THE IVY HOUSE

SECONDARY SCHOOL FOR GIRLS

Parent Handbook.

Practical information for the year ahead.



UNIFORM . PE & STATIONERY . SCHOOL DINNERS . KS3 TIMETABLE

Saint Marys Graces Court . 65 Cartwright Street . London E1 8NB

A LETTER FROM THE HEADTEACHER

Welcome to The Ivy House.

To our families, with gratitude and hope.

Assalamu alaykum wa rahmatullahi wa barakatuh,

It is with great joy, and with gratitude to Allah, that I welcome you and your daughter to The Ivy House. Whether your daughter is joining us for the first time or returning for a new year, we are glad to have your family with us, and we hope her time here is something she will always be proud of.

We founded The Ivy House on a simple conviction: that a girl who is rooted in her faith, taught with real academic ambition, and surrounded by adults who know her and care for her, will grow into a woman of knowledge, character and purpose. Everything in this handbook, from the uniform list to the weekly timetable to our policies, exists to serve that conviction.

Please read the handbook with your daughter before term begins. The first nineteen sections cover the practical arrangements of daily school life. Sections 20 to 35 give short summaries of the school policies that matter most to families, with the full policy behind any summary always available from the school office, and the closing sections answer the practical questions families ask most often.

If anything is unclear, or if there is anything about your daughter that you would like us to know, please write to us at info@theivyhouse.school or speak to us at the office. We would much rather hear from you early and often.

May Allah bless the year ahead, and may He make The Ivy House a place of barakah for your daughter and for every family who joins us.

WELCOME

Everything you need to know.

Practical information for the year ahead.

This handbook covers the practical essentials of your daughter's daily school life, followed by summaries of our key school policies. Any questions, please contact the school office at info@theivyhouse.school or by telephone.

IN THIS HANDBOOK

01	Leadership Team	2	21	Admissions	21
02	School Uniform	3	22	Safeguarding	22
03	PE Kit & Venue	4	23	Attendance Policy	23
04	Uniform Supplier	4	24	Rewards & Sanctions	24
05	Stationery & Equipment	5	25	Suspension & Exclusion	25
06	School Dinners	6	26	Tackling Bullying	26
07	Charging & Tuck Shop	7	27	Mobile Phones Policy	27
08	KS3 Weekly Timetable	8	28	Mental Health & Wellbeing	28
09	Academic Calendar	9	29	Medical Conditions & Medicines	29
10	Fees & Payment Plans	10	30	Our Curriculum	30
11	Behaviour & Conduct	11	31	Prayer (Salah)	31
12	Mobile Phones	12	32	Ramadan	32
13	Attendance & Absence	13	33	Dress & Modesty	33
14	Medical & Medicines	14	34	Charging & Remissions	34
15	Trips & Consent	15	35	Complaints	35
16	Raising a Concern	16	36	Commonly Asked Questions	36
17	The School Day	17	37	Who to Contact	37
18	Homework & Study	18	38	Communication with the School	38
19	Salah & Faith Life	19	39	Supporting SEND	39
20	Our Islamic Ethos	20			

Sections 20 to 35 are policy summaries for parents, and Sections 36 to 39 answer practical questions. The full

SECTION 01 · LEADERSHIP TEAM

The people at the helm.

Your daughter’s care is in the hands of a senior team who know her by name.

The Senior Leadership Team leads on the everyday running of the school and the wellbeing of every pupil. All correspondence should go through the school office in the first instance.

Zara Rahman

HEADTEACHER

Provides visionary and strategic leadership for The Ivy House Girls? School, shaping its educational philosophy, academic direction and distinctive Islamic ethos. She leads the integration of knowledge across disciplines, ensuring that faith, intellectual enquiry and rigorous scholarship form a coherent and ambitious educational experience.

She holds overall responsibility for the quality of education, curriculum development, teaching standards, safeguarding and the continuous improvement of the school. Through a commitment to academic excellence, intellectual independence and character formation, she seeks to nurture young women who think critically, pursue knowledge with purpose and are equipped to contribute meaningfully to their communities and the wider world.

Alya Rahman

ASSISTANT HEADTEACHER · HEAD OF ACADEMIC EXCELLENCE · DSL

Leads the school?s academic standards, teaching quality and pupil achievement, ensuring that every girl is challenged, supported and empowered to fulfil her intellectual potential. She oversees curriculum implementation, assessment and academic progress, alongside her responsibility for safeguarding and pupil welfare.

Rahela Begum

HEAD OF ARABIC AND QUR·ANIC STUDIES

Leads the school?s Arabic and Qur?anic Studies programme across all year groups, overseeing the implementation of the Iqra Arabia programme in partnership with Umm Al-Qura University, Makkah. She works to integrate its teaching methodologies into the school?s curriculum, developing pupils? Arabic proficiency, Qur?anic recitation, Tajweed, memorisation and understanding, rooted in authentic Islamic scholarship.

SECTION 02 . SCHOOL UNIFORM

03

The daily uniform.

Modest, dignified, and consistent with our school ethos.

Uniform is worn from Monday to Friday. It should be clean, well fitted, and worn correctly at all times. Pupils are expected to take pride in their appearance as an extension of taking pride in the school.

Blazer

COMPULSORY

Navy blazer with the school badge on the breast pocket. Worn to and from school and around the building.

Abaya

COMPULSORY

Navy abaya with the school logo. Ankle length, long sleeved, worn over school shirt and skirt.

Skirt

COMPULSORY

Navy skirt, ankle length. Modest cut, in a soft fabric that does not cling, plain finish.

Shirt

COMPULSORY

White long sleeved shirt. Buttoned to the collar. Plain, no visible logos.

Jumper

OPTIONAL

Navy jumper with the school logo. Worn under the blazer for warmth as needed.

Hijab / Scarf

COMPULSORY

Navy blue jersey scarf. Plain, no patterns, secured neatly.

Shoes

COMPULSORY

Black shoes. Flat, closed toe, polished. No trainers or open styles.

A NOTE ON PRIDE

Wearing the uniform well is part of belonging. Name labels in every item, please. It helps us return lost property quickly.

SECTIONS 03 AND 04 . PE KIT, VENUE AND UNIFORM SUPPLIER

04

For physical education lessons.

All PE is delivered in a female only environment throughout.

