# Tayyibah Girl’s School



Introduction and

Application

88 Filey Avenue | London N16 6JJ | 020 8880 0085

Tayyibah Educational Trust is a registered charity. Registered charity No. 1056343

**Tayyibah Girls School**

Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteer to share this commitment.

## INTRODUCTION

Tayyibah Girls School was started with the help and dua’s of members of the Muslim community of Stamford Hill in September 1992 to give our children the best moral and academic education possible in today’s morally corrupt environment.

Our humble beginnings were in a basement flat with just 4 girls. Today there is a full primary and secondary school plus sixth form with children from age 5 to 18.

## SCHOOL ETHOS AND PHILOSOPHY

# At Tayyibah we believe that education in an Islamic environment means instilling ‘adab’, self-discipline and self- respect in to our pupils. It is our belief that good character is what we must inculcate within ourselves for true success in this life and in the hereafter.

To promote this ‘adab’ we try our utmost to:

* Provide a caring, safe and orderly environment for girls to develop their educational skills and practice Islam.
* Ensure that the students receive a broad and balanced education according to the national curriculum in an Islamic environment.
* Educate students with the teachings of Islam in accordance to the Quran and Sunnah.
* Discipline the students in a firm yet reasonable manner.
* Teach the students to show respect to all staff, visitors and each other.
* Encourage each student to develop an Islamic character leading to good morals and manners.
* Teach each individual to be honest and truthful.

To help develop the students Tarbiyyah by teaching them the basis of iman (faith), ibaadah (worship), akhlaaq (character), ilm (knowledge) and muaa’sharah (social relations) so that they will grow up to be balanced, pious, upright individuals imbued with Islamic etiquette

The school has the ethos of the Ahle-Sunnah-Wal-Jammah. All issues in the school are dealt with according to the Fiqh of the *Hanafi Madhab*.

Similarly, the course of Islamic Studies is taught according to the principles of the *Hanafi Madhab*

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| **CONTACT INFORMATION**

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| **Headteacher**Mrs S Patel88 Filey Avenue,Hackney,London, N16 6JJadmin@tayyibah.org.uk | **Tayyibah Educational Trust (Governing Body)**Management Committee members88 Filey Avenue,Hackney,London,N16 6JJTEL: 020 8880 0085 governors@tayyibah.org.uk | **Mr A S Said (Chair of governors)** 88 Filey Avenue,Hackney,London,N16 6JJ |

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**AIMS AND OBJECTIVES**

At Tayyibah we aim to:

* Assist our students to achieve the very best they are capable of achieving.
* Continue to develop and improve the essential literacy, numeracy and ICT skills of the students.
* Improve their social skills so that they are fully prepared for the next stage of their education and of their role as responsible adults.
* Ensure that all students and staff feel part of a whole learning community where it is safe to learn and feel included, valued and respected.
* Ensure students aim high, are proud of their achievement and leave school believing in themselves, their abilities and their capacity to grow and change.

##### EDUCATION

The school teaches the National Curriculum subject which are English Language, English Literature, Maths, Science, Information Technology, History, geography, Urdu, Turkish and Islamic studies up to ‘A’ level.

Parents are expected to co-operate with the school in the education of their children. This can be accomplished by ensuring that the child does her homework and revision regularly at home.

###### DISCIPLINE

The school has a very strict disciplinary code. The parents should supervise their child while away from school from inappropriate, unsuitable media influences.

All children are admitted up to the end of the academic year only. Re-admission of the child is dependent upon her overall performance, attendance and behaviour.

The moral and academic education of the children can only be taught with the co-operation and support of the parents.

**EXCLUSIONS**

Tayyibah School has a zero tolerance behaviour policy.

We maintain the right to exclude pupils whose behaviour defies the rules and regulations of the school, the rights of children to learn in a safe environment and adults to carry out their responsibilities.

Severe misdemeanours may result in temporary or permanent exclusion. Where possible, parents will always be informed of the consideration to temporarily expel their child.

