

جامعة العلوم الإسلامية

Jamiatul Uloom Al Islamia

Islamic Secondary School for Boys



NAME: _____

STUDENT HANDBOOK

Please note: Several changes may take place contrary to the handbook during Covid-19 affected terms. We will notify all parents of changes.

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السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Assalaamu Alaikum, Warahmatullahi, Wabarakaatuh,

Welcome to Jamiatul Uloom Al Islamia. The purpose of this handbook is to give you and you parents/guardians an introduction to the school. The handbook should help you familiarise yourself with what a normal day in Jamiatul Uloom Al Islamia is like.

The handbook contains useful information, particularly on the day-to-day procedures that will apply to you. This is to ensure that you experience the best learning journey possible while studying here at Jamiatul Uloom Al Islamia.

Please read through the handbook carefully, ideally with your parents/guardians. Once you have done this, we encourage you to set yourself three targets for the year, which you could work towards for making your time here most beneficial.

We hope you experience a fruitful and gratifying journey here at Jamiatul Uloom Al Islamia and look forward to working with you.

Shaikh Mufti Muhammad Sadek (RA)
Late Principal of Jamiatul Uloom Al Islamia

SCHOOL TIMETABLE

	KEY STAGE 3	KEY STAGE 4
Time	Lesson	Lesson
08:30 – 08:45	Registration / Assembly	
08:45 – 09:35	Academic Lesson	Islamic Lesson
09:35 – 10:25	Academic Lesson	Islamic Lesson
10:25 – 10:45	Morning Break	
10:45 – 11:35	Academic Lesson	Islamic Lesson
11:35 – 12:25	Academic Lesson	Academic Lesson
12:25 – 1:10	Lunch Break	
1:10 – 2:10	Islamic Lesson & Zuhar Salaah	Academic Lesson & Zuhar Salaah
2:10 – 3:05	Islamic Lesson	Academic Lesson
3:05 – 4:00	Islamic Lesson	Academic Lesson
End of School Day		
4:00 – 4:45	Additional GCSE Lessons	
5:00 – 7:00	Hifz (Mutala)	

*The above is a sample timetable and may change during summer/winter periods.

**Starting and ending times will be different during Covid restricted days.

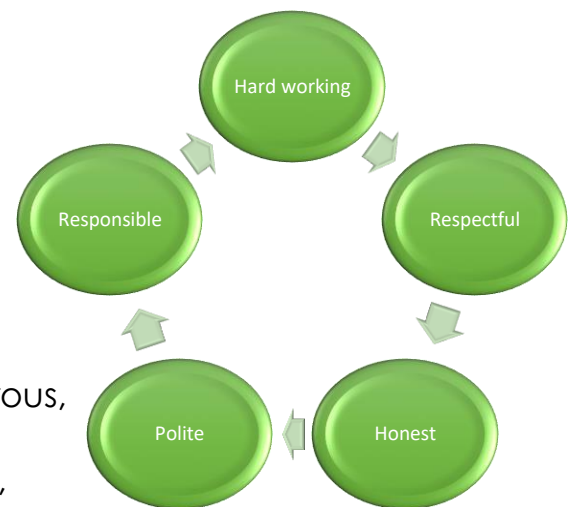
Code of Conduct

- Everyone has the right to work in an orderly and safe environment
- Respect the rights of others to learn
- Cooperation and good behaviour is expected from all
- Treat others and their property with respect
- Always be honest and truthful
- High standards of attendance and punctuality should be maintained
- Success should be recognised, celebrated and valued by all
- Golden rule: hate the sin, not the sinner.

