



Narrated by Ibn 'Umar:

The Prophet (saw) said, "Amongst the trees, there is a tree, the leaves of which do not fall and is like a Muslim. Tell me the name of that tree." Everybody started thinking about the trees of the desert areas. And I thought of the date palm tree. The others then asked, "Please inform us what is that tree, O Allah's Messenger (saw)? He replied, "It is the Date Palm tree."

[Bukhari]



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## Head Teacher Message

Dear Parent/Carer,

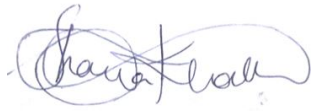
### A very warm welcome to Date Palm Primary School

I would like to take this opportunity to welcome you and your child to Date Palm Primary School. We look forward to getting to know you and working in close partnership, to ensure your child settles happily, enjoys school life, and fulfils their full potential.

We want all our pupils to be successful, and we are constantly searching for new and innovative ways to make learning exciting, so that everyone at Date Palm enjoys the sense of adventure learning brings and discovers how learning changes lives.

We hope that this handbook contains useful information to support your introduction to Date Palm Primary School however, if you have any other queries, please do not hesitate to contact the school office.