Pupils change into their PE kit for physical education lessons and change back into uniform afterwards. Kit should be brought on PE days in a labelled bag.

Top

COMPULSORY

Mulberry coloured sports top with school logo.

Bottoms

COMPULSORY

Black sports bottoms. Modest cut, appropriate for movement.

PE VENUE

John Orwell Sports Centre

Every Monday · 2:45 to 4:30pm

PE takes place offsite each Monday afternoon. Pupils are escorted by staff to and from the centre.

SECTION 04 . UNIFORM SUPPLIER

Where to purchase.

Our official uniform supplier for all Ivy House items.

Oceans Designs Uniform

Watney Street, Shadwell, London E1

All badged items (blazer, abaya, jumper, PE top) must be purchased from Oceans Design. Items without a badge (shirt, skirt, shoes, scarf) may be purchased from any supplier, provided they meet the specifications in this handbook.

SECTION 05 . STATIONERY & EQUIPMENT

05

Ready to learn.

Every pupil arrives equipped for every lesson.

Parents are asked to purchase and maintain a full set of school stationery for their daughter. Equipment should be brought to school every day in a clear or plain pencil case, with each item labelled with her name. Equipment is checked periodically by form tutors.

Everyday stationery

COMPULSORY

Blue or black pens, pencils, eraser, sharpener, ruler (30cm), glue stick, scissors, colouring pencils, and a highlighter set.

Basic maths equipment set

COMPULSORY

Required for all year groups: scientific calculator, protractor, compass, set squares, and a 15cm ruler. A standard geometry set (for example Helix Oxford or equivalent) covers most items.

Reading book

COMPULSORY

An appropriate reading book, carried at all times for Reading with Discernment and quiet reading periods.

School bag

COMPULSORY

A plain, sturdy bag large enough to hold A4 folders, books, and equipment.

PLEASE NOTE

All stationery and maths equipment is purchased by parents and is not supplied by the school. Replacements should be made promptly when items are lost or worn out.

PERSONAL REFLECTION JOURNAL | COMPULSORY

Every pupil must purchase a dedicated A5 or A4 journal, labelled with her name, and bring it to each Tafakkur lesson. Through guided writing and contemplation, she will deepen her understanding, self-awareness and ability to connect knowledge, faith and experience. Journaling supports thoughtful reflection (tafakkur) and self-accountability (muhasabah).

06

SECTION 06 . SCHOOL DINNERS

Halal meals, cooked fresh.

Available every school day, Monday to Friday.

The Ivy House offers a hot halal school lunch every day of the school week. Meals are cooked fresh with attention to nutrition, variety, and cultural familiarity. All ingredients are halal certified.

PER MEAL	AVAILABILITY
£4.50	Monday to Friday

HOW IT WORKS

- Weekly menus are published in advance and shared with parents at the start of each half term.
- Payment is made in advance via the school's parent payment system.
- Pupils with dietary requirements or allergies must inform the school office at admissions and of any change thereafter.
- Pupils may bring a packed lunch from home as an alternative. Packed lunches should follow our healthy eating guidance (a copy is available on request).

SECTION 07 . CHARGING & TUCK SHOP

07

Extras, made simple.

How activity charges work, and what the tuck shop offers.

CHARGING FOR EXTRA ACTIVITIES

As an independent school, some enrichment activities carry an additional charge. Where a club, trip, or visit involves external coaches, venue hire, transport, or specialist materials, the cost is shared with parents.

- Charges are confirmed in writing before an activity begins. No pupil is ever charged without prior notice.
- Payment is made in advance via the school's parent payment system. A place is confirmed once payment is received.
- If the school cancels an activity, payments are refunded in full.
- Families experiencing difficulty with a charge should contact the school office in confidence.

THE TUCK SHOP

Run by pupils, for pupils.

Open during morning break . Healthy snacks and fresh fruit

The tuck shop is operated by pupils during break time as part of learning responsibility and enterprise. It stocks healthy snacks and fresh fruit only.

Tuck shop money: please send only a small amount of cash (we suggest no more than £5) in a named purse or wallet. Pupils are responsible for their own money, and the school cannot replace lost cash.

THE IVY HOUSE
SECONDARY SCHOOL FOR GIRLS

KS3
WEEKLY TIMETABLE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:50–8:50	Morning Worship & Hifz	Morning Worship & Hifz	Morning Worship & Hifz	Morning Worship & Hifz	Assembly & Surah Kahf **7:50–8:20**
8:50–9:00	**Registration & Muraqaba**	**Registration & Muraqaba**	**Registration & Muraqaba**	**Registration & Muraqaba**	**Registration & Muraqaba 8:20–8:25**
9:00–10:00	Science RR	Mathematics MM	Mathematics MM	Mathematics MM	Mathematics **8:25–9:10:25** MM
10:00–11:00		Science RR	History AK	History AK	
11:00–11:15	**BREAK**	**BREAK**	**BREAK**	**BREAK**	**BREAK** **10:25–10:40**
11:15–12:15	Geography RR	Science RR	English AK	English AK	Alimiyah Foundation Studies **10:40–11:50** MM
12:15–1:15	Social Science & Enterprise RR	Geography RR			Tazkiyah **11:50–12:40** MM
1:15–2:15	**SALAH & LUNCH**	**SALAH & LUNCH**	**SALAH & LUNCH**	**SALAH & LUNCH**	**SALAH & LUNCH** **12:40–1:40**
2:15–2:45	Taffakur **2:15–2:45*** **RR**	Home Science **2:15–3:30** RR	Art **2:15–3:45*** AK	Muqaddimah **2:15–3:15** AK	Arabic **1:40–2:40** MM
2:45–3:45	PE **2:45–4:30** RH	World & Society **3:30–3:45*** RR		Reading with Discernment **3:15-3:45*** AK	Tafseer **2:40–3:45*** MM
3.45–4:45		**VOID**	Club Enrichment	Club Enrichment	**Archery Society**

***The last 5 minutes of each lesson includes Muhasbah (reflections)**

STAFF KEY

RR Ruji Rahman	**AK Alya Khanom**	**MM Madiha Khan**	**RH Rahela Begum**	**Club Enrichment**

SECTION 09 . ACADEMIC CALENDAR

09

The year at a glance.

The shape of the school year, aligned with the London Borough of Tower Hamlets.