School Rules

- Move sensibly around the school with humbleness
- Items that are considered to be dangerous, illegal and detrimental should not be brought into school, including weapons, drugs, vapes and other harmful substances
- Students must stay within permitted areas. Only through the permission of Jamiatul Uloom Al Islamia can they leave the school premises
- Electronic items, e.g. mp3s, games consoles, etc. should not be brought into school. Mobile phones must be handed in to the school office upon entering the school and will be returned at the end of the school day. Smartphones are not permitted.
- If electronic items such as Mobile phones, lasers, mp3 players etc. are confiscated during the school day, these will only be return to a parent/guardian at the end of term. Some items may be disposed.
- Violent or racial behaviour of any kind will not be tolerated
- There should be respect for school property
- Chewing gum and fizzy drinks are strictly not permitted in the school premises. Fast food/junk food will not be allowed as packed lunch.
- Any form of disrespectful behaviour towards staff will not be tolerated
- Bullying of any sort will not be tolerated

* Please refer to our policies for further details



MERITS

Students may be awarded merits for working, behaving, trying hard, progressing, achieving, and learning **MORE** than their usual amount or more than their expected ability. They may also achieve merits by showing good levels of character (adaab) towards staff or other students. Merits will also be issued for bringing Islamic practices / sunnah into action and for contribution towards the Madrasah / Masjid.

Merits	Award
25 & 50	Tuckshop Prizes
100	Bronze Certificate + Tuckshop Prize
150	Silver Certificate + Tuckshop Prize
200	Gold Certificate + Tuckshop prize
300	Platinum Certificate + Special Prize

PRIZES

Students will be rewarded with merits from all subjects throughout the school year. At the end of the year, the student with the highest number of merits will receive a LAPTOP or TABLET as a special prize!



REWARDS TRIPS

Jamiatul Uloom will be offering up to 15-20 students with the highest number of merits a rewards trip towards the end of the year. This trip will be only for our best students and is in addition to the whole school trips. We have taken our students to many different activities in the past, including Ice Skating, bowling, High Ropes, Indoor Skydiving and more. Each year will be a surprise trip!



AWARDS CEREMONY

Annual End of Year Ceremony will be held, where we celebrate and acknowledge the achievements and accomplishments of the students throughout the year. Categories include, highest test scores, highest attendance, highest punctuality, most improved student and student of the year, to name a few.

Failure to comply with the Code of Conduct or the School Rules will result in one or more of the following sanctions:

Break/After School Detentions

Students will be held for a set period by their respective teacher. For after school detentions longer than 10mins, a minimum of 24 hours' notice will be given. Teachers may contact you via phone, text or letter.

Conduct Report

If a student fails to improve in any of the concerns on the table below, parents/guardians will be notified and he will be placed on Conduct Report in order to monitor his development.

Punctuality Report

If a student is continuously late, parents/guardians will be notified and he will be placed on Punctuality Report in order to monitor his punctuality.

Temporary/Permanent Exclusion

If a student has been involved in a serious incident, or has not shown improvement in a particular issue, parents/guardians will be contacted to discuss the matter further. This may result in a temporary exclusion for a set number of days or, in an extremely severe case, a permanent exclusion.

Concern	Disciplinary Action
Littering	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Coming late to class	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Eating in class	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Lack of/No equipment	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Chewing gum	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Taking other people's belongings without permission	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Arguing with teacher	1 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Using/Having mobile phone during school day	Phone will be confiscated and handed to the school office. See related policy
Vandalising school property	4. Student may be charged for damage
Abusive/Violent behaviour/language	4
Theft	4

KEY	1 = Verbal warning	2 = Detention	3 = Incident filed	4 = incident filed and parents contacted
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NB: Staff have the discretion to reprimand and sanction students for petulance, causing disturbances, poor attitude, insufficient effort in class and other actions of a similar nature.



CECEP – Curriculum Enhancement & Community Engagement Programme

Jamiatul Uloom Al Islamia firmly believes that school is not just about getting an education. Rather, it's a stage in a child's life where, if provided with an enriched, cultured and wholesome experience, he can go on to become an invaluable member of society.

Jamiatul Uloom Al Islamia aims to ensure that all students have as broad a curriculum as possible. As a faith school, we are fully conversant of the needs of our students and parents. Our students come from various cultural backgrounds and we want to ensure that these differences are embraced and unified. Jamiatul Uloom Al Islamia is very enthusiastic about educating students and developing them into young British Muslims.

We actively encourage students to experience a wide range of activities. These are imbedded in our curriculum, as well as in this Curriculum Enhancement & Community Engagement Programme (CECEP).

The CECEP comprises of many activities and events that both compliment the school curriculum and respective syllabi, as well as allow students to partake in extracurricular activities to empower them with life skills and enjoy real life experiences. Below is a brief outline of some of the activities you can partake in.

