



Al Khalil College Parents' Handbook 2020/2021

Bismillah-irrahmanirraheem

Assalamu-alaykum!

We take this opportunity to welcome you and your child to Al Khalil College. We hope that you will find the information in this handbook useful. It relates to aspects of school life relevant to you and your child. Further information can also be acquired from our website or by contacting the school via email or over the phone.

We hope that your child has a positive experience at Al Khalil College and that you and your child become a part of the school community.

We hope that you will involve yourself in your child's education and development, building a fruitful partnership with the school.



Welcome Back

Dear Parent,

Assalaamu-alaikum.

We hope you are in the best of health. I would like to take this opportunity to thank you for your support throughout the past few months.

These were unprecedented and challenging times for us all however, alhumdulillah we look forward to welcoming your child back to the school on Thursday 13th August.

We are committed to full time daily classes with appropriate safety measures including the use of hand sanitizer in the school, frequent hand washing and enhanced cleaning routines.

The school is committed to implementing health and safety measures in line with national guidelines to help reduce the risk of the spreading of the virus and ensure the school is a safe place for all concerned.

Upon returning to the school, children can expect some changes to normal routines towards this end.

Kind regards,

A.G Ahmad
Headteacher

Statement of Aims

Al Khalil College's Vision

At Al Khalil College we aim to foster good character and a love of learning in each of our students. We aspire for our students to realise their full academic potential and to develop as confident individuals and valuable members of society, becoming well rounded citizens with a sense of identity and responsibility, ready to take on the challenges of life.

We want our students to...



have a safe, warm and positive environment promoting confidence and creativity



have a variety of learning experiences and be provided with a high standard of teaching and support



be given due care and attention and be provided with assistance and guidance at every stage



have access to and an appreciation of literature and the written word



develop an understanding of science and technology and its role in the modern world



become proficient, responsible and environmentally aware users of modern technology



be informed and have a sense of responsibility towards good health and well-being



become valuable citizens, behaving responsibly and making a positive contribution



realise their academic potential in school and higher education and work hard in their adult lives



have an enjoyable experience at Al Khalil College filled with memorable moments and experiences



have an enhanced sense of spiritual awareness



Term Dates for Session 2020-2021

Term 1 (August 13th – November 14th)

School opens for Students	Thursday 13 th August
September Weekend	Friday 25 th September – Monday 28 th September
Students Return	Tuesday 29 th September
Mid-Term Holiday	Monday 12 th October – Saturday 17 th October
Students Return	Monday 19 th October

Term 2 (November 16th – February 27th)

Winter Break	Thursday 24 th December – Tuesday 5 th January
Students Return	Wednesday 6 th January
Mid-Term Holiday	Saturday 6 th February – Tuesday 9 th February
Students Return	Wednesday 10 th February

Term 3 (March 1st – June 26th)

April Holiday	Friday 2 nd April - Saturday 17 th April
Students Return	Monday 19 th April
May Day Holiday	Monday 3 rd May
Ramadhan/Eid Holiday	Tuesday 4 th May – Saturday 15 th May
Students Return	Monday 17 th May
Mid-Term Holiday	Friday 28 th May – Monday 31 st May
Students Return	Tuesday 1 st June
Last Day of Term	Saturday 26 th June

Whilst every effort will be made to adhere to the above dates, they may be subject to change and parents will be updated accordingly. Parents should visit the school website for the most up to date information.

Travel to School

When leaving the house for school, students should make sure they dress in full uniform and leave with *wudhu*. Any student wishing to make *wudhu* at school must arrive, complete their *wudhu* and be sitting for registration before 8:40am.

Students of Al Khalil College are expected to be on their best behaviour while making their way to and from school. Students should be aware that they are representatives of the school and are expected to behave accordingly.

Timetable

The school day starts at 8:40am from **Monday to Saturday**.

The following outlines a typical school day.

