



# Al Jazeera Academy / أكاديمية الجزيرة



19<sup>th</sup> September 2017

Dear Parents and Families

I would like to introduce myself as the new Primary Headteacher. I am really pleased to welcome your children back to school after what I hope has been a fun and restful summer break. We are looking forward to a very positive and successful Semester 1 full of exciting learning opportunities. You will see from my welcome note on the school website that my educational philosophies are holistic in nature and my vision is to build on previous successes whilst creating a happy and respectful learning community.

As parents your support is vital in continuing to develop our school and strive for the best outcomes for your children. If you wish to discuss the aspects of your child's learning or experience in school, please follow the procedure of booking an appointment with my PA to see me. I would also like to remind you that my extended leadership team are also available to see parents and share my vision of developing a parent partnership.

I am pleased that we have a good level of stability in the school and a number of returning teachers. I would like to take this opportunity to welcome new staff and wish them a successful year. The new staff are:

- Mandeep Dosanjh (Year 1)
- Sabina Rahman (Year 2)
- Amina Begum (Year 2)
- Jayne Shearer (Year 3)
- Zakira Khatun (Year 3)
- Kasim Gardee (Year 5)
- Sheena Manani (Year 6)
- Jaheed Ahmed (SEN and English)
- Adam Hussain (SEN and Maths)

You may find the following points useful for new parents or serve as reminders for returning parents.



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## 1. Attendance and Punctuality – Updated Times of the School Day

Good attendance is a basic requirement for effective learning. Punctuality for school and lessons is also key to success. Please ensure your child arrives at school promptly for 7am as registration begins at 7.10. It is important that in cases of absence parents are requested to inform the admin team via phone or email.

Lesson 1 starts at 7:20 am so we expect all children to be in class and ready to learn. If children arrive after this time they are considered as late and require a LATE Pass, given out at the Reception Area, and cannot enter class without this. The school day ends at 1.45 and children are not permitted to leave before that time.

Please note that the Prayer time is an integral and important time for the whole school community to participate in calm, respectful and spiritual reflection.

## 2. Classes

Your child has been allocated a class for the year, this is done to balance the classes and was completed by your child's previous teacher. There will not be class movements made so please encourage your child to settle into their new class by being very positive about their class and school in general.

Please do not come into school and disturb the learning in the classes. If there is an emergency, contact the school via reception so that we can make arrangements. Once your child is in school please leave them as this will help them build a rapport with the new class teacher and start learning. Our aim is for your children to be happy and settled.

## 3. Basic Equipment, Tablets, Textbooks and Exercise Books

As usual your child's teacher will send you a welcome letter with information about the topics your child will be studying this semester. They will also give you information about the assessments your child will sit.

School textbooks will be distributed to pupils over the next few days but please be mindful that some resources are a little late arriving due to the border disruptions. We have conducted a very thorough process of checking the books to hopefully ensure that there are no images or material inappropriate for our school's Islamic ethos. If you have any concerns with this, please notify my Deputy Head Mrs Sue Ross (Head of Pastoral).

It is imperative that all students have Exercise Books as soon as possible. Exercise books are effectively a learning log and show an ongoing record of progress for each student. Although according to the Ministry guidelines there is flexibility for parents to source exercise books yourself, I respectfully encourage you to purchase the school provided exercise books to ensure a prompt start to work.



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The children should have all the basic equipment including pen, pencil, ruler and other stationery at every lesson. Tablets (for Years 4-6) must be brought to each lesson. We are eager to use them more regularly to access the wonderful range of 'e' learning resources specifically designed to support learning in the British Curriculum.

## 4. Uniform

Please ensure that your child is wearing the correct uniform as notified in the list provided for parents at registration. Thobes are not allowed for boys. Girls should not wear make-up. For safety reasons hats are essential for outside play and P.E lessons. Outside play is important for children, but please note we will be adopting the policy of 'no hat, no outside play' in school. Please make sure your children are suitably equipped. Children not wearing the correct uniform will be sent home to change if necessary.

## 5. Mobile Phones

Mobile phones are not permitted for children around the school. There is simply no need for mobile phones during the school day. If found, staff will confiscate them.

## 6. Behaviour Expectations

All children are reminded of our high expectations for good behaviour. Our Rewards Policy puts the emphasis on positive reinforcement. We have high expectations for childrens behaviour at all times, all children will be made fully aware that use of violence is not acceptable at any time and under any circumstances in the Academy. Any instances of fighting or violence will result in suspension and if necessary exclusion from the Academy. I feel certain we will have your full support in these matters.

## 7. Healthy Eating

Al Jazeera Academy encourages a Healthy Eating policy and I would like to ask for parents' cooperation in this matter. Please note, children should not at any time bring sweets, cakes or fast food into school. Our School Nutritionist is available to provide guidance.

We thank you again in anticipation of your support throughout the year and I look forward to getting to know you.

Sincerely,

Mr James Batts  
Primary Headteacher