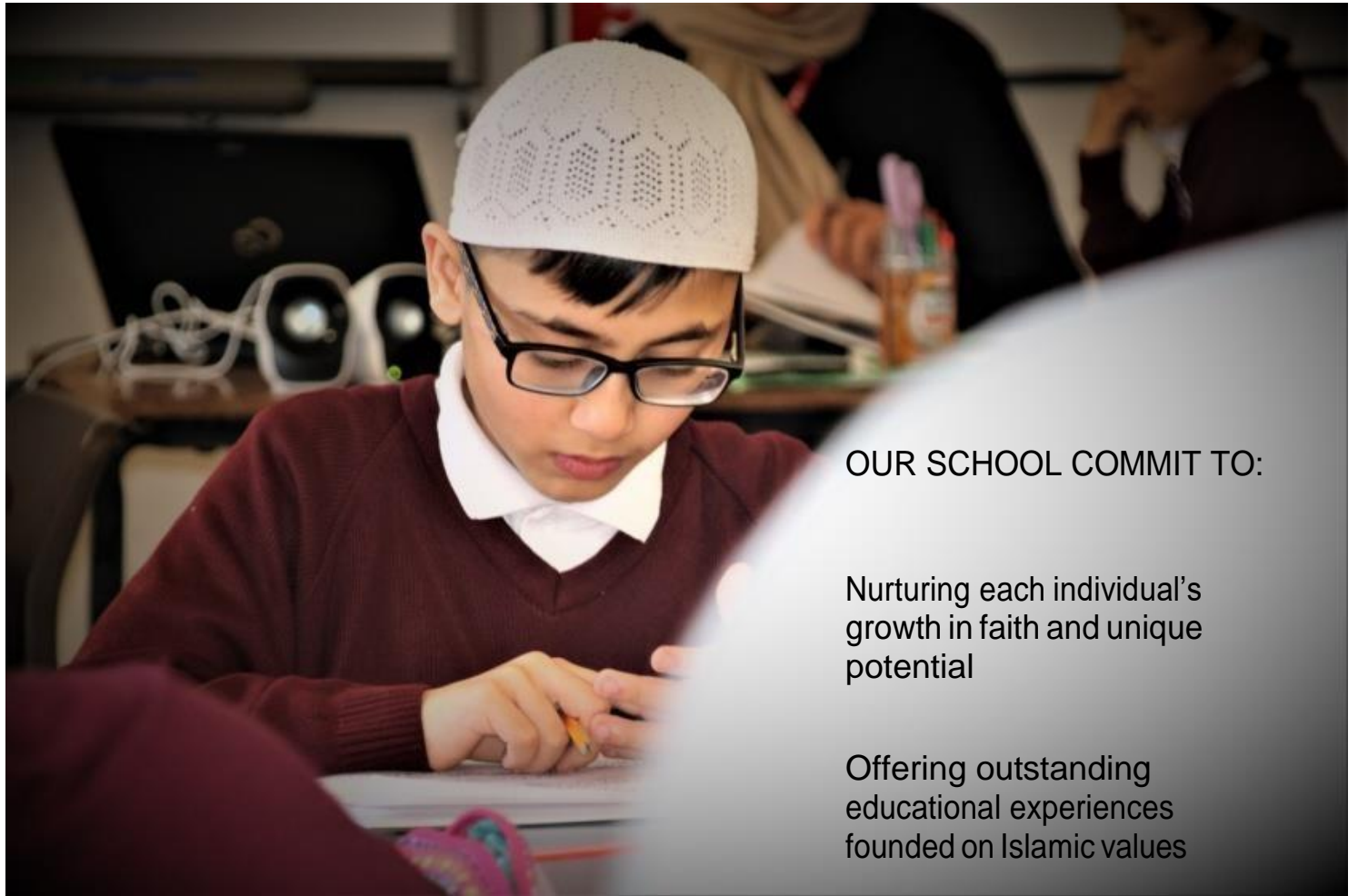
ENJOYMENT

RESILIENCE



Department
for Education

MEHRIA MISSION STATEMENT



OUR SCHOOL COMMIT TO:

Nurturing each individual's growth in faith and unique potential

Offering outstanding educational experiences founded on Islamic values

“To provide the best quality education in a secure Islamic environment.”

