

HUJJAT PRIMARY SCHOOL

'Knowledge is the best gift of God'
Ali Ibn Abu Talib



PARENT HANDBOOK 2023 – 2024

Hujjat Primary School
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Message from the Headteacher

Welcome

Salaam Alaikum & Peace be upon you

On behalf of the Trustees and staff, I am delighted to welcome you and your child to Hujjat Primary School, a place where people matter. All the staff aim to provide a happy working environment and a Values-Based, exciting, and inspiring curriculum called 'SHINE'.

My vision for Hujjat Primary School is determined through my values and those of Islam and belief in every child's entitlement to quality education in a caring environment. All children are special and should be made to feel so; they should be valued, respected and nurtured.

As citizens of the future, they must be made aware of the vital contribution they can make to society. We want our children to reach their potential and become 'well rounded' and 'well adjusted' adults. Therefore, we will endeavour to make our school a learning community, a place where children and adults eagerly work and learn together in a secure, happy, exciting, and challenging environment. The quality of your child's education and learning is paramount to us. I can assure you that we are totally committed to the care and development of all our pupils. I hope that your child will be very happy here.

I firmly believe that a trusting partnership between home and school lies at the heart of a successful educational experience for your child.

You are warmly invited to join in our many and varied school activities and to share the experiences all pupils will have throughout the important years spent in their primary school.

We welcome you to this partnership.

With best wishes,

S Saad

Mrs S. Saad
Acting Headteacher

Our Vision, Mission and Values

Our **vision** is to be an outstanding, happy and inclusive school that cultivates our relationship with God by embodying the conduct and teachings of the Prophet (Peace Be Upon Him). A place where children indulge their intellectual curiosity, develop a love for learning, and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

Our **mission** is to facilitate the well-being and growth of every child's mind, body and character through:

- Nurturing children within a safe and caring learning environment to realise their full potential;
- Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
- Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
- Fostering learners who are able to think, question and reflect independently;
- Developing confident, respectful and effective communicators who can express themselves and make informed choices;
- Encouraging positive relationships;
- Listening deeply and accepting every child as a gift from God.

This is accomplished through a **values based curriculum** in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

At school our children SHINE by demonstrating our school values: compassion, respect, service, integrity, gratitude and excellence.



Timings and Key Information

Beginning of the Day

For children in Reception, the EYFS gates open at **8:30am** and children should be in their classes by **8:45am**

For children in Key Stage 1, parents are requested to drop children off at the EYFS gates at **8:30am-8.45am** or directly to the Year 1 and Year 2 classes. Children in Key Stage 1 should be in school for registration at **8:45am**.

Children in Key Stage 2 (Years 3-6) can be dropped off at the Key Stage 2 Playground between **8:30am-8.40am**. Class teachers will accompany children to the Year 3 classes at **8.40am for a 8.45am start**.

If you arrive after the designated times you will need to report to the school office and will be marked as late.

End of the Day

The school day ends at **3:15pm** for children in EYFS, Key Stages 1 and 2. Children in EYFS and Key Stage 1 will be dismissed from the classroom door and children in Key Stage 2 will be dismissed from the Key Stage 2 Playground, The children will have been taught to only come to the door/ gate when their names have been called; please reinforce this with your child.

Kindly ensure the School Office has upto date information about the adult/s collecting children at the end of the school day.

Children who are attending clubs will be taken to their club by a member of staff and should be collected from the main reception door unless otherwise advised at the appropriate finish time.

Physical Education and Sports

On days when there are PE and sports lessons, children should come to school in their PE kits. We request that earrings are not worn when children have PE and sports lessons.

School Lunches

School meals are provided free of charge to children from Reception through to Year 2. At Hujjat Primary School, we encourage a family dining experience and do not encourage packed lunches, except for those children with anxiety issues or special educational needs. Our catering company ABM Catering supplies HMC certified meals, alongside a vegetarian option and a jacket potato/pasta option. Children in KS1 and KS2 choose their own lunches during registration whilst Reception children's lunches is chosen by their parents.

Please collect a form from the School Office or visit <https://www.gov.uk/apply-free-school-meals> to determine eligibility for Free School Meals.

