



Woodstock
GIRLS' SCHOOL



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Assalamualaikum Warahmatullahi Wabarakatuh

This booklet contains all the information you require about our school.
If you have any further questions, please do not hesitate to contact us. Our staff are always happy to assist.





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OUR MISSION STATEMENT

To strive for academic advancement and nurture moral and spiritual excellence. Our students will be those individuals who will dynamically contribute towards the progress of society alongside personal advancement.

Our mission consists of two key areas:

Academic advancement

- Our belief is that every child has the potential to succeed according to their ability and it is our duty to create an environment for this success.
- Our belief is that every child should possess an ambition to achieve and it is our duty to enable them to tread the path towards their ambition.

Spiritual excellence

- Our school believes that every member must be treated akin to one's own family. Our teachers are Parents/Guardians and fellow students are siblings. We desire for each other what we desire for ourselves.
- As with any bonded family, values of integrity, kindness, mutual respect, self-belief and determination are key to our spiritual success.
- Our family endorses a strong community spirit, championing charitable and moral support and contribution. The joy and pain of one is shared by all.

THE PRINCIPLES & AIMS OF THE SCHOOL

In everything we do, we have high expectations for children, staff and Governors. We are proud of the Islamic principles on which this school is based on, it enriches our school and it commands us to treat every human being with respect as an individual, whatever his or her gender, ability, race, religion, nationality or age.

We aim:

- for each child to enjoy learning and achieve high standards;
- for each child to feel happy, secure, confident and valued;
- for each child's individual potential to be realised;
- for each child's individual needs to be supported;
- for each child to value and co-operate with other children and adults.
- to teach to a high standard a broad range of studies based on both National Curriculum and Islamic Curriculum.
- to inculcate in our students the noble Islamic morals and behaviour
- to support and develop our staff;
- to work together with Parents/Guardians for the benefit of their children;
- to communicate effectively with Parents/Guardians;
- to play an active part in our local community;
- to work together as an effective team.

MORAL EDUCATION

Woodstock Girls' School places a great deal of emphasis upon the moral education of our students. This education is provided at every opportunity by all teachers. In particular, we try to instil in our students the following Islamic morals:

- Respect for all teachers and elders
- Love for fellow students and young ones
- Good manners and behaviour when interacting with people
- Punctuality in all aspects of daily life
- Discipline in education
- Zeal and enthusiasm for knowledge.

Woodstock Girls' School is an Islamic Girls Secondary School which provides a balance of basic Islamic education and National Curriculum subjects.

Our aim is for students to gain a firm understanding of the National Curriculum subjects and basic Islamic studies with a strong emphasis on developing morals, discipline and character - a combination that will provide the student with a wide range of possibilities in her pursuit of further education and prepare for life in the modern world.

The school operates from 8:55am to 3:30pm from Monday to Friday and the daily timetable consists of a mixture of national curriculum subjects, form time and Islamic studies subjects.

The following national curriculum subjects are taught at the school:

- English Language / English Literature
- Mathematics / Statistics
- Science / Core & Additional
- Computer Science
- Islamic Studies
- Religious Studies
- History
- Geography
- Physical Education
- Citizenship/ PSHE
- Arabic/ Urdu
- Creative Arts
- Expressive Arts

CONTACT

School Address:	11-15 Woodstock Road Moseley Birmingham B13 9BB Tel: 0121 449 6690
Email:	admin@woodstockgirlsschool.co.uk
Website:	www.woodstockgirlsschool.co.uk
School Proprietor:	Hamza Mosque Committee 90 Church Road Moseley Birmingham B13 9AE Tel: 0121 449 1193
Executive Head Teacher:	Mr Talal Hussain
Head Teacher:	Mrs Na'zihah Ahmed-Atif
Chair of Governors:	Mawlana Maseehullah Patel 11-15 Woodstock Road Moseley, Birmingham, B13 9BB Tel: 0121 449 6690

The following are the list of Governors. The Governors exercise general oversight of the conduct and curriculum of the school.