The school year runs across three terms, each with a half term break in the middle. Exact dates for each academic year are published well in advance and shared with every family.

Autumn term

Begins in early September and ends shortly before Christmas, with a one week half term break in late October. The Christmas break follows.

Spring term

Begins in early January and ends before Easter, with a one week half term break in February. The Easter break follows.

Summer term

Begins after Easter and ends in late July, with a one week half term break at the end of May. The summer break follows.

Eid holidays

The school closes for both Eid ul Fitr and Eid ul Adha. Exact dates follow moonsighting and are confirmed nearer the time.

TERM DATES AND INSET DAYS

Term dates are aligned with the London Borough of Tower Hamlets and include all bank holidays. Five INSET days are confirmed and shared with parents in advance each year. The current year's full calendar is available from the school office and on the school website.

SECTION 10 . FEES & PAYMENT PLANS

10

Fees, made clear.

One inclusive annual fee. Two ways to pay.

The annual fee is £9,800 **per pupil, per year**. There are no hidden charges within the annual fee. Charges for extra activities are set out in Section 07. The fee for each academic year is confirmed in the annual fee schedule.

Termly

Three instalments across the year.

1st instalment 31 August
2nd instalment 31 December
3rd instalment 30 April
Per instalment £3,266.67

Payable in advance of each term. The final instalment is adjusted so the annual total is exactly £9,800

Monthly

Eleven instalments across the year.

1st instalment 31 August
Then the last day of each month
Final instalment 30 June
Per instalment £890.91

Eleven consecutive monthly payments, August to June, each due on the last day of the month. The final instalment is adjusted so the annual total is exactly £9,800

HOW TO PAY

Fees are payable by bank transfer to the school account:
THE IVY HOUSE GIRLS SCHOOL LTD (Business Account)
Sort code: 23-05-80 Account number: 58816272
Please use your daughter·s full name as the payment reference.
Your chosen plan is confirmed at admission and applies for the full academic year.
For fee queries, contact the school office: info@theivyhouse.school.

MEANS-TESTED BURSARIES

Means-tested bursary support may be available to eligible families, subject to assessment and availability. Please contact the school office for details.

SECTION 11 . BEHAVIOUR & CONDUCT

11

Firmness and mercy.

How we form character, and how we put things right.

At The Ivy House we form character (akhlaq) by encouraging what is good and correcting what is wrong. We correct the conduct while affirming the dignity of the young woman. Sanctions are never humiliating, never physical, and never applied in anger.

How we recognise good

Verbal praise, positive notes home, recognition in assemblies, responsibility and leadership roles, and awards for effort, kindness, scholarship and service. We reward character as much as attainment, and the quiet good as much as the visible achievement.

How we put things right

A calm, graduated response: a reminder and clear expectation, a conversation, loss of a privilege, a detention or restorative task, contact with parents, and referral to senior staff for more serious matters.

Fairness for every pupil

Expectations are applied consistently by all staff. Reasonable adjustments are made for pupils with SEND, so a sanction is never a punishment for a need. Restorative approaches repair harm and rebuild relationships.

Where this applies

On both blocks, at the sports centre, on visits, on the journey to and from school, and to any online conduct connected to the school. Bullying is not tolerated in any form.

THE FULL PICTURE

This is a summary for parents. Our full Behaviour Policy and our policy on bullying set out the detail and are available from the school office on request.

SECTION 12 . MOBILE PHONES

12

Phones away.

Safe online, present in the lesson, free to concentrate.

A phone in a pocket is a doorway out of the lesson and, at times, into harm. At The Ivy House, mobile phones are not used during the school day. The rule protects focus and wellbeing, and reduces the risk of online harm, bullying and distraction.

The rule

A pupil may bring a phone but must hand it in at the start of the day and collect it at the end. Phones are stored securely and are not used during the school day.

If the rule is broken

A phone used against the rule is confiscated under our Searching, Screening and Confiscation Policy and returned as that policy provides. Repeated breaches are managed through the behaviour system.

WHEN A PUPIL MAY KEEP HER PHONE

In some cases a pupil genuinely needs her phone during the day on safeguarding or medical grounds. A clear example is a girl whose phone is paired to a continuous glucose monitor for diabetes, or a similar medical device. Then the phone is a health need, not a distraction, and the rule must never stand in its way. Please speak to our Designated Safeguarding Lead; any arrangement is agreed in advance and kept on record.

Staff follow the same spirit: personal devices are used in staff areas, not in front of pupils, and images of pupils are only ever taken on school equipment where consent is in place.

13

SECTION 13 . ATTENDANCE & ABSENCE

Here, on time.

Good attendance keeps her learning, well, and safe.

Regular, punctual attendance matters to your daughter's learning and wellbeing. A pupil who is absent may be a pupil at risk, so we treat attendance as a safeguarding matter. Registers are taken every morning and afternoon.

REPORTING AN ABSENCE

Please telephone or email the school office before 8:30am on each day of absence, giving the reason. For any unexplained absence we make a call on the first day of absence, because a pupil we cannot account for is a safeguarding concern.

Appointments

Where possible, please make medical and dental appointments outside school hours. Tell us in advance of any appointment so the absence is recorded correctly.

Religious observance

Tell us in advance of any absence for religious observance. It is recorded correctly and supported within our ethos, which honours the seeking of knowledge.

HOLIDAYS IN TERM TIME

Holidays in term time are not authorised. Leave of absence during term time is granted only in exceptional circumstances, at the Headteacher's discretion and on request in advance.

SECTION 14 . MEDICAL & MEDICINES

14

Safe, well, and included.

A medical condition should never shrink a pupil's school life.

Please tell us about any medical condition so your daughter can take a full and safe part in school. Keeping this information current helps us keep her well.

Healthcare plans

Pupils with a significant or long term condition, such as asthma, diabetes, epilepsy or severe allergy, have an individual healthcare plan drawn up with you and, where relevant, health professionals. It is reviewed at least yearly and whenever the condition changes.

Medicines at school

We give medicine only with your written consent, and only where it would be harmful to withhold it during the day. Medicines are stored safely in their original labelled container, and every dose is recorded.

First aid

Our first aiders are Rahela Begum (First Aid at Work) and Rhizlanne Gseir (Paediatric First Aider, who covers sports and offsite trips). There is a medical room, first aid kits in both blocks, and a defibrillator on site.