Fostering partnership between parents and staff in the education of their children

Creating communities of respect for each other, the wider society and the earth

Encouraging active engagement in social justice issues, the service of others and the promotion of peace.



Message from Head Teacher

The aim of Mehria Primary School is to cultivate hardworking, well-mannered and well informed young Muslims who are able, through their knowledge, skills and good character to benefit from the opportunities that Allah provides, and to go on to be a positive force in society.

We ensure that our pupils hold onto their beautiful Islamic heritage which will guide them in difficulties that the changing world may throw at them. As our children grow in age, they will learn to appreciate the many wonderful bounties of God and the beauty of all of God's Creation, as well as face difficult choices. Mehria School will prepare them to make the correct decisions in light of the Qur'an and Sunnah when faced by these choices.

Being good citizens and loyal to our country is part of our Faith and something that the Prophet of Islam taught us. We create an ethos at Mehria that embeds all the British values; rule of law; democracy; mutual respect; and individual liberty, which all reflect the Teachings of Islam. We work in partnership with Her Majesties Inspectors; the DfE; our wonderful parents; children and community in order to ensure that we actively contribute to a peaceful, thriving and prosperous community. Our behavior is outstanding due to our carefully vetted staff; they are wonderful role models who contribute to the most powerful behavior tool of any school - its Ethos.

Islamic studies and the National Curriculum are not our only focus. There is a lot more that goes on at Mehria Primary School. For example, there is a huge emphasis on cultural capital, the accumulation of knowledge, behaviours, and skills that one can tap into to demonstrate one's cultural competence, and thus one's social status or standing in society. Artistic creativity is also given priority at Mehria Primary school. We endeavour to inspire and bring out the creativity from within our pupils. We work in collaboration with Arts organisations to give our pupils the latest insight to what is happening in the world of artistic impression and expressive arts.

Mehria Primary School was founded in January 2006, and has come a long way since. The school is managed by dedicated professional staff resulting in an excellent learning environment. Good education is essential for all children to enable them to live, study and work in a multi-cultural, multi faith Britain.

Zia-UL-Mustafa Qazi, B.A. (Hons), PGCE

Head Teacher – Mehria Primary School

23 Westbourne Road Luton, LU4 8JD

School Phone: 01582-484618

Email: Headteacher@mehriaschool.org

School Times

- ❖ Class hours are 9:00 am to 3:15pm
- ❖ Morning interval is from 10:30am to 10:55am
- ❖ Lunch is from 12:15pm to 1:00pm
- ❖ Office hours are 8:00am to 4:00pm

Absences

- ❖ Pupils are required to be at school whenever it is open for instruction. If children are sick or have a good reason to be absent, it is very important to inform the school.
- ❖ Please ring the school on **01582-484617** stating the child's name, class and reason for absence. Attendance is checked at the start of each day. We ring parents as a safety precaution if their child is not accounted for.
- ❖ All children who arrive after 9:00 am must report to the office, to be marked present. In cases of repeated lateness, the school will contact parents. Students should not be arriving at school before 8.30am.
- ❖ If you wish to take your child out of class during term time for a family trip or holiday, approval must be sought from the school Principal, and a formal letter will acknowledge this time out of school.

Enrolling at Mehria Primary School

Mehria primary school is now accepting applications for admission. You are kindly requested to complete the application form for the enrolment of your son or daughter. However, if school has reached its full capacity for enrolments and have formed the waiting lists, parents considering to enrol their children are invited to contact the school as soon as possible to enquire about enrolment procedures. Increasingly, school is finding difficult to accept all requests for enrolment, therefore early return of your application is important.

Completed applications are considered carefully and you will be informed as quickly as possible regarding acceptance. Mehria School offers a unique educational experience which forms the child as a person of integrity, compassion, faith and wisdom. Mehria School doesn't just teach religious studies, they seek to develop spirit, mind, body and character and cultivate Islamic values that support lives filled with joy, endeavor and hope in the future.