JAMIA STUDENT COUNCIL

The Jamia Student Council (JSC) is made up of 2 representatives from each year group who are nominated by their peers. The JSC will be the voice of the students. They will listen to and forward the views of the students as a body and discuss plans and procedures to enhance their experience at Jamiatul Uloom Al Islamia.

THEMED DAYS/WEEKS

Throughout the year, Jamiatul Uloom Al Islamia will hold themed weeks based on a topic of importance. These will include, National Anti-Bullying Week, National Interfaith Week, National Poetry Day, Hajj Week, Ramadhan Week, and more.

EDUCATIONAL WORKSHOPS

Jamiatul Uloom Al Islamia works with numerous organisations in order to deliver educative workshops of a wide nature. The workshops range from weapon crime to drug awareness, radicalisation to cultural cohesion. These will be delivered throughout the year for respective year groups.

EDUCATIONAL & CULTURAL OUTINGS

Jamiatul Uloom Al Islamia provides a range of educational outings. Certain visits will be subject orientated, while others will involve certain year groups. These visits include visits to London Dungeons, The London Science Museum, Luton Irish Forum, places of worship, Luton Fire Station, various field trips, workshops and much more.



RECREATIONAL OUTINGS

Our recreational outings include our annual end of year school trip, a merits trip and other fun outings for our students throughout the year.

CHARITY WORK

As Muslims, giving charity is an essential part of our life. Part of our multiagency, we have partnerships with The Luton Food Bank, Discover Islam and other organisations, where students partake in a range of charity events and activities.



Please refer to our policies for more information on our CECEP.

Our uniform policy is based on modesty and is based on the beloved Sunnah of Rasulullah (Sallallahu Alaihi Wasallam). Students are to wear a white Jubbah/Thowb and a hat (topi).

Students will not be permitted to wear caps, beanie hats or any other form of headgear within the school building. Clothing should be so tight that it reveals the figure; rather, it should be loose and comfortable. Pictures, images or large logos, i.e. people, animals, faces, slogans etc, are not permitted. Clothing must be always above the ankles.

Students should ensure that their clothing is clean and presentable at all times. Please have spare sets of clothing available to avoid coming to school with incorrect uniform.



P.E KIT

Students will be involved in PE lessons every week, throughout the year. PE sessions will take place on grass fields and on concrete play areas. All students must bring PE clothing's listed below for every PE session. Students may wear these garments underneath their uniform, but must have spare pairs to change into.



1.	T-shirt / Jumper
2.	Tracksuit bottoms
3.	Spare socks
4.	Astro turf boots*

*Shoes or trainers will not be permitted for PE sessions.


HAIRCUTS

Students' hair must be always of one level and should not be fashioned or designed in such a way that the hair is not of one level, including sideburns. **Students will be sent home** to correct inappropriate haircut and cannot return to school until corrected.



EQUIPMENT

I must always have the following equipment with me for every lesson:

Pen	Sharpener	
Pencil	Pencil case	
Ruler	Rubber	
A spare set of all daily equipment	Homework Diary	
Calculator	Fully equipped geometry set	
Textbooks for subjects studied on the day	Exercise books for subjects studied on the day	
Any piece of equipment or item specified for a subject		

HOMEWORK AND GOOGLE CLASSROOM



Google Classroom

All students should receive homework once every 2 weeks from all subjects. GCSE students may receive weekly homework to help with exam preparations. Homework will be mainly given using our online platform, Google Classroom. All students will be provided with login details when they start. Parent/guardian are requested to monitor online work and ensure these are being completed and returned every week.

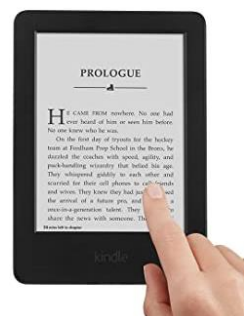
LOCKERS

All students will be provided with lockers in order to keep their school books & equipment secure. Students will need to pay a £10 deposit towards the lockers for the year. Once the key has been returned at the end of the academic year, a partial refund of £5 will be given back.