If your daughter is unwell

We will always contact you about anything beyond the most minor, and always for a head injury. For anything serious we call 999 without delay and inform you immediately.

TELL US EARLY

The sooner we know about a condition, an allergy or a change, the better we can care for your daughter. Our full Medical Conditions and First Aid policies are available on request.

SECTION 15 . TRIPS & CONSENT

15

Learning beyond.

Purposeful visits, carefully planned and safely run.

Educational visits bring learning to life, from local trips to the weekly offsite physical education at the sports centre. Every visit is planned with care and safety.

How a visit is planned

Every visit has a clear educational purpose and a risk assessment signed off before it runs. Staffing and supervision suit the age, the activity and any additional needs, and at least one first aider goes on every visit.

Supervision & safeguarding

Your daughter is supervised by school staff at all times; any external provider works alongside our staff, never instead of them. Reasonable adjustments make visits accessible to every pupil.

CONSENT & COSTS

We seek your consent for each visit and carry emergency and medical information. Where a visit carries a cost, this is handled as set out in Charging and Tuck Shop (Section 07); no pupil is ever charged without prior notice.

16

SECTION 16 . RAISING A CONCERN

We take concerns seriously.

A clear, fair, and timely way to raise a concern.

We welcome feedback and take every concern seriously. Most are resolved quickly and informally. This is a summary of our procedure in three stages for the small number that are not; raising a concern never disadvantages your daughter.

Stage 1 . Informal

Please raise your concern first with the relevant member of staff, through the school office. We acknowledge it within three school days and aim to resolve it, normally within ten school days.

Stage 2 . Formal

If it is not resolved, write to the Headteacher. She acknowledges within three school days, investigates, and gives a written response, normally within fifteen school days.

STAGE 3 . PANEL HEARING

If the matter is still not resolved, it is heard by a panel that includes a member independent of the running of the school. Written records are kept, and the panel's findings are made available as the Independent School Standards require.

PLEASE NOTE

Some matters follow their own route: admissions, exclusions, safeguarding, SEND disputes and staff matters. The full written Complaints Procedure is available from the office on request.

17

SECTION 17 . THE SCHOOL DAY

The shape of the morning.

Arriving settled, on time, and ready to learn.

A calm, punctual start sets the tone for the whole day. Please help your daughter arrive in good time so she begins settled and ready.

The morning

7:35am	Gates open
7:45am	Registration
8:00am	Gates close

Punctuality

A pupil on site by 8:00am is on time. Arriving after 8:00am is recorded as late. A late pupil signs in at the school office before going to class, so we always know she is safe and present.

WHY THE EARLY START MATTERS

The morning begins with Qur'an and reflection before lessons. Arriving on time means your daughter starts the day with her class, settled and unhurried, rather than catching up.

SECTION 18 . HOMEWORK & STUDY

18

Learning that continues at home.

Deep reading, careful writing, and thinking that lasts.

Homework at The Ivy House is meaningful, not busywork. It consolidates what is taught, builds independent study habits, and prepares pupils for the term ahead.

Our approach

Children today are growing up in the most digitally connected generation in history. While technology offers many benefits, it has also changed how many young people read, concentrate and process information. Increasingly, educators are seeing pupils who find sustained attention, deep reading, independent thinking and long form writing more challenging than in previous generations.

At The Ivy House, we believe schools have a responsibility to strengthen these capacities rather than adapt to their decline. This is why we have chosen to prioritise teacher directed, paper based homework that develops concentration, memory, literacy and resilience through deliberate practice. Technology will remain a tool for specific educational purposes, but it will not replace the cognitive benefits of reading, writing and thinking deeply.

Homework club

A homework club runs once a week, on Wednesdays, giving pupils a quiet, supported space to complete their work with staff on hand to help. All pupils are welcome.

Supporting her at home

Please support your daughter by asking about her homework and her holiday flip learning, and by providing a quiet place and time to study, away from screens. A few minutes of interest from home makes a real difference.

FLIP LEARNING . EVERY HOLIDAY

Over each holiday break, pupils are given flip learning work: an opportunity to explore the new topic units or texts they will study the following term. She returns already familiar with what is coming, ready to go deeper from the first lesson.

SECTION 19 . SALAH & FAITH LIFE

19

Prayer at the heart of the day.

A daily rhythm of worship, honoured and supported.

Salah is a pillar of our pupils' faith and the daily rhythm of the school. The day is arranged so that the prayer falling within school hours is prayed at its time, in a clean, dignified, single sex environment.

Wudu and prayer

Wudu and prayer take place on the ground floor of the South block, in a clean and dignified space kept for the purpose. Areas are supervised with care for pupils' safety, dignity and privacy. Please send your daughter with her own prayer mat, named.

Jumu'ah

On Fridays the school gathers for Jumu'ah, prayed in congregation from 12:30 to 1:30 alongside the lunch period. It is a settled part of the week, and pupils take part together as a school community.

RAMADAN

During Ramadan the school supports pupils who fast, with sensitivity to energy and concentration. Physical education is adjusted so fasting pupils are not strained, prayer arrangements are enhanced, and quiet spaces are available for rest. Pupils who do not fast, for age, health or any reason, are included with kindness, with a private space to eat. No pupil is ever pressured either way, and we work in partnership with you on any medical need.

Pupils are taught how to pray, its meaning, and its place in a life of faith, so that prayer grows from love and understanding rather than routine. Every pupil is supported to take part, including those with SEND or a disability.

SECTION 20 . OUR ISLAMIC ETHOS

20

Our Islamic ethos.

The worldview and character at the heart of the school.

The Ivy House is an Islamic school for girls. Our purpose is to form thoughtful, careful young women whose minds are inspired and whose futures are empowered. The ethos shapes every lesson and every part of the school day.

What we hold to

Every person is created by Allah with a soul, an intellect and a God given dignity. Principles running through the school: **tawhid** (unity of knowledge), **amanah** (trust), **ilm and hikmah** (knowledge and wisdom as worship), **akhlaq and adab** (character and courtesy), **ihsan** (excellence), and **rahmah and adl** (mercy and justice together).

How character is formed

Character is taught, modelled and practised through named programmes: **Tazkiyah** (purification of the soul), **Taffakur** (reflection), **Muqaddimah** (Ibn Khaldun's integrated method) and the **5D Thinking** framework. Development is tracked to support your daughter, never graded, never ranked.