Behaviour

Mehria Primary School aims to provide a physically and emotionally safe environment for all children. In partnership with families we develop a range of personal attributes considered important and crucial for success in life. We particularly encourage the value of "Respect".

Our school has a clear policy of "Zero Tolerance" towards bullying and we encourage children to report any concerns they have immediately, to an adult they trust. We will take concerns seriously and endeavour to resolve them.

We provide teacher supervision on the playing field and playgrounds and senior pupils are encouraged to become 'Peer Mediators' who are available at lunchtime to assist in solving simple playground problems. We make use of signage in our classrooms to reinforce our attitude towards bullying.

We respect:

- ourselves
- our class members
- our teachers
- our school

These are expanded into a school set of rules for our school community where we:

- treat others with respect and fairness in our actions and language
- are in the right place at the right time
- look after our own property and treat the property of others with care
- act, work and play in a safe & sensible manner at school and on our way to and from school
- know what we can bring to school



Parental Involvement

Once your child has settled into class and school routines, there may be opportunities to help in the class, with the teacher's approval. If you need to either visit the school or pick up children for appointments etc. during school hours please report to the Office on arrival and your child will be called to the Office. Parents are welcome to make appointments to see the teacher as needs arise.

Board of Governors

The role of the Board is to govern the school in accordance with Acts of Parliament and the School Charter. The Board works together with the School Principal and staff to develop school policies. Elections are held every three years. Board of Trustee meetings are held monthly and are public meetings. Dates of the scheduled meetings are advertised in the school newsletters. Board policies and information are available in a folder held in the School Office.



School Uniform

School Uniform (Boys)

- ❖ Plain white or maroon hat
- ❖ White Shirt
- ❖ White sweat shirt (summer only)
- ❖ Maroon school jumper with school logo
- ❖ Grey trousers
- ❖ Black shoes
- ❖ Black/Grey socks

School Uniform (Girls)

- ❖ Plain maroon scarf
- ❖ Plain white shirt
- ❖ Grey pinafore
- ❖ Grey trousers
- ❖ Maroon cardigan with school logo
- ❖ Black shoes
- ❖ Black/Grey socks

Except for the school jumper and cardigan which must be purchased from **Bushra Fashions, 200 Dunstable Road, Luton, LU4 8JL**, and all items can be purchased from standard retailer.

PE Uniform (Boys)

- ❖ White sweatshirt
- ❖ Black jogging bottoms
- ❖ white trainers (as plain as possible)

PE Uniform (Girls)

- ❖ White sweat shirt
- ❖ Black jogging bottoms
- ❖ White trainers (as plain as possible)
- ❖ Plain white scarf





Lunches

Children bring their own lunches to school and we encourage a 'litter-less lunchbox' as we aim to encourage environmental awareness. Children will need a healthy morning snack and lunch with water only in drink bottles.

Please be mindful of children with severe nut and egg allergies. If your child has a severe allergy, please inform the school so that a safety plan can be developed.

Parents can also order lunch from Baguette Corner. This service provides lunches only, so children will still need to bring in a healthy morning snack.

Lost Property

Clothing left at school is collected and stored in the lost property area in the hall. Please name all school clothing as this makes it easier to retrieve lost items. Any unclaimed items are sold at the end of each term to help raise funds for the school.

Toys and Games

Bringing toys to school is discouraged, unless arrangements are made with the teacher. We do have "Seasons" which run for two week periods to cater for activities like marbles, cards, cars, rubix cubes, fidget spinners, something that fits into the palm of your hand or board games.

Stationary

Pupils will need the following:

- Pencil case
- Berol handwriting pen
- Hp pencils
- Ruler
- Eraser
- Sharpener
- Protractor (key stage 2 only)
- Colouring pencils
- Compass (key stage 2 only)

Due to technological advancements of the stationary industry, if pupils want any other type of stationary that they like, they are free to purchase it.