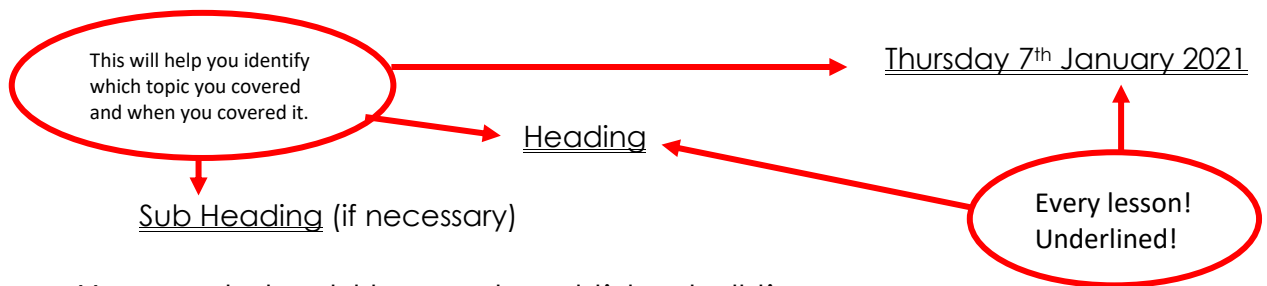
Please note: If locker key is lost or not returned end of year, then the full deposit may be withheld. Any damage caused to the lockers may be charged to parents. Students abusing the lockers or frequently losing their keys may have lockers taken away from them.


DIGITAL LIBRARY

Jamia uses Kindle devices to enhance our students' creativity skills and improve their vocabulary base. We have a large collection of digital books for educational and recreational reads. All books meet our curriculum needs.



Presentation of Work



- Your work should be neat and tidy at all times.
- Ensure your handwriting is neat and tidy. If you have issues regarding neat handwriting, spend your own time working on this.
- No graffiti.
- Cross out mistakes with ~~one~~ or ~~two~~ lines. Do not scribble  out work or cover it in ink so that the work is no longer visible.
- Keep your book clean. Do not spoil it with spills, stains, folds, rips & tares, missing pages/missing front covers, etc. If you want, you can invest in a protective cover for your exercise books.
- All drawings, tables, diagrams – basically, almost anything **non-written** – should be in pencil. If drawing anything with a straight line, use a ruler.
- Only write in **blue** or **black** ink. Never use **red** ink.
- No tipex / correction fluid.
- Some subjects may have additional and/or specific instructions in terms of presentation of work but **ALL SUBJECTS** will follow the above as a set procedure.
- It is good practice to write down the lesson objective for each lesson.

BREAK & LUNCH TIMES

You are to bring packed lunches to school. Our school kitchen has heating facilities for you to warm up your food. We strongly recommend a healthy diet and encourage you to avoid bringing in fast food and fizzy drinks. The school also has a tuck shop where you can purchase snacks and drinks. Please discuss allergies clearly before enrolment.

During break and lunch times, you will have your designated area of play and recreation throughout the week, which include the outdoor play area, the ICT suite, Patio area and The Games Room. During wet weather, students may not be permitted to go to the outdoor play area.

Students are not permitted to leave the school premises during lunch, unless authorised. Please inform the school of any medical conditions or allergies during enrolment.



every day counts

ATTEND TODAY -
ACHIEVE TOMORROW!