Women she will read about

We name the women of Islamic scholarship throughout the curriculum, such as Aisha bint Abi Bakr, jurist and foremost transmitter of hadith, and Fatima al Fihri, founder of one of the world's oldest universities, so pupils see themselves in the tradition of learning.

Rooted, and outward looking

We actively promote democracy, the rule of law, individual liberty and mutual respect as values our faith already honours. The school upholds the **Equality Act 2010 in full**: the ethos is a source of kindness and respect, never a basis for excluding or demeaning any person.

THE FULL PICTURE

This is a summary for parents. The full **IS01 Islamic Ethos and Character Education** policy is available from the school office on request.

SECTION 21 . ADMISSIONS

21

Joining The Ivy House.

How admissions work, fairly and clearly.

The Ivy House admits girls from Year 7. We are not academically selective and never admit or refuse on the basis of ability. As an independent school we set our own arrangements, applying the same principles of fairness, applied without discrimination as the state code.

How to apply

Register your interest and visit the school; complete the application form; we confirm whether a place is available; where offered, you accept in writing and sign the parent contract; admission checks and any support are agreed and a start date confirmed.

If a year group is full

Places go in order to: a girl who is looked after or has an EHC plan naming the school; a sister of a pupil on roll; then by application date. A waiting list is kept in the same order and does not lapse if an earlier offer was declined.

SEND and disability

A girl is never refused admission because of disability or special educational need. Reasonable adjustments, including the ground floor learning zone in our Accessibility Plan, are made so pupils with a range of needs are admitted and supported.

If you disagree

You may ask the Headteacher to review an admission decision; a complaint about how an application was handled follows Raising a Concern (Section 16). Application data is held securely and kept no longer than necessary.

THE FULL PICTURE

This is a summary for parents. The full **GOV02 Admissions** policy is available from the school office on request. Fees and payment plans are in Section 10.

SECTION 22 . SAFEGUARDING

22

Keeping your daughter safe.

Everyone's responsibility, every day.

Our procedures follow Keeping Children Safe in Education 2026 and the London Child Protection Procedures, and apply on both blocks, at the sports centre, on visits, and online.

What staff do

Notice any worry and act on it, listening carefully and never promising secrecy. **Record** it the same day, factually and in the pupil's own words. **Report** it to the Designated Safeguarding Lead immediately (999 first if a child is in danger). **Refer**: the DSL decides on support in school, early help, or referral to children's social care without delay.

What we are alert to

All four categories of abuse; abuse between pupils; online harm including grooming and radicalisation; exploitation; domestic abuse; mental health need; missing education. As a girls' school we treat FGM, forced marriage and abuse carried out in the name of honour with clarity and sensitivity: never justified by culture or faith, and our duty to protect is absolute.

Working with you

We work with families and provide early help before concerns become acute. Information is shared promptly and lawfully with those who need it to protect a child, data protection is never a barrier to keeping a child safe.

Who to contact

DSL: Rhizlanne Gseir · **Deputy DSL:** Rahela Begum, both via the school office. **Tower Hamlets MAST:** 020 7364 5006 · **out of hours:** 020 7364 4079 · **LADO** (concern about an adult): 020 7364 0677 · **NSPCC:** 0808 800 5000 · **Police:** 999 / 101.

THE FULL PICTURE

This is a summary for parents. The full **SG01 Safeguarding Policy** and **SG02 KCSIE Procedures** are available from the school office on request. Independent oversight is provided by our Safeguarding Board Adviser, Zarina Connely.

SECTION 23 . ATTENDANCE POLICY

23

Attendance matters.

In school, safe, and learning.

A pupil who is not in school may be a pupil at risk, so attendance and safeguarding are handled together. Registers are legal documents, taken every morning and afternoon with the national codes.

What we expect, and how we help

High expectations, clearly communicated; strong and improved attendance celebrated. Where attendance is difficult, we take a **graduated approach that begins with support**: understanding the barriers and working with the family to remove them before any formal step.

Reporting absence and lateness

Please telephone or email the school office before 8:30am on each day of absence or lateness, giving the reason. On the first day of an unexplained absence we contact you to confirm the reason and that your daughter is safe. Persistent or severe absence leads to a meeting and a support plan; where there is a safeguarding dimension, the DSL leads a child protection response.

Absence as a signal

Unexplained, persistent or sudden absence can indicate harm: neglect, exploitation, forced marriage, or a family in crisis. Staff report patterns to the DSL, and a pupil who cannot be accounted for is managed under the Missing Child policy.

Leave in term time

Holidays in term time are not authorised. Leave is granted only in exceptional circumstances, at the Headteacher's discretion and on request in advance. Religious observance is considered sensitively and within our ethos.

THE FULL PICTURE

This is a summary for parents; everyday arrangements are in Section 13. The full **SG12 Attendance** policy is available from the school office on request.

SECTION 24 . REWARDS & SANCTIONS

24

Rewards and sanctions.

How we recognise good and put things right.

We form character (akhlaq) by encouraging what is good and correcting what is wrong, with firmness and mercy together. This applies on both blocks, at the sports centre, on visits, on the journey to and from school, and online where connected to the school.

Rewards

Verbal praise, positive notes home, recognition in assemblies, responsibility and leadership roles, and awards for effort, kindness, scholarship and service. We reward character as much as attainment, and the quiet good as much as the visible achievement.

Sanctions

Proportionate and calm: a reminder, a conversation, loss of a privilege, a detention or restorative task, contact with parents, referral to senior staff for serious matters. Never humiliating, never physical, never applied in anger: we correct the conduct while affirming the dignity of the young woman.

Fairness for every pupil

The framework is applied consistently by all staff. Reasonable adjustments are made for SEND, so a sanction is never a punishment for a need, and restorative approaches repair harm and rebuild relationships.

Recorded and reviewed

Rewards and significant sanctions are recorded so patterns can be seen and parents kept informed. Data is analysed each term for consistency and for any disproportionate impact on a group.

THE FULL PICTURE

This is a summary for parents; see also Behaviour & Conduct (Section 11). The full **BP01 Behaviour** and **BP02 Rewards and Sanctions** policies are available from the school office on request.

SECTION 25 . SUSPENSION & EXCLUSION

25

Suspension and exclusion.

A last resort, handled fairly and with care.