Jewellery

Wearing jewellery at school is not allowed unless it is a watch or cultural item. Earrings must be small studs only. We recommend that long hair be tied back while at school.

Medication

When children need to be on medication, parents are required to fill out a Medication Authority Form at the office and the medication will be kept in the staffroom fridge or school office.

What we offer

The provision we offer is guided by the requirements of the National Curriculum.

Our provision takes into account every aspect of a child's development. The curriculum gives all of our children the opportunity to achieve the highest possible standards of numeracy and literacy which is integrated across all areas of our curriculum. To enable our children to develop socially, morally, physically, emotionally and spiritually, we provide stimulating learning environments in which children are encouraged to learn through their own experiences and apply their knowledge independently. Within this framework of both a broad and balanced curriculum, our planning and progression documents ensure that our curriculum suits the needs of all pupils in school where lessons are practical in real-life contexts where possible to provoke curiosity we want our children to have in order to fully engage in our exciting journey curriculum. The individual needs of each child are met through well planned and varied learning activities, including visits and workshops.

Assessment for Learning

'Assessment for Learning' forms the basis of our teaching philosophy. Much recent research indicates that effective 'Assessment for Learning' is a key factor in raising standards of achievement and equipping children for lifelong learning. Central to 'Assessment for Learning' is formative assessment that consists of:

- The active involvement of pupils in their own learning
- Sharing learning goals with pupils
- Involving pupils in self assessment
- Effective questioning
- Providing feedback which leads to pupils recognising their next steps and how to take them
- Adjusting teaching to take account of the results of assessment
- Confidence that every pupil can improve

School tuition fees

The School tuition fees for all years are £2,400 per annum per pupil.

This amount can be paid in one of 3 ways:

❖ Either
Annual in advance (one Payment Only) **£2,400**

❖ Or
Three termly installments as follows:

- 1st term payable September **£800**
- 2nd term payable January **£800**
- 3rd term payable June **£800**

❖ Or
12 Monthly installments, each **£200**

Bank Details

Bank: NatWest

Account Name: Mehria School

Account Number: 47437855

Branch Sort Code: 60-13-28

Non-payment of fees

Introduction

This policy sets out the procedure for following up on non payment of fees.

Parent Obligation

Fees are payable in full on or before the first day of each term, or in equal instalments of each month starting on the first day of term (second instalment payable within 30 days, third within 60 days).

Payments can be made by cheque, cash, Standing Order or bank transfer.

You will receive a new invoice at the start of each term.

Process for follow up of non payment of fees

Step 1 - Day 3 of the month: A reminder phone call or email will be sent reminding the family of a late payment. Payment must be made or parent to contact school to arrange a meeting date within 7 calendar days.

Step 2 - Day 10 of the month: If payment has not been received OR contact with the school has not been made, a letter will be sent to the family. "Your missed payment has incurred a £20 late payment fee which has been added to your fee account. You will be charged a late payment fee of £20 per week or part week thereof until fees are paid or a payment plan is made with the school. Fees to be paid or a payment plan arranged with the school within 14 calendar days of the date of this letter."

Step 3 - Day 20 of the month: If payment has not been received OR a payment plan with the school has not been arranged a letter will be sent to the family.

"You have now incurred £xx in late payment fees. We have received no payment or communication from your family regarding your missed payment.

Your child will be asked to stay at home from 4 calendar days from the date of this letter unless you settle your account OR contact the school and agree a plan for fee payment. Please also be aware that your child's place at Mehria Primary School will be held for one calendar month from the date of this letter. If no contact is made with the school, or payment is not received, your notice period fee (1 term) will be added to your account and your child will no longer have a place at school."

If a financial arrangement/ payment plan has been made with the school and is broken, the school will proceed immediately from Step 2 (above) on the 3rd day after the agreement is broken.

Thank you for taking the time to read this Non-payment of fees policy.

School Community Code of Conduct

Members of Catholic school communities agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us have in ensuring we provide an environment where our pupils can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in Mehria School, all members of the school community are bound by this code of conduct.

School staff must also abide by the Code of Conduct for staff members.