**Admissions**

Please refer to Admission Policy

**RULES AND REGULATIONS**

1. All students and their parents must abide by the rules and regulations of the school.
2. Applicants academic and character reports will be checked at the time of admission.
3. The following amount of fees must be paid:

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| **Admission Fee (NOT REFUNDABLE)** | **£400** | **At the time of admission** |

 **Fees**

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| --- | --- | --- |
| **September** | **£3480** | **Beginning of Academic year** |
|  | **or** |  |
| **Beginning of each term** | **£1160** | **Per term** |
|  | **or** |  |
| **Beginning of each month**  | **£290** | **Per Month** |
| **Students staring in June/July** | **£100** | **Fees for the remaining part of the academic year.** |

 **Monthly payment must be paid by standing order. Card payments also accepted.**

 In order to safeguard the schools interest a **deposit of £200** per child will have to be paid. This will be refunded after all the accounts have been settled and all books and school property returned.

1. Non-payment of fees will automatically result in temporary suspension of the student.
2. On payment of fees the suspension will be lifted, but 3 months fees will have to be paid in advance from then onwards.
3. The payment of **£290** must be made for **12 calendar months** at the beginning of the month. ie including holidays as well as days taken off.
4. Students starting in June or July will only pay £100 fees for the remaining part of the academic year.
5. Parents must notify the School with a minimum of one calendar month in advance before withdrawing their child from the School roll. A charge of one month fee will be applied in breach of this regulation.
6. This is a strict disciplinary school. Students will have to respect and obey the teachers during school hours as well as outside. No indiscipline will be tolerated.
7. Parents are obliged to respect the teachers and cooperate with the school authorities. Any physical or verbal abuse by parents or guardian will result in the expulsion of the child.
8. Parents are not allowed to enter school without the previous permission of the head teacher.
9. All Muslims are requested to observe the Islamic code of dress while visiting the school. The school authorities reserve the right to refuse entry.
10. Parents cannot object to any activities or educational trips arranged by the school.
11. The school governors are solely responsible for all the work decisions. No parent will be allowed to interfere in the school matters.
12. The school committee member can enter the school for school associated work. Without any objection of parent/guardian.
13. Neat and tidy school uniform must be worn during all school hours. Non-uniformed children may be sent home.
14. Non-attendance in school must be accompanied by a letter from the parent, the next day. A sick note must accompany absenteeism of more than 3 days due to illness from the doctor.
15. Non-attendance for a long period will be reported to the educational authorities.
16. No girls will be allowed to leave school premises during lunch break.
17. Girls are not allowed to bring mobile phones, electronic toys etc. to school. Any girl found in possession will be suspended/removed from the school register.
18. Any complaints should be made to the Chair of Governors in writing.
19. Each year all students are required to re-register and this is dependent on the following conditions being satisfactorily met:
20. *An assessment of the students overall academic performance and behavior in the previous year (i.e. attendance, punctuality, eagerness to work, compliance of all written and non-written work set).*
21. *An assessment of the parents support & cooperation throughout the academic year.*
22. It is school policy to give detention to a child and the parents will be informed in advance. No objections from parents will be accepted.
23. The school governing body reserves the right to alter or amend any rules and regulations as necessary.

Additional Information

The following documents are available on request:

* Curriculum policy
* Anti-bullying, child protection, health and safety, behaviour (including sanctions) policies
* Results of national exams at KS2, KS3, KS4 and AS-A2 levels of the previous academic year
* Complaints policy, along with details of the number of complaints registered under the formal procedure in the previous academic year
* Staff list (Qualifications of teacher/ Fulltime, part-time, or temporary and subjects taught)

**DISCIPLINARY RULES**

The disciplinary procedures are based on the principle that all students have the right to fair and consistent treatment, the right to adequate warning and the right to appeal. All girls attending the schools are expected to set a good example of the school.

It is hoped that the majority of the disciplinary will be resolved before the need to restore to the use of the formal procedures arises. However, should it not prove possible to resolve the matter formally the child may be **suspended** or **expelled** from the school.

The management will take action if any girl has been found guilty of:

1. Theft of property - school / a fellow student.
2. Use of bad or foul language.
3. Abusive to teacher or other schoolgirls.
4. Bullying other girls.
5. Writing graffiti on the school properties.
6. Misbehaving.
7. Disobedience / Disrespect of Teachers.
8. Willful damage of school property.
9. Unprovoked physical attack.
10. Unsatisfactory attendance of the school.

The offences listed in this Disciplinary Procedure are neither exclusive nor exhaustive.