Healthy Snacks

Fresh fruit is provided daily for all children in Reception and KS1 and we recommend parents provide a healthy snack of fruit or vegetables for children in KS2.

Milk is provided free of charge to all children under the age of 5, and there is an option to purchase milk for those children over the age of 5. [Parents - Cool Milk](#)

Water Bottles

As a healthy school we encourage your child to drink water throughout the day and all children are encouraged to bring a labelled, reusable water bottle to school. Please do not send canned drinks or juice cartons/bottles in with your child.

Home Learning

Children are introduced to the idea of 'learning to be completed at home' from an early age. Home learning provides an opportunity for children to organise their own learning, as well as activities that need support from parents/carers. It is important that children develop regular learning routines in preparation for Key Stage 2 and 3. It is expected that they will spend more amounts of time on home learning as they move through the school. From Year 1 onwards children's home learning is uploaded onto Google Classroom. You will be provided with a login for your child. Reading is pivotal to a child's progress and there is an expectation that children read regularly. More and detailed information about home learning is available on our school website.

School Clubs and Wraparound Care

Many after-school enrichment activities are provided for our pupils such as: multi sports, badminton, tennis, gymnastics, drama, food technology, Forest School and Quran club.

The school also provides wraparound care in the form of breakfast and after school clubs by an exterior provider. Breakfast Clubs starts from 7:30am, and After School Clubs, runs from 3:15pm – 5:45pm. Children will be dismissed after clubs from the front office.

Information about costs for clubs and wraparound care is available from the School Office and recorded on our school's MIS Arbor.

Educational Trips and Visits

Each term, children in different year groups will participate in a learning based enrichment opportunity which may be onsite or offsite. Parent and carers will be informed about such activities in advance and the school may request a voluntary contribution through Arbor (our school's Management Information System-MIS). Please note, if the school doesn't have sufficient funds, trips and visits may be postponed or even cancelled.

Communication (including newsletters and school and community events)

Every Friday, a school newsletter will be emailed to you to provide updates on weekly news and events. We request you read the newsletter in order to stay up to date with events and activities your children will be engaging during the week, such as class assemblies and our values based assemblies. In addition to this, we also share termly curriculum newsletters detailing children's learning and enrichment opportunities they have had.

The School will share term dates and key calendar of events via the website and newsletters, so please remember to book any holidays outside term times.

In addition to this all relevant information is collated and securely shared using our school's Management Information System: Arbor. Please ensure you share key and upto date information such as: contact details, health updates and consents for trips, visits, clubs and photography and videoing by informing the School Office.

Parking

There is no parking on site, unless you are a blue badge holder or using the Breakfast or After School Club. If you are a blue badge holder, you should provide details to the school office. Please be courteous to our neighbours when parking on the residential roads nearby. Please ensure you always park safely and legally when arriving and departing the area around the school.

Safeguarding

Every school is required to follow set procedures to safeguard children in cases of suspected child abuse. All staff participate in regular safeguarding training. Safeguarding policies are available on the school website.

Our SENCo, Miss Aissaoui, is the designated safeguarding leader (DSL) for the school and our Headteacher is the deputy designated safeguarding leader (DDSL). Safeguarding leaders are required to refer their concerns to the Social Care Department for further investigation, so that children at risk can be identified quickly.

Uniform

At Hujjat Primary we believe that a uniform serves several important purposes:

- It gives the pupils a sense of belonging.
- It helps to develop pride in their school.
- It is practical for parents.

We depend on your co-operation and support in our policy which has been very well received by parents.

Hujjat Primary School pupils are very proud of their school and as such they wear their uniforms with pride. All branded items can be purchased from

Teenywear, 325 High Rd, Harrow Weald, Harrow, HA3 5EQ.
Telephone: 020 8863 3893 [Click here for Teenywear's website.](#)

[Angels Uniforms, 317 Rayners Lane, Pinner, HA5 5EH.](#)
Telephone: 020 8866 9972 [Click here for Angels Uniforms website.](#)

It is important that you dress your child in school uniform at all times. Ensure each item of clothing has your child's name clearly written on it. We will inform you when special clothes may be worn such as class assemblies and school celebrations.