Mawlana Maseehullah Patel

Mr Abdur Rauf Mirza

Apa Farhana Patel

Mr Omar Jalil Malik

Ms Amina Dabhelia

Mr Farook Ekbal Ahmed

Hafiz Huzaifah Jeewa

Mr Mohamed Amin Ahmed Mohamed

If you wish to get in touch with any of the Governors, please contact the school reception on: 0121 449 6690

SCHOOL FEES (2017-2018)

School Fee Categories:

Fee	Amount	Details
Application fee	£20	Payable when submitting an application
Admission fee	£50	Payable when a child is offered a place at the school
Resources fee	£125-175	Payable at the beginning of each academic year to cover initial cost of text books
Tuition fee	£2,000	Per Year

Tuition Fee Method of Payment

Points to note with regards to tuition fee payments:

- From the Academic Year beginning September 2017, we would prefer All Parents to make tuition fee payments via standing order. This system of payment is easy to set up and track for all; saves Admin Officers time and reduces the likelihood of errors.
- There are three options for tuition fee payments: monthly, quarterly, or yearly. Please choose one option at the beginning of the year and thereafter follow only that payment plan.

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- If you wish to make monthly payments, please note that you will need to make payments by standing order only. Standing orders can be set up at the school reception or online at: www.greenoak.academy
 - Payments made quarterly or yearly can be made via Cash, Cheque or BACS strictly, according to payment schedule dates.
 - Cheques must be made payable to Green Oak Academy.
 - If paying by cheque, please write your child's full name and class at the back of the cheque so that we are able to track payments.
 - If you wish to pay via BACS please use the following banking details:

Account name: Green Oak Academy
Sort Code: 30-98-90
Account Number: 15728468

- If paying by BACS, please use your child's name as the reference so that we are able to track payments.
- Fees remain payable even if your child does not attend a number of days. No deductions may be made for illnesses or absences.
- Parents/Guardians must inform the school reception in writing at least one month before removal of child from school. Fees for the final month will be payable once written notice is received.
- Fees are subject to change based upon the projected costs to be incurred in the operation and management of the school. Parents/Guardians will be informed of any impending changes at the earliest opportunity.

SCHOOL FEES (2017-2018)

Additional Costs

The School will provide the required textbooks for each subject at the beginning of each academic year; the cost of which is covered by the resources fee.

Based on the content being covered in the academic year, it may be necessary to purchase further text books during the course of the year. The cost of these will not be covered by the resources fee and Parents/Guardians will be made aware of the costs if and when necessary.

The school's policy is to offer to each student as wide a range of educational opportunities as possible. These may include educational trips e.g. a visit to place of scientific interest. Where an opportunity is offered involving expenditure above and beyond the basic requirements of the curriculum, Parents/Guardians are invited to make a voluntary contribution towards the cost. This is done subject to the following:

- Parents/Guardians are notified in writing about the activity, the charge and the fact that it is voluntary.
- The cost will almost always include a subsidy from the school funds
- Whilst, for the guidance of Parents/Guardians an amount is always specified, if individual assistance is required please approach the Head Teacher in confidence who will advise.

Decisions in the above matters are the responsibility of the Governing Body. Approaches are always considered sympathetically, on the basis of need and with a view to the potential benefit of an activity for the student concerned.

The Woodstock Girls' School Uniform is:

- Black ankle-length Abaya, Jilbaab or Kameez which takes the following into consideration:
- Should be loose fitting
- Must not be see-through
- Should have full length sleeves up to the wrists
- Must not contain embroidery or trimmings
- Must be at least 4 fingers below the knees
- Any slits on the garment must begin at least a quarter way down the thigh
- Black formal trousers
- Black Scarf – no tassels, sequins, edgings
- Black full length socks
- Black low-heeled formal shoes (or boots, if required, in winter)
- Black cardigan (if required)
- Black coat or jacket

The Woodstock Girls' School PE Uniform is:

- Black, loose, full-length bottoms
- Black full-sleeved, knee-length top (Kameez)
- Black one piece headscarf (which does not require a pin to fasten)
- Black full length socks
- Black trainers

SCHOOL UNIFORM

The Woodstock Girls' School Dress Code for a non-uniform day is:

- Tops should be non-transparent, loose, full-sleeve and knee-length
- Trousers should be non-transparent, loose and ankle-length
- Shoes must be low-heeled

NB: Hijab buns are against our Uniform & Appearance policy, and hence, not allowed in school.