The management committee and the Head Teacher will conduct the disciplinary procedures. During the disciplinary hearing the Parent / Guardian and the offender may have to be present.

I, the under signed accept the Disciplinary Procedures.

Parent / Guardian: ................................................... .............................................................

 (Signature) (Print Name)

Student: .................................................................... ............................................................

 (Signature) (Print Name)

***FORM DR1***

**Admission Form**

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| **All sections must be complete. Please write N/A if not applicable.** |
| PUPIL DETAILS |
| Surname**:** |  |
| Forename**:** |  | Middle Names**:** |  |
| Date of Birth**:** |  |
| Home Address**:** |  |
|  |  |
| Postcode**:** |  | Home Telephone**:** |  |
| Religion**:** |  |
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| PARENT / GUARDIAN DETAILS |
| 1. Surname: |  | Forename/s: |  |
| Contact Details: | **Home**: |  | **Mobile**: |  | **Work**: |  |
|  | **Other**: |  | **Email**: |  |
| Home Address (if different from pupil): |  |
|  | **Postcode**: |  |
| 2. Surname: |  | Forename/s: |  |
| Contact Details: | **Home**: |  | **Mobile**: |  | **Work**: |  |
|  | **Other**: |  | **Email**: |  |
| Home Address (if different from pupil): |  |
|  | **Postcode**: |  |
| Do you currently work for Tayyibah Girls School?If yes, please complete details below: | YES 🞏 | NO 🞏 |
| **Name:** | **Job Title:** | **Length of time employed:** |
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| **Present/Last School Details:**  |
| Date of Joining School: |  | Name of School: |  |
| Address: |  | **Tel No** |  |
| Head teachers Name: |  | **Email Address** |  |

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| Emergency Contact Details:  |
| Name: |  | Relationship to child: |  |
| **Tel No:** |  | **Mobile:** |  |

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| **Does your child have any Learning Difficulties (ie SEN, Dyslexia)?** If Yes, please give details. |
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| **Doctor/Health Centre Details:** |
| Name: |  |
| **Address:** |  | **Tel No:** |  |

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| **Health/Serious Illness/Allergies:** (please give details) |
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| **Ethnicity: *(please tick)*** |
| Bangladeshi  | **🞏** | Turkish | **🞏** |
| Indian | **🞏** | Arab | **🞏** |
| Pakistani  | **🞏** | White British  | **🞏** |
| Any other Asian Background  | **🞏** | Mixed White and Caribbean | **🞏** |
| Black African  | **🞏** | Mixed White and African | **🞏** |
| Somali | **🞏** | Mixed White and Asian | **🞏** |
| Black Caribbean  | **🞏** | Any other ethnic background  | **🞏** |
| Any other black background  | **🞏** |  |  |

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| PARENT/GUARDIAN DECLARATION |
| I hereby apply for admission of my child to the school and I agree to abide by **all** the rules and regulations of the school and pay the school FEES on time.I understand that my child will be required to re-register for the new academic years and this would be dependent on her overall performance and behaviour in the previous year as set out in rule 21.I give consent to Tayyibah Girls School to record and process the information contained in this form. I declare that the information given by me on this application form is accurate. *Inaccurate information may lead to your child being withdrawn*. |
| Parent/Guardian Signature: |  | Date: |  |

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| RETURNING THE FORM |
| Before returning your child’s application, please check you have completed the form and include the following: |
| Fully completed Form  | [ ]  | Signed Form | [ ]  |
| Birth Certificate/ Passport  | [ ]  | Recent utility bill (up to 3 months old)  | [ ]  |
| Form DR1 | [ ]  | Previous School and Maktab Report | [ ]  |
| Return Forms to: | The Admissions OfficerTayyibah Girls School88 Filey Avenue | Hackney | London | N16 6JJ |
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| **T**: 0208 880 0085 |  | **E**: admin@tayyibah.org.uk  | **W**: [www.tayyibah.org.uk](http://www.tayyibah.org.uk)  |
|  |
| FOR OFFICE USE ONLY: |
| **Application Received Date**: |  | Office Signature: |
| **Decision:** |
| **Approved [ ]**  | **Not Approved [ ]**  | **Waiting List [ ]**  |
| **Date:** |