Boys	Girls
Dark grey trousers or shorts	Grey tunic or skirt or optional grey trousers
White button through shirt polyester/cotton	White button through blouse/shirt polyester/cotton
Gold tie (only available from Teenywear or Angels)	Gold tie (only available from Teenywear or Angels)
Hujjat School jumper (only available from Teenywear or Angels)	Hujjat School jumper or cardigan (only available from Teenywear or Angels)
Grey socks	White socks (ankle/knee length). Grey or white tights in colder months
Sensible black shoes	Sensible black shoes
In summer, white polo shirts with the school logo (only available from Teenywear or Angels).	In summer, a navy blue/white ¼" check dress may be worn.
Please refrain from sending children in non-school uniform such as sports hoodies and sweatshirts, including nail varnish.	

Headscarves

We welcome girls attending school wearing hijab (headscarves) in school colours of dark blue, black or white.

Jewellery

For health and safety purposes, we advise parents to not send their children to school wearing any jewellery. Children are only permitted to wear:

- One set of earring studs. On P.E. days, children should not wear earrings to school or should come to school with their earring studs covered with tape ready for P.E.
- A small object of religious significance on a chain that can be tucked into their jumper. This must be removed for P.E. or securely tucked into the uniform so as to minimise risk and injury.
- A watch (preferably analogue and not a smart watch) for time telling purposes only. This must be removed for P.E.

Please note that if you do choose to send your child to school wearing any jewellery it is not in line with the health and safety advice provided by the school and the school are not liable for any loss or damage to the jewellery or injury that occurs as a direct consequence of wearing this jewellery.

Book Bags and School Bags

All pupils in Reception to Year 2 should have a schoolbook bag. These can be purchased from [Teenyclear or Angels](#). These bookbags are optional from Year 3 and parents can choose to supply a small satchel or rucksack. The school does not have the space to store large rucksacks. In addition to this children in Key Stage are encouraged to bring a small, clear pencil case with 2 sharpened pencils, an eraser, calibrated ruler, a glue stick and a few colouring pencils. (The class teacher will provide these if needed). The school will provide art supplies, scissors, and sharpeners.

Physical Education and Sports

On PE days, children should come to school dressed in their P.E. kits, so there is no time wasted changing. Please ensure all items of PE kit are clearly named. PE days for the 2023-2024 academic year are as follows:

- Tuesdays - Reception and Year 1
- Thursdays - Year 2 and Year 3
- Fridays - Year 1, Year 2 and Year 3

P.E. Kits

- Navy blue shorts
- Navy jogging top and tracksuit bottoms with Hujjat logo or a suitable plain, dark colour tracksuit
- White Hujjat logo t-shirt
- Plimsolls/dark coloured trainers

There is no specific retailer for standard items from the school uniform list. Any outlets will stock suitable items, however please note that girls' summer dresses should be blue-checked.

Attendance, Absences and Punctuality

Children need a good education and parents/carers have the important task of ensuring that they make the most of this opportunity. Regular and punctual attendance is very important from an early age for:

- Social skills and friendships
- Developing a good attitude to learning and understanding the basics
- Enhanced level of achievement
- Establishing the habits of reliability and punctuality
- The Law ~ poor attendance without good reason can lead to penalty notices and prosecution. **Please access our school Attendance Strategy which outlines the steps the School will take to monitor attendance below 96% as well as punctuality.*

If parents are positive and enthusiastic about school, their children generally will be too.

When Authorised Absence is applicable

- If a child is ill or needs to attend a medical appointment that cannot be arranged outside school hours.
- For a day set aside for religious observance by the religious body to which the child's family belongs.
- For an exceptional circumstance, such as a family bereavement.

What to do if your child is ill

Parents are expected to notify the school as soon as possible on the first day of absence. This can be done by telephoning the school or by email. This should be done before registration at 08:45hrs. Please ensure that you provide a full reason for the absence; "sick", "unwell" or "poorly" does not help us monitor trends within the school. In the case of vomiting or diarrhoea, a child would need to be absent from school for 48 hours.

Attendance Guidelines will be sent to you when your child starts with us.