8:40am	Start of school day
8:45am – 9:15am	Registration & Assembly
9:15am – 10:00am	Lesson 1
10:00am – 10:45am	Lesson 2
10:45am – 11:00am	Morning Break
11:00am – 11:45am	Lesson 3
11:45am – 12:30pm	Lesson 4
12:30pm – 1:10pm	Lunch Break
1:10pm – 1:40pm	Lesson 5
1:40pm – 2:10pm	Lesson 6
2:10pm – 2:35pm	Afternoon break
2:35pm – 3:05pm	Lesson 7
3:05pm – 3:35pm	Lesson 8
3:35pm	End of school day

Please note on Mondays and Wednesdays, the school day is extended to **4:05pm**

On Saturday, the school day finishes at **12:30pm**.

Please note: Saturday is a school day like any other. Attendance is mandatory.

Attendance

Perfect school attendance is essential for a student to reach their academic potential. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality. We should strive to achieve a goal of 100% attendance for all our young people. In order to take full advantage of the educational opportunities offered, it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Statistics show a direct link between under-achievement and attendance below 95%.

Good attendance is important because:

- Regular attendees make better progress, both socially and academically
- Regular attendees find learning more satisfying.

Absence

Students are not allowed to leave the school during the school day or to withdraw from a class without having previously obtained permission.

Authorised Absence / Leave

Where it is anticipated that a student will need to be absent, parents must obtain permission from the School Office by letter or email at least **three days** prior to the date of absence.

All students with permission should inform the School Office on leaving school and if returning the same day, on their subsequent return.

Exceptions

If a student is absent due to unforeseen circumstances, the school should be notified on the first day of absence by no later than 8:45am.

Unauthorised Absence

Every effort should be made to avoid holidays during term time as this disrupts students' education and reduces learning time. Parents/Guardians do not have the right to take their child out of school without permission during term-time. The School Office can only authorise time off during term-time in exceptional circumstances such as medical appointments. Time off during term-time for the following reasons is not acceptable and will be recorded as unauthorised absence:

- Availability of cheap holidays or desired accommodation;
- Holidays which overlap the beginning or end of term
- Family visits/days out

Punctuality

All students should arrive punctually at the school for 8:40am before the beginning of registration at 8.45am.

Students must arrive in full uniform and in the state of *wudhu*, ready for class. If a child cannot make *wudhu* at home, they may use the facilities within the school but must be seated in class for registration before 8:45am. Students arriving to registration after 8:45am will be marked as *late*.

Life-long habits of punctuality are formed at school and will serve students in good stead in later years. Persistent late coming disrupts learning and teaching not only for the latecomer but for the entire class.

Personal Belongings

All personal belongings must be clearly marked for easy identification. Students may be required to make good any damage to, or loss of property for which they are responsible. Students should also not borrow other people's property without permission.

Lockers

Students are offered a locker to safeguard their personal property. The school is not responsible for items that are lost, damaged, or stolen from lockers. Students must ensure their locker is closed and locked after use. Large amounts of money or valuables should not be brought to the school or stored in the locker.

Before being assigned a locker and given a key, students must pay a deposit of £5 to the school office. The deposit will be returned to the student at the end of the academic year or when the student leaves school after the locker key has been returned. In the case of a key being lost or misplaced, the deposit will be retained by the school in order to purchase a replacement key.

A locker request form can be found at the end of this handbook.

Personal Mobile Devices

Unless specific permission has been granted, all personal mobile devices should be switched off and handed to the school office for safe keeping. Students may take their mobile devices from the office at the end of the school day. Any student caught with an unauthorised mobile device will have it confiscated.

Students are forbidden to use photographic, video or sound technology on their mobile device when on school premises or participating in school events and trips.

Breach of these rules will result in disciplinary action and the mobile device being confiscated. If a mobile device is confiscated, it must be collected from the School Office by the parent/guardian of the student.

Under no circumstances should your child be contacted by mobile phone during school time.

Parents needing to contact their child may do so by contacting the school office. Similarly, students who need to phone home may use the phone at reception with the permission of staff.

Internet use within the school

During lessons students may be asked to use the internet for schoolwork. Students must keep in mind the risks associated with using the internet such as cybercrime, cyber bullying, malicious software, pornography etc. Using the internet for personal reasons such as social media or gaming is a breach of school policy and a student maybe sanctioned.

Food/Drink and Healthy Eating

Students at Al Khalil College are expected to bring their own packed lunches to school and are reminded to ensure they bring a healthy packed lunch.

The school implements a healthy eating policy and has a zero-tolerance approach towards junk food.