As an independent school our power to suspend or remove a pupil comes from the parent contract, but we choose to mirror the statutory principles: lawful, reasonable, fair, proportionate, free of discrimination, and sensitive to special educational needs.

Suspension

A temporary, fixed period removal for serious conduct. You are told promptly and in writing of the reason, length and arrangements; work is set, and a reintegration plan is made for her successful return.

Permanent removal

Used only for a serious breach, or where remaining would seriously harm her welfare or others'. Before deciding, the Headteacher considers her circumstances, SEND, safeguarding factors, and alternatives including a managed move.

Your right to be heard

You receive the reason in writing and may make representations to the Proprietor, reviewed with independent scrutiny, including our Safeguarding Board Advisor where fairness or safeguarding is in question. Complaints about handling follow Section 16.

What we will not do

No pupil is removed because of a protected characteristic or a need the school should be meeting. Removing a pupil from the roll to avoid a fair process is not permitted, and the local authority is notified when a pupil leaves so she never becomes a child missing education.

THE FULL PICTURE

This is a summary for parents. The full **BP03 Suspension and Exclusion** policy is available from the school office on request.

SECTION 26 . TACKLING BULLYING

26

Tackling bullying.

A school where every pupil is safe, respected, and belongs.

The Ivy House does not tolerate bullying: behaviour repeated over time that intentionally hurts another pupil, physically or emotionally, including online and bullying driven by prejudice.

How we prevent it

A culture of respect (adab) and belonging built through Tazkiyah, Personal Development and assemblies. Pupils are taught what bullying is, including online, and how to report safely. Staff challenge unkindness early and never dismiss it as banter.

When it is reported

Every report is taken seriously, recorded, and stopped. The girl who was bullied is kept safe with her wishes central to the response; the girl who bullied is helped to understand and change, with proportionate consequences. Parents of both are involved, and we follow up to make sure it has not resumed.

When it is more than bullying

Where bullying is a safeguarding concern or amounts to abuse between pupils, the Designated Safeguarding Lead leads under our safeguarding procedures (Section 22).

Telling us

If you believe your daughter is being bullied, or bullying another girl, contact her form tutor or the Deputy Headteacher through the school office. We would always rather hear early. Pupil voice surveys ask directly whether girls feel safe and able to report.

THE FULL PICTURE

This is a summary for parents. The full **BP04** policy on bullying is available from the school office on request.

SECTION 27 . MOBILE PHONES POLICY

27

Mobile phones.

Safe online, present in the lesson, free to concentrate.

Mobile phones are not used during the school day. The rule protects learning, focus and wellbeing, and reduces the risk of online harm, bullying and distraction.

The rule

A pupil may bring a phone but hands it in at the start of the day and collects it at the end. Phones are stored securely and not used during the school day.

Exceptions

Agreed on safeguarding or medical grounds in consultation with the DSL, for example a phone paired to a continuous glucose monitor. Any exception is recorded in writing.

If the rule is broken

The phone is confiscated under our Searching, Screening and Confiscation Policy and returned as that policy provides. Repeated breaches go through the behaviour system. If a phone may hold material of safeguarding concern, the DSL is involved and staff do not view or share it.

Staff follow the same spirit

Personal devices are used in staff areas, not in front of pupils; images of pupils are taken only on school equipment and only where consent is in place.

THE FULL PICTURE

This is a summary for parents; see also Section 12. The full **BP05 Mobile Phones** policy is available from the school office on request.

SECTION 28 . MENTAL HEALTH & WELLBEING

28

Mental health and wellbeing.

Her wellbeing matters as much as her learning.

Our care is rooted in an ethos that honours the heart (qalb) and the soul (nafs). We build a school where seeking help is normal and never shameful.

Building resilience

The Tazkiyah programme and wellbeing strands (Listening Ear, Reflection Companions, Wellbeing Walkers) build self knowledge and connection, and RSHE teaches emotions, stress, sleep, screen use and where to seek help.

Noticing and supporting

Staff watch for changes in mood, behaviour, appearance, attendance or engagement. The Senior Mental Health Lead arranges support: pastoral care, a support plan, or referral to the GP, CAMHS or specialists. Staff never diagnose; they route to the right professional help, working with you throughout.

If she is at risk

Where a pupil may be at risk of harm to herself, staff respond with compassion and without delay, involving the Senior Mental Health Lead and the DSL the same day. This is a safeguarding matter: parents are involved, and urgent medical help is sought as needed. We never manage serious risk alone.

Where to find help

Alongside your GP and NHS services: **Childline** 0800 1111 · **Papyrus HOPELINE247** 0800 068 4141 · **Samaritans** 116 123 · **Shout** text 85258 · **Beat** (eating disorders) · **Kooth** (online support).

THE FULL PICTURE

This is a summary for parents. The full **BP08 Mental Health and Wellbeing** policy is available from the school office on request.

SECTION 29 . MEDICAL CONDITIONS & MEDICINES

29

Medical conditions and medicines.

A medical condition should never shrink a pupil's school life.

This policy covers pupils with short term or long term conditions, on site and on visits, and any medicine given at school.

Healthcare plans

A pupil with a significant or long term condition, such as asthma, diabetes, epilepsy or severe allergy, has an individual healthcare plan drawn up with you and health professionals, reviewed at least yearly and whenever the condition changes.

Medicines at school

Given only with your written consent, and only where withholding during the day would be harmful. Stored securely in the original labelled container; every dose recorded. Girls competent to manage their own condition, such as carrying an inhaler, are supported to do so.

Emergencies

The school holds a spare salbutamol inhaler and spare adrenaline auto injectors for pupils known to be at risk. Staff are trained to respond to an asthma attack and anaphylaxis, use the emergency medicines, and call 999.

Visits and PE

Medical needs are planned into every visit and PE session: the risk assessment includes them, medicines travel with your daughter, and trained staff accompany her.

THE FULL PICTURE

This is a summary for parents; see also Section 14. The full **HS04 Medical Conditions and Medicines** and **HS03 First Aid** policies are available from the school office on request. Tell us early about any condition, allergy or change.

SECTION 30 . OUR CURRICULUM

30

Our curriculum.

Broad, ambitious, and rooted in an Islamic worldview.

We specify what every girl must know and be able to do by the end of each unit and key stage, and sequence knowledge so it builds and lasts.