Pupils in Mehria School agree to:

- Model positive behaviour to other pupils.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.
- Respect our school environment
- Actively participate in our school community.
- Support the learning of others and make the most of our educational opportunities.

Parents and volunteers in Mehria School agree to:

- Understand and abide by all policies, procedures and guidelines, which are available on the school website www.mehriaschool.org
- Model positive behaviour to their child and all children in the school community.
- Ensure children attend school on time.
- Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.
- Work in a positive manner with the school to achieve the best outcomes for our child.
- Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the Complaints policy when raising concerns.
- Communicate with their child's teacher or the Head Teacher directly regarding any concerns about their child, other students, staff or community members.
- Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- Support all school staff to maintain a safe learning environment for all students.
- Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all our dealings with them both personally and through

the use of all social media technologies at all times.
- Discuss with the Head Teacher any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.
- Ensure any agreement made with the school is honoured.

Enrolment Application for Mehria School

INFORMATION AND GUIDELINES FOR ENROLMENT

Completion of this application form does not guarantee enrolment. Successful applicants will be determined in accordance with the enrolment criteria.

Application for enrolment of your child in Mehria Primary School means that you are choosing an Islamic education for your child. It requires your commitment to support the philosophy, values and aims of the school and a willingness to cooperate in their implementation. Specifically it means:

- Religious Education is a core subject including participation in prayer.
- Islamic values are emphasised.
- Academic excellence and the acquisition of skills are promoted within an Islamic framework.

Your child is expected to adhere to the school's standards for behaviour, dress and self-discipline; application to course work and study; participation in school activities. Your co-operation is essential to assist your child attain these goals.

Your privacy protected

The information you provide will be used to process your child's application for enrolment, which may include a risk assessment. It will only be used or disclosed for general student administration, communication, State and National reporting purposes and other matters relating to the education and welfare of the student. All information will be stored securely. **The school office is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002.** You may access or correct any personal information provided by contacting the school.

Information required

The information you provide will assist the school to communicate with you and to care for your child while at school. We are required by law to ensure the health and safety of students, staff and visitors to the school. It is therefore important to answer all questions on this form. Should you choose to submit an incomplete form, processing your application may be delayed and the quality of service to you may be affected.

It is also important to indicate if your child has any physical, social/emotional, intellectual and health care needs which may affect learning, school activities or require specialised educational support or emergency attention at school. If the student section relating to medical and individual needs is not completed we will assume the applicant has no special needs about which we should be aware.

Documents Required

When you come to the school to enrol please bring these documents with you:

- Birth Certificate or identity documents
 - Immunisation history statement (only required for students enrolling in primary schools for the first time)
 - Copies of any family law or other relevant court orders (if applicable)
 - Signed acceptance of Enrolment Conditions and the School Community Code of Conduct
 - Passport or travel documentation
- If the child is a temporary visa holder you will need to bring:
- Authority to enrol issued by the Temporary Visa Holders Program
 - Evidence of the visa the student has applied for (if the student holds a bridging visa)
 - Passport or travel documentation
 - Current visa and previous visas (if applicable)

Fees

Parents who believe that they may have difficulty in meeting their obligations in respect to school fees are requested to make an appointment with the Head Teacher of the school in which enrolment has been approved to and discuss their circumstances.

Return of Application

Return all primary enrolments to the school where the student is currently seeking enrolment.

Return all secondary enrolments to the zoned secondary school.

For Year 6 and Year 10 students applying for enrolment, return to the school currently attending.



MEHRIA PRIMARY SCHOOL

Child First Name: _____ Surname: _____

Date of Birth: _____ Position in Family: _____

Age of Entry: _____

Child's Address: _____

Town / Postal Code: _____

Home Telephone number: _____

Full Name of Mother/First carer: _____

Mother's Address: _____ OR Same as Above

Town / Post Code: _____

Contact No: _____

Occupation: _____

Full Name of Father/carers: _____

Father's Address: _____ OR Same as Above

Town / Post Code: _____

Contact No: _____

Occupation: _____

Who Has Parental Responsibility?