Please find below a list of foods/drinks that are not allowed.

- All crisps
- All fizzy drinks
- Chewing gum
- All sugary sweets

- Chocolate
- Fast food

As an alternative to fizzy drinks, students may bring water or fruit juices (with no added sugar) and fruit and vegetables as snacks.

The school has a Dining Area for students. Students may not take food to any other parts of the school premises.

Medicine and Storage

Students are not allowed to carry medication unless agreed on an individual basis. All other medication must be handed into the school office on entry to the school premises.

The school will not administer medication to a child without a parent's written consent except in exceptional circumstances.

All medicine, in the care of the school, will be kept locked in the Medical Room.

Smoking, Drugs, Alcohol

For the good of the individual and for the sake of the school community, smoking is forbidden. Cigarettes and E-Cigarettes may not be brought to school, and students are not allowed to smoke or vape in school or out of school in school uniform. Possession or consumption of drugs or alcohol is likewise forbidden and will be treated as serious misconduct.

Bullying

Every student has a right to be happy and safe at school therefore bullying in any shape or form will not be tolerated. This includes comments made via texting or social media. If your child is having trouble at school, please contact the designated Pastoral Care teacher.

Detention

Students infringing school rules may be placed on lunchtime detention for 30minutes or given an afterschool detention on Friday's for one hour. Parents/guardians will be contacted prior to their child receiving afterschool detention.

Misconduct

Misconduct which is likely to bring the school, or anyone associated with the school into disrepute will be taken seriously. Violence or racism on school premises, when travelling to and from school or on school trips and outings will be treated as serious misconduct.

Homework

Students will be given homework diaries at the start of the year. These must be used to note any homework assigned or any incomplete class work which must be completed. These homework diaries must be checked and signed by parents on a regular basis.

The homework diary provided should be used as a general school planner. Students may note upcoming class tests or revision plans for different subjects.

Absence Request Form

In order to request a leave of absence, please fill out this form. **Incomplete forms will not be considered**

Date	
Name of Student	
Year of Study	
Leave of absence from	
Leave of absence till	
Absence details	
Signature of Parent/Guardian	

Approved	YES	NO
Reason(s) if not approved		

***Leave of absence which has not been agreed will be marked as unauthorised**

Lockers

Students are offered a locker to safeguard their personal property. The school is not responsible for items that are lost, damaged, or stolen from lockers. Students must ensure their locker is closed and locked after use. Large amounts of money or valuables should not be brought to the school or stored in the locker.

Before being assigned a locker and given a key, students must pay a deposit of £5 to the school office. The deposit will be returned to the student at the end of the academic year or when the student leaves school; the locker key will be returned to the school. In the case of a key being lost or misplaced, the deposit will be retained by the school in order to purchase a replacement key.

1. Lockers are always to be kept clean and tidy.
2. Students will only be allowed to access lockers in the morning before their lesson, during break time and during lunch time. Students will not be allowed to access lockers during lesson time.
3. Lockers must not be decorated with any stickers or graffiti. Students must remember the locker is school property and should therefore be looked after and treated with respect.
4. Food and beverages are not allowed in lockers at any time.
5. School officials have the right to open and inspect the locker at any time. The inspection of school lockers and their contents have a positive impact on deterring violations of school rules, ensuring proper maintenance of school property and providing great safety and security for students.
6. Lost or damaged keys must be reported to a member of staff and a replacement key will be issued.
7. No magazines, electronic gaming devices, mp3 players, iPods or other electronic devices are permitted in the locker at any time.

Please return the below slip with the deposit as soon as possible.

Student name: _____

Name of parent/guardian: _____

I agree to the above terms and conditions. I certify that I have read and understand the terms of the Agreement.

Signature: _____ Date: _____

Al Khalil College

Useful Contact Information

General Enquiries:

Email: enquiries@alkhalilcollege.com

Admin queries:

Email: admin@alkhalilcollege.com

Admissions:

Email: admissions@alkhalilcollege.com

Pastoral Care:

Hafiz Hassan Shabbir

Email: hassan@alkhalilcollege.com

**Al Khalil College
Abbotsford House
129 – 131 Abbotsford Place
Glasgow G5 9SS**

Telephone Number: 01412585951

Website: www.alkhalilcollege.com

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