



Induction - Saturday School Secondary  
A very warm welcome to you all!

7<sup>th</sup> September 2019

### Academic Year:

#### School Timing – 10:00am to 1:00pm.

Prompt drop off and pick up – children can arrive early but teaching starts at 10am promptly

In the winter months we strongly encourage children to pray Dhuhr before leaving therefore they may come out 5 to 10 minutes later than usual.

#### Penalties for lateness

If a child arrives late more than once in one month, they will receive a 15 minute detention on Saturday at 1pm without notice.

Please refer to our Admissions and Attendance Policy for more details.

#### Academic Dates

Insha'Allah the Academic year will run from Saturday 14<sup>nd</sup> September 2019 to Saturday 18<sup>th</sup> July 2020.

#### Notable Dates (subject to change)

22<sup>nd</sup> December 2019 to 3<sup>rd</sup> Jan - Winter Holiday (school resumes Saturday 4<sup>nd</sup> January insha'Allah)

11<sup>th</sup> April – 24<sup>th</sup> April - Spring Holiday (school resumes Saturday 25<sup>th</sup> April insha'Allah)

16<sup>th</sup> May – 23<sup>rd</sup> May - Ramadan and Eid Holiday (school resumes Saturday 30<sup>th</sup> May insha'Allah)

27<sup>th</sup> June - End of year school trip (provisional Date)

18<sup>th</sup> July - Sports Day, BBQ & Awards Assembly (**compulsory for all parents to attend for the awards part** ).

#### Absences and Holidays

Attendance to all lessons is compulsory unless due to sickness. If attendance drops below 95% your child's place is at risk.

Holidays must be restricted to Karima school holiday time ONLY. If you need to apply for a holiday please get in touch before booking anything else, otherwise you risk losing your child's place at the school.

### Uniform and Equipment

#### Uniform

##### Boys Uniform:

A plain white Jubba with trousers (no jeans) and any colour hat/kufi.

##### Girls Uniform :

A plain black closed Jilbab that covers the ankles with loose black trousers or shalwar (no leggings or jeans) and a Hijab.

Uniform can be purchased from Ash Shifa Shop. Parents will be called to collect children if children are not conforming to Uniform. Please refer to our Uniform Policy for further information.

#### Equipment

Please provide your child with a pencil case with pen, pencil, rubber, ruler etc. The school will provide a bag to new students on receipt of registration fee. Replacement bags can be purchased for £10.

### Study

#### Support from Parents

Please ensure that children perform wudu before coming to classes. Please supervise the children whilst they perform wudu.

Please help the children at home with supervised study time. Any queries regarding your child's work, please consult the subject teacher.

Please respond to letters and emails! Occasionally we will send text message alerts. If you are not on the text list then please get in touch with Ustadh Khaiam.

### Behaviour and Sanctions policy

We have a stepped approach at Karima for sanctions; including: lines, privilege removal, chores and detentions - 15 mins without notice

30 mins detentions with 24hrs notice given to parents

## Fees

### Fees

We accept payment via bank transfer or standing order. Payment options are as follows: ( **option 1 being our preferred option** )

Options	Cost	
1	1 Payment of:	£225 Payable October 2019
2	3 Payments of:	£75 Payable October 2019, January 2020 & April 2020
3	9 payments of:	£25 Payable from October 2019 (Direct Debit only)

The above costs are based on one child attending the Karima Weekend Schools. **If you have more than one child in attendance please complete this link: <https://tinyurl.com/karima-siblings>, we will then inform you of the reduced cost of all siblings**

Every child/family will have a Payment Reference Number starting with **KWS**, please ensure this is used whenever you make a payment. Your payment reference will be emailed to you in the next few weeks.

If anyone would like financial assistance, please contact Ustadha Javeria privately on the email below

## Contact Details

	Role	Telephone Number	Email Address
Ustadha Javeria Malik	Administrator	-	school@karima.org.uk
Ustadh Bilal Aziz	Head Teacher	07742504797	bilal@karima.org.uk
Ustadh Khaiam Shabbir	Director of Education	07853 150847	khaiam@karima.org.uk

Please do keep us informed of any change of contact details. We welcome your feedback and request your continued support and duas for a successful year ahead insha'Allah.

Wa salam Alaikum

Bilal Aziz  
Head Teacher