What she studies

English, mathematics, science, humanities, and the creative, physical and technological subjects, leading to GCSE from Year 9, with reading, writing and oracy taught in every subject, plus Personal Development, RSHE (within the tenets of the faith), careers and enrichment.

The Islamic curriculum alongside

Running throughout, not bolted on: Islamic Sciences (Tafseer, Fiqh, Hadith, Seerah, Aqeedah), Qur'an and Hifdh, Muqaddimah, Tazkiyah and Taffakur. The Islamic worldview is drawn out of each subject authentically, never artificially imposed.

How the years are taught

In Years 7 and 8, mixed age classes on a two year Cycle A and Cycle B: each girl learns at her own pace while progress is tracked against **her own year group's** expectations. From Year 9, classes are taught separately for examination specialism.

Ambition for every pupil

The same ambitious curriculum is taught to all: adapted, not reduced, for SEND; stretched without ceiling for the highest attainers. The full curriculum is an entitlement, not a reward.

THE FULL PICTURE

This is a summary for parents. The full **CUR01 Curriculum** policy and subject curriculum maps are available from the school office on request.

SECTION 31 . PRAYER (SALAH) POLICY

31

Prayer (Salah).

Honouring prayer in the rhythm of the school day.

Salah is a pillar of our pupils' faith and a daily rhythm of the school, facilitated in a clean, dignified and carefully supervised way.

In the school day

The timetable is arranged so the prayer falling within school hours is prayed at its time, in a clean, dignified space with wudu facilities, in a single sex environment that supports modesty and comfort.

Taught, not just timetabled

Pupils are taught how to pray, its meaning, and its place in a life of faith, so that prayer grows from love and understanding rather than routine.

Supervised with dignity

Prayer and wudu areas are appropriately supervised, with regard to safeguarding and to pupils' dignity and privacy, following the Staff Code of Conduct.

Every pupil included

Every girl is supported to take part, including pupils with SEND or a disability, with adjustments to the space and support as needed.

THE FULL PICTURE

This is a summary for parents; daily arrangements, including Jumu'ah, are in Section 19. The full **IS06 Prayer (Salah)** policy is available from the school office on request.

SECTION 32 . RAMADAN POLICY

32

Ramadan.

Supporting pupils and staff through Ramadan.

Ramadan is a blessed and joyful month for our community. We support those who fast, protect everyone's wellbeing, and include with kindness those who do not.

Supporting those who fast

Sensitivity to energy and concentration; PE and strenuous activity adjusted so fasting pupils are not strained; demanding assessments scheduled with the month in mind where possible; prayer enhanced and quiet spaces available for rest.

Wellbeing and safeguarding

Staff respond with care to any sign of unwellness, and fasting is never allowed to mask disordered eating; concerns go to the pastoral team and Senior Mental Health Lead. Pupils with a medical need are exempt and supported.

Those who do not fast

Included with kindness and never made to feel less. A private, comfortable space is available for eating and drinking, and no pupil is pressured to fast or not to fast.

In partnership with you

We work with you on your daughter's arrangements during the month, including any medical considerations, so support is consistent between home and school.

THE FULL PICTURE

This is a summary for parents. The full **IS07 Ramadan** policy is available from the school office on request.

SECTION 33 . DRESS & MODESTY POLICY

33

Dress and modesty.

Hayya in dress and across school life.

Modesty is a value the whole school honours, in a way that upholds dignity, faith and belonging, and never becomes a source of exclusion.

Pupil and staff dress

The uniform is modest, dignified and practical, and includes the hijab; PE kit is modest and suitable for activity. Staff dress modestly and professionally, modelling the school's values. Uniform is kept affordable, with branded items limited and support where cost is a barrier.

Across school life

The single sex environment supports modesty throughout the day. Any search of a pupil is conducted by female staff with full regard to modesty and dignity; changing and shower facilities at the sports centre are reserved for our pupils; visits and visitors are arranged with the single sex environment in mind.

Kindness and common sense

The policy is applied with reasonable adjustments for a pupil's disability, medical need or particular circumstance, so that modesty supports dignity for every girl.

THE FULL PICTURE

This is a summary for parents; the uniform list and supplier are in Sections 02 to 04. The full **IS08 Dress and Modesty** policy is available from the school office on request.

SECTION 34 . CHARGING & REMISSIONS

34

Charging and remissions.

Fees, additional charges, and help with hardship.

Charging at The Ivy House is fair and transparent, and is never a barrier to a pupil taking part in the curriculum.

What fees cover

Tuition fees cover the taught curriculum (core subjects and the Islamic curriculum), standard classroom resources, and PE at the sports centre. Fees, payment dates, deposits and notice terms are set out in the parent contract and the annual fee schedule (see Section 10).

Additional charges

Reasonable charges, notified in advance, may apply for optional visits and residentials, individual specialist tuition, extra examination entries and resits, replacement of items damaged through misuse, and items bought through the school. No pupil is ever charged without prior notice.

Curriculum visits

No pupil is prevented from a compulsory part of the curriculum by inability to pay. For curriculum visits we seek voluntary contributions, genuinely voluntary, with no pupil treated differently for not contributing.

Hardship and arrears

Requests for help are considered sympathetically and in confidence; any bursary support follows transparent criteria. Speak to the Headteacher early if circumstances change; arrears are handled sensitively, with your daughter's welfare always considered.

THE FULL PICTURE

This is a summary for parents; see also Section 07. The full **GOV11 Charging and Remissions** policy is available from the school office on request.

SECTION 35 . COMPLAINTS POLICY

35

Complaints.

How the school handles concerns and complaints.

We welcome feedback and take every concern seriously. Most are resolved quickly and informally; raising a concern never disadvantages your daughter. Timescales are in school days during term time.

Stage 1 . Informal

Raise the concern with the relevant member of staff or the Headteacher. We acknowledge within **3 school days** and aim to resolve it, normally within **10**.

Stage 2 . Formal

If unresolved, write to the Headteacher setting out the complaint and the outcome sought. Acknowledged within **3 school days**; written response with findings, reasons and actions normally within **15**.

Stage 3 . Panel hearing

Request in writing within **10 days** of the Stage 2 response. A panel of three not involved in the matter, at least one independent of the school's management, hears it normally within **20 days**; you may attend and be accompanied. Findings issued within **5 days** of the hearing.