Exceptional Leave of Absence

Parents do not have an automatic right to withdraw their child during term time. Parents wishing to apply to take a child out of school should apply in writing using the form provided, available from the school office. A leave of absence will only be authorised in very exceptional circumstances, which does not include family holidays.

Medical Information

It is very important the school keeps up to date information about children's medical needs therefore it is imperative to keep in touch with the School Office

Asthma

If your child is asthmatic, it is very important that you discuss their health care with a member of the office staff. You will be asked to complete an Asthma Health Care Plan and to supply an inhaler (with a spacer) that can be kept in school. Please ensure you have indicated this on your Pupil Information Form. A member of the welfare team will contact you regarding this.

Allergies

We need to be aware of any allergy from which your child suffers. The children often taste various foods, handle different materials and take part in cooking activities. If your child has a severe allergy that requires them to carry an adrenaline auto-injector (Epipen/Jext etc) you must provide an adrenaline auto-injectors to be held in school at all times (these must be in-date). You will be required to complete an Allergy Health Care Plan. A member of the office staff will contact you regarding this.

For your child's safety, they must have their inhaler/auto-injector/antihistamine with them from their first day at school.

Hujjat Primary School is a nut free environment therefore please ensure all packed lunches and snacks offered to children are nut free.

Hearing and Speech

Please keep the Office Staff updated on speech therapy and hearing tests as we need to be aware of any existing or new medical needs.

Hygiene

Please impress upon your child the importance of flushing the toilet and washing their hands. This basic training in personal hygiene prevents the spread of tummy bugs as well as increasing the child's independence. Children suffering from sickness or diarrhoea should be kept at home for at least 48 hours to ensure a complete recovery and prevent cross infection.

Head Lice

We do occasionally have cases of head lice in the school: please check your child's head weekly. We will inform you if a case of head lice has been discovered in your child's class. If you require further information the office staff will be happy to assist.

Illness or Injury (including head bumps)

If your child should fall ill or suffer an injury whilst in school, such as a head bump, we need to be able to contact you either by phone or email. Please be sure to inform us of any change to either your home or work telephone numbers. We also need the telephone number of a friend or relative should we be unable to reach you.

Behaviour Expectations

A Values Based Education with clear behaviour expectations is very important at Hujjat Primary School. Our school behaviour and anti-bullying policies are accessible on our school website.

Home-school Agreement

We value parental support that enables home and school to work together to ensure the best possible progress for your child. Our **Home School Agreement** explains the aims and values of Hujjat Primary School. It states the responsibilities of the school, parents, and pupils and can be accessed on our school website.

The school also has an active fundraising group, Friends of Hujjat Primary School, which in addition to fundraising for the school, organises a range of exciting activities for our children throughout the year. Every parent automatically becomes a Friend of Hujjat Primary School.

Parent and Carer Behaviour Expectations/ Code of Conduct

As a school, we aim to keep parents informed of school policy and practices, through regular email communication as well as on our school website. Newsletters are emailed with an overview of events that have taken place in school and are going to be taking place in school in the coming weeks.

All of our staff can be contacted via the School Office email, and we aim to respond within two working days.

Parents/ Carers and visitors are reminded:

- To respect the caring ethos and values of the school.
- To treat others as you would expect and wish to be treated.
- To work together, with staff, for the benefit of the children.
- To approach school staff for help to resolve an issue, in an appropriate manner.
- That all members of the school community are treated with respect, using appropriate language and behaviour.
- That the school needs to work with a child to clarify their version of events in order to bring about an appropriate solution to an issue.
- To correct their child's actions, especially where it could lead to conflict, or unsafe behaviour - both on and off the school premises.
- To use other strategies other than threats, but to listen and to be considerate.

In order to support a peaceful and safe school environment the school will not tolerate parents, carers or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with any of the school's operations or activities anywhere in the school.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Sending abusive or threatening emails, text/messages or other communication to anyone within the school community.

- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff, at the school, or through social media.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.

Should any of the above behaviour occur, the school may feel it is necessary to contact the appropriate authorities and if necessary, ban the offending adult from entering the school premises, or to use a third party for all communications.