Items unacceptable in the school:

1. Any type of jewellery and make-up
2. All types of denim or leather jackets
3. Designer tops and jumpers with logos and prints

Stationary

All students must bring the following stationary with them to the school every day:

1. Black, Blue, Purple and Green Pen
2. Ruler
3. Geometry Set
4. Calculator
5. Rubber
6. Pencil & Sharpener
7. Dictionary

ATTENDANCE

It is the responsibility of the Parents/Guardians to ensure that their child attends school. Truancy is not tolerated by the School. It is illegal for children under the age of 16 to miss school without a valid reason. In a case of systematic or prolonged absence the school will report the child and Parents/Guardians to Birmingham City Council Social Services. This could then lead to prosecution.

Children who are to remain absent due to a valid reason must inform the school at the earliest possibility and must bring in an absent note signed by the Parents/Guardians upon return.

LEAVE FOR HOLIDAY

The school strongly discourages Parents/Guardians from taking their children out of the school during school days as this can prove harmful for the student's progress.

In a case of emergency, Parents/Guardians wishing to take their child out must fill in the 'Permission for Leave' form. This form is available at request from the school reception. Failure to do so will entail a re-admission fee as well as being in risk of losing her place at the school. Parents/Guardians are also obliged to pay the school fee during the period of their child's absence from the school.

TAKING YOUR CHILD OUT DURING SCHOOL HOURS

If in an emergency you need to take your child out during school hours then you need to phone the office for authorization from the Head Teacher. Students will not be allowed to leave without a Parent/Guardian coming in to collect them with photo ID. This is because we are responsible for the child's safety during school hours. If your child has an appointment, then a letter must be sent with the child to that effect. And again, you must come in, register her way out and collect the child.

STUDENT CODE OF CONDUCT

Students should never:

1. Swear
2. Be rude to teachers in any way
3. Break any school rule
4. Talk back to the teacher
5. Disobey the teacher
6. Raise their voice with the teacher
7. Damage property or talk ill of the school
8. Be in possession of a mobile phone during school time
9. Physically or verbally abuse a teacher, fellow student or visitor

Student should always:

1. Show respect to all teachers and elders
2. Keep the school clean and tidy
3. Observe the Sunnah – the example of the Prophet Muhammad (peace be upon him)
4. Be kind and courteous to fellow students and visitors
5. Be prompt for classes
6. Show dedication for knowledge
7. Address their teachers with the correct title
8. Wear the Sunnah dress
9. Complete their homework
10. After lesson, ensure that class room is tidy & clean
11. Always wear the correct uniform
12. Always bring the correct stationary
13. Move around the school in a respectable manner

HEALTH & SAFETY RULES FOR STUDENTS

All students of the school have a responsibility to themselves and others to act at all times in such a manner as to minimise the possibility of an accident and to ensure the health and safety of those around them. Special safety rules apply in specialised areas, e.g. Laboratories, Sports areas, Home Economics, Art and Canteen areas. In particular:

- There should be no running in or around the building.
- Doors must not be left to swing; they should be closed carefully or held open for those following behind.
- School bags should be kept close to the tables or left neatly stored on the hangers provided. They must not be left where they may cause an obstruction.
- There should be no standing on desks or chairs.
- All litter must be placed in the bins provided.
- No glass bottles may be brought into school.
- Mains powered electrical equipment from home must not be brought into school on any occasion.
- Students must ensure that they exercise great care and attention in the car parks, using the walk-ways as far as possible.
- No cigarettes, alcohol, drugs or substances intended for misuse may be brought into school.

REWARD & DISCIPLINE POLICY

To aid enthusiasm for the education provided at School we use both incentives and deterrents for our students:

Reward Policy

A number of awards are made in school. These include: certificates awarded for attendance and punctuality, letters of commendation for greater effort or improvement in work, prizes and certificates for excellent work during the year and in examinations. We also employ a merit system where points are awarded to students for improvement and/or high standards in all aspects of school life. When the appropriate numbers of points have been earned, a certificate is issued.

In addition, during the annual ceremony, prizes are awarded in each subject for each year group for achievement, and a number of prizes in each year group for effort.

Discipline policy

A full copy of the discipline policy is available on request from the school reception. The following is a brief outline of some the disciplinary measures employed by the school:

After school detentions

Students may sometimes be given detention after school. Prior notice will always be given so that the student may inform Parents/Guardians. Staff are always willing to explain the reason for detention hence Parents/Guardians are more than welcome to enquire.