Mother

Father

☐ Both

Other: _____

Religion/faith: _____

Home language: _____

Other spoken languages: _____

Ethnic Origin Monitoring (please tick one)

White British	<input type="checkbox"/>	Black Other	<input type="checkbox"/>	Asian Other	<input type="checkbox"/>	Arab	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Indian Other	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Other	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White & black African	<input type="checkbox"/>		
Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>		
Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>		

Medical/Health conditions:

Allergies:

Special Dietary Needs:

Other Information (professional involvement e.g. Speech therapist, physiotherapist):

Previous school(s) attended:

Name of school(s)	From	To

Emergency Contacts:

Please note below 2 names and addresses of persons who may collect your child from school in case of an emergency.

CONTACT 1:

Full Name: _____

Relationship: _____

Address: _____

Town: _____

Postal Code: _____

Contact Number(s): _____

CONTACT 2:

Full Name: _____

Relationship: _____

Address: _____

Town: _____

Postal Code: _____

Contact Number(s): _____

Doctor's Details

Doctor's Name: _____

Surgery Name: _____

Address: _____

Town: _____

Post Code: _____

Telephone: _____

DISCLOSURE OF CONVICTIONS OR CURRENT DOMESTIC CONCERNS

Please take the time to write down any current or past domestic issues that may affect your child's welfare or yourself such as: pending and current court orders, domestic abuse, child exploitation, female genital mutilation, and imprisonment or police warnings.

PLEASE NOTE: all information is kept locked and WILL NOT be shared without your consent.

PERMISSION TO SEEK EMERGENCY MEDICAL ADVICE AND OR TREATMENT FOR MY CHILD & Information Sharing

I/we consent to Mehria School seeking medical advice when required for my child, and emergency treatment may be given where necessary. I understand that I will be contacted immediately if this should arise, and that it is my responsibility to inform them of any change in this decision. I/we also consent to Mehria sharing information with other school's attended by our child/children, as well as other professionals/agencies etc

Parents/carers signature: _____ Date: _____

Permission for taking/sharing photographs of your child for the use of observations and school displays.

Only the school camera will be used to take photographs of children. Under no circumstances will teachers use others photographic/ video equipment. The camera is restricted only for observational purposes only and does not allow access to the internet or applications.

Parents/carers signature: _____ Date: _____

Permission for taking children out on short visits.

At Mehria School, we aim to offer your children a wide range of experiences to enhance their learning and knowledge of the world. This could mean a very quick walk about to the local shops to buy basic groceries, or a trip to the local mosque, church or just a short walk to the nearest park to learn about the world we live in. Outings or day trips that require transport will need separate permission, and we will always ask your permission before taking your child on extensive outings.

Please sign below if you are happy to let us take your child out in small groups for short visits.

Parents/carers signature: _____ **Date:** _____

Permission for using internet and E-safety agreement

We often use different media such as videos and educational websites to stimulate children's learning whilst have fun. Children are not allowed to gain access on their own without adult supervision and staff only use a limited number of child-friendly websites that are restricted from adult content. If you would like your child to participate in ICT activities please sign below.

Parents/carers signature: _____ **Date:** _____

Declaration

I apply for admission of my child to this school and certify that all the above details are correct to the best of my knowledge. I undertake to honour in full the requirements of my child's agreed study programme, and all School Rules, Regulations and Policies.

I have returned this completed form to reserve a place for my child along with a copy of his/her birth certificate.

Signature of Parent/Guardian: _____ **Date:** _____

Please return completed application for to the address below, thank you.

Thank you for your co-operation

Please remember to keep us informed of any changes in your circumstances so that records can be updated.

All personal information is kept strictly confidential and will only be passed on in an emergency or official situation.

Mehria Head Teacher: Mr Zia-ul-Mustafa Qazi 01582 484 617/ 07930672266

**Address: Mehria Primary School
 23 Westbourne Road
 Luton
 Bedfordshire
 LU4 8JD**

**Website: www.mehriaschool.org
Email: info@mehriaschool.org**