ATTENDANCE

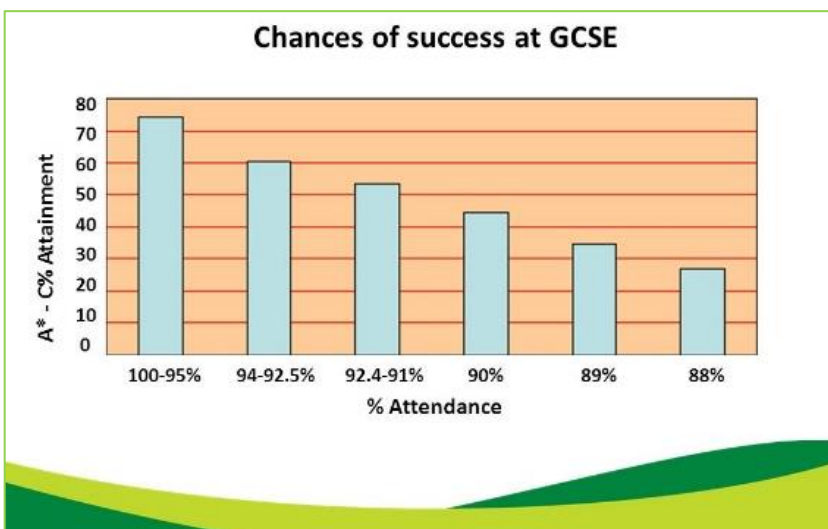
All pupils are expected to maintain a disciplined approach to attendance and punctuality. The school expects **95% attendance** and punctuality from every student in order to improve their chances of better grades. Students with the highest attendance & punctuality will be included in our end of year merits trip as a reward.

If you are absent, your parent/guardian must contact the school by 8:30am on the day of absence. This can be done by telephone or by sending a text message to the school mobile. Upon return from your absence, you must bring in a signed letter from your parent/guardian detailing the reason of absence. If you are absent for 3 days or more, you must provide a doctor's note upon your return.

For scheduled appointments, you must provide Jamiatul Uloom Al Islamia with an appointment card prior to your appointment date.

Failure to comply with these procedures will result in "unauthorised absences" and fees will apply.

Please refer to our absence policy for more information.



You are less likely to achieve good grades if your attendance is poor.

PUNCTUALITY

Students must attend school on time to avoid missing out on important lesson times. These lost minutes count towards how much time is lost in the year, which ultimately will affect your progression and exam grades.

It all adds up! Minutes late each day will mean many days lost each year.

Late per day (mins)	Minutes lost per year (based on mins late p/day)	Number of lessons lost each year due to lateness
5	975	19.5 lessons
10	1950	39 lessons
15	2925	58.5 lessons
20	3900	78 lessons
25	4875	97.5 lessons
30	5850	117 lessons

Simple Fact: lost minutes = lost learning

If a student comes late, the number of minutes late will be recorded. When the number of minutes reaches 200 minutes in a month, a fee of £30 will be charged, which will have to be paid within 3 school days. Also, if you arrive late to school 3 times in a week, you will be issued a detention for 1 hour.

Please refer to our absence policy for more information.

FIRE ACTION

If you discover a fire:
Operate the nearest fire alarm



On hearing the fire alarm:

- 🔊 Leave the building by the nearest exit
- 🔊 Report to your assembly point at: **Outdoor Playing Area**
- 🔊 Do not stop to collect your personal belongings
- 🔊 Do not re-enter the building unless authorised to do so

General Advice

Islam centralises and depends upon the belief in Allah (Subhaanahu Wataala), that He is one and has no partner; and that the most exalted prophet is Rasulallah (Sallallahu Alaihi Wasallam). As an Islamic school, we aim to practically implement all our policies and procedures in accordance with this Islamic ethos and, more importantly, encourage our students to adhere to this ethos.

We should adopt the sacred Sunnah to all of our daily school and home routines, from writing to revising, praying to playing. We aim to create an environment where we are aware of the actions that cause the pleasure and displeasure of Allah (Subhaanahu Wataala).

You will have the opportunity to reflect on the illustrious history of Islam and how the Sahaaba (Radhiallahu Anhum) enjoyed the blessed companionship of Rasulallah (Sallallahu Alaihi Wasallam), as they took part in the propagation of Islam and witnessed the commandments of Allah (Subhaanahu Wataala) being revealed before them. This will help create fervour to reach the pedestal of success that was achieved by our pious predecessors.

It is important to have a positive start to the school year. A good way to have a positive start would be to set yourself some targets. In the space below, write down 3 targets you hope to achieve for the upcoming academic year.

1.	
2.	
3.	

Once you have done this, please sign at the bottom and ask you parent/guardian to do the same.

Signed:

(Student)

(Parent/Guardian)

May Allah (Subhaanahu Wata 'ala) grant us sincerity and steadfastness in all our actions and may He accept all our efforts.

Ameen

Jamiatul Uloom Al Islamia

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