What follows its own route

Admissions decisions, suspensions and exclusions, safeguarding matters, SEND provision disputes, staff matters and whistleblowing each follow their own procedure. If you remain dissatisfied with how a complaint was handled, you may raise it with the Department for Education via GOV.UK.

THE FULL PICTURE

This is a summary for parents; see also Section 16. The full **GOV03 Complaints Policy and Procedure**, with the record keeping and confidentiality provisions, is available from the school office on request.

SECTION 36 . COMMONLY ASKED QUESTIONS

36

The questions families ask.

Quick answers for everyday situations.

Most everyday questions have a simple answer. Here are the ones families ask most often, with where to turn in each case.

My daughter is unwell and will be absent.	Telephone or email the school office before 8:30am on each day of absence, giving the reason.
My daughter is running late.	Let the office know before 8:30am. She signs in at the school office before going to class, so we always know she is safe and present.
She has a medical or dental appointment.	Make appointments outside school hours where possible. Tell us in advance so the absence is recorded correctly, and she signs out and back in at the office.
She feels unwell during the school day.	She tells her teacher, who will involve our first aiders. We will contact you about anything beyond the most minor, and always for a head injury. Girls should not call home themselves; the office will contact you.
She needs to take medicine at school.	Bring the medicine in its original labelled container to the school office with your written consent. Every dose is recorded. See Section 29.
She has forgotten her lunch or lunch money.	She tells her form tutor or the office. No girl goes without lunch; we settle it with you afterwards.
She has forgotten equipment, her PE kit or part of her uniform.	She explains to her teacher before the lesson, and the office can help with a spare where we have one.
She has lost something.	Ask her form tutor or the office. Name labels in every item help us return property quickly.
I need to get a message to her during the day.	Contact the school office and we will pass an urgent message on. Phones are handed in for the day, so please do not text her.
She is finding homework	She should speak to her subject teacher first. Homework

SECTION 37 . WHO TO CONTACT

37

The right person, first time.

Every query has a home. Here is where each one goes.

All correspondence goes through the school office in the first instance, at info@theivyhouse.school or by telephone. The office routes your query to the right person, and the table below shows who that is.

Absence and lateness	The school office, by telephone or email, before 8:30am on each day.
A safeguarding concern	Rhizlanne Gseir, Designated Safeguarding Lead, directly through the office. Do not wait.
Your daughter's wellbeing or pastoral care	Her form tutor first, then the Deputy Headteacher.
Teaching, curriculum and progress	Her subject teacher or form tutor first, then the Headteacher for whole school matters.
The Islamic Science programme	Rahela Begum, Head of Islamic Science, via the office.
Special educational needs and disabilities	Rhizlanne Gseir, SENDCo, via the office. See Section 39.
Fees, payments and administration	Ruhena Ali, Business Manager, via the office.
Admissions	admissions@theivyhouse.school
Medical conditions and medicines	The school office, who will involve our first aiders and the SENDCo as needed.
A concern or complaint	The relevant member of staff first, through the office. See Section 35 for the stages.

IF A CHILD IS AT IMMEDIATE RISK

Call 999 first, then tell the Designated Safeguarding Lead. Safeguarding contacts for evenings, weekends and holidays are in Section 22.

SECTION 38 . COMMUNICATION WITH THE SCHOOL

38

How we stay in touch.

Open, courteous, and in good time, in both directions.

Strong communication between home and school is part of how we care for your daughter. This is what you can expect from us, and what we ask of you.

What you can expect from us

We acknowledge messages within three school days, and sooner for anything urgent. We contact you the same day about anything serious concerning your daughter, and we tell you promptly about rewards, concerns and events. During school holidays, responses take longer and urgent safeguarding routes in Section 22 apply.

What we ask of you

Please route messages through the school office so nothing is missed, keep your contact details up to date at all times, and tell us early about anything at home that may affect your daughter at school. We would always rather hear from you early and often.

Courtesy and care for staff

Our staff give your daughters their working days, and we protect their evenings, weekends and holidays. Please do not expect replies outside school hours. We ask that all communication with staff is courteous; where a conversation becomes abusive, staff may end it, and the matter will be taken up by the Headteacher.

Meetings and appointments

Staff teach through the day, so please arrange meetings in advance through the office rather than arriving unannounced. We are glad to meet; a little notice means the right person, with the right information, and enough time.

RAISING A CONCERN

Most concerns are resolved with one conversation. Where one is not, the stages in

SECTION 39 . SUPPORTING SEND

39

Every girl, supported to succeed.

Special educational needs and disabilities at The Ivy House.

Some girls need support that is additional to or different from their peers, for a season or throughout school. Our SENDCo is Rhizlanne Gseir, contactable through the school office.

It starts in the classroom

Excellent everyday teaching is the foundation: every teacher is responsible for the progress of every girl in her class and adapts her teaching to a range of needs. The same ambitious curriculum is taught to all; for a pupil with SEND it is adapted, never reduced.

The graduated approach

Where more is needed, we follow the SEND Code of Practice cycle. **Assess:** we build a clear picture from teachers, assessment, your insight and your daughter's own voice. **Plan:** together we agree outcomes and support, recorded in a support plan where appropriate. **Do:** the support runs, in class and through targeted help. **Review:** progress is reviewed with you regularly and the plan adjusted.

Reasonable adjustments

Adjustments are made so that every girl can take a full part in school life, including the ground floor learning zone in our Accessibility Plan for pupils with mobility needs. A girl is never refused admission because of disability or special educational need, and a sanction is never a punishment for a need.

Working with you, and beyond

Parents are partners at every step of the cycle. Where a pupil has an education, health and care plan we work with the local authority, and we draw on external professionals where their advice helps. If support is no longer needed, we step it back carefully and keep watching.

THE FULL PICTURE

This is a summary for parents. Our full SEND Policy and Accessibility Plan are available



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— Sahih Muslim



QUESTIONS?

We are here.

Contact the school office.

For any questions about uniform, PE, stationery, school meals, or the practical arrangements described in this handbook, please contact the school office. We are happy to advise on sizing, ordering, dietary requirements, or anything else you need to prepare your daughter for the start of term.

SCHOOL OFFICE

info@theivyhouse.school
admissions@theivyhouse.school
theivyhouse.school

ADDRESS

Saint Marys Graces Court
65 Cartwright Street
London E1 8NB