Statement of Behaviour

Any student causing serious disruption will be sent to the Head Teacher and placed on the Head Teacher's Report. Failure to rectify behaviour during or after the report will result in a suspension.

Head Teacher's Report

There are times when a student's work or behaviour needs to be closely monitored each day. A student 'on report' is given a grade for each lesson on each aspect of her behaviour and academic progress, which is then checked by the Head Teacher.

Exclusion

If a student behaves in a manner that is deemed to be completely unacceptable, the school reserves the right to exclude the student indefinitely. Exclusion occurs very rarely and is only implemented as a last resort, after having considered all other avenues of discipline.

SECURITY

All belongings including text books and exercise books must be clearly marked with the owner's name. Additionally, they must be taken home also at the end of each school day.

The school will not accept liability for anything that is lost, misplaced or stolen. As a general rule it is unwise, and a temptation to others, to bring into school large sums of money and items of value. If this is necessary, these should be left with the school reception for safe keeping.

ILLNESS & ACCIDENT

There are members of staff qualified in First Aid and students must report to the school reception if they are ill at school. It may be necessary to contact the parent or guardian, so please ensure that the school has contact numbers through which Parents/Guardians can be contacted in an emergency. Please inform the reception office if your contact number or address changes.

SPECIAL EDUCATIONAL NEEDS

Unfortunately, at this present moment we do not possess the facilities to cater for SEN students and as a result we are unable to admit such students. However, we are developing a plan to enable us to provide for the needs of SEN students adequately.

INTERVENTION CLASSES

All work is differentiated to cater for the needs of our students especially those for whom English is an additional language. Intervention classes also take place after school for those students requiring extra support in their academic studies. There will be an additional charge for these classes if required. All Intervention classes if prescribed are compulsory to attend.

COMPLAINTS PROCEDURE

A full copy of the complaints policy is available on request from the school office.

Below is a brief guide for Parents/Guardians.

If you have a concern or complaint

We would like you to tell us about it. At Woodstock Girls' School, we welcome suggestions for improving our work. Be assured that no matter what you want to tell us, our support and respect for you and your child in the school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago.

Stage one: Information

Most concerns or complaints can be sorted out quickly by speaking to your child's class teacher. You can contact the Head Teacher if you feel that this is more appropriate. It is usually best to discuss the problem face to face. You may need an appointment to do this and can make one by ringing or calling into the school office. An appointment can be arranged within 24 hours. You can take a friend or relation to the appointment with you if you would like to.

We hope we can resolve your problem informally. We will make sure that we understand what you feel went wrong and will explain our own actions to you. We will ask what you would like the school to do to put things right and explain what we intend to do. Of course, this does not mean that in every case you will be satisfied with our response, but it will help us all to understand the situation. It may also help to prevent a similar problem arising again.

COMPLAINTS PROCEDURE

Stage two: The Head Teacher's Investigation

If you are dissatisfied with a teacher's response, you can make a formal complaint to the Head Teacher in writing. The Complaints Policy is available from the school office should you wish to see it. The Head Teacher will ask to meet you for a discussion of the problem within 5 working days. You can take a friend or someone else with you if you wish. The Head Teacher will conduct a full investigation of the complaint and may interview any members of staff or students involved. You will receive a written response to your complaint within a week.

Stage three: The Governors' Review

If your complaint is about an action or decision of the Head teacher, then you should refer it to the Chair of Governors in writing via the school office.

The Chair of Governors will arrange a meeting of the Governors Complaints Panel to investigate your complaint within 2 weeks. The Complaints Panel will conduct a full investigation of the complaint including interviews with those involved. You will receive information about the findings of this hearing within two weeks of the hearing.

Number of formal complaints for year 2015/2016 & 2016/2017 so far is:
0 (education related); and 0 (non-education related).

ADDITIONAL INFORMATION

If you require any information about Woodstock Girls' School which is not covered in this handbook, please do not hesitate to contact the school reception. The following information is available on request from reception:

- Details of all subject syllabuses and particulars of the curriculum employed by the school.
- All school policies including the complaints, anti-bullying, child protection, health and safety, behaviour and discipline policies.
- The academic results of the school in previous years.
- Number and qualifications of staff employed by school.
- The most recent OFSTED inspection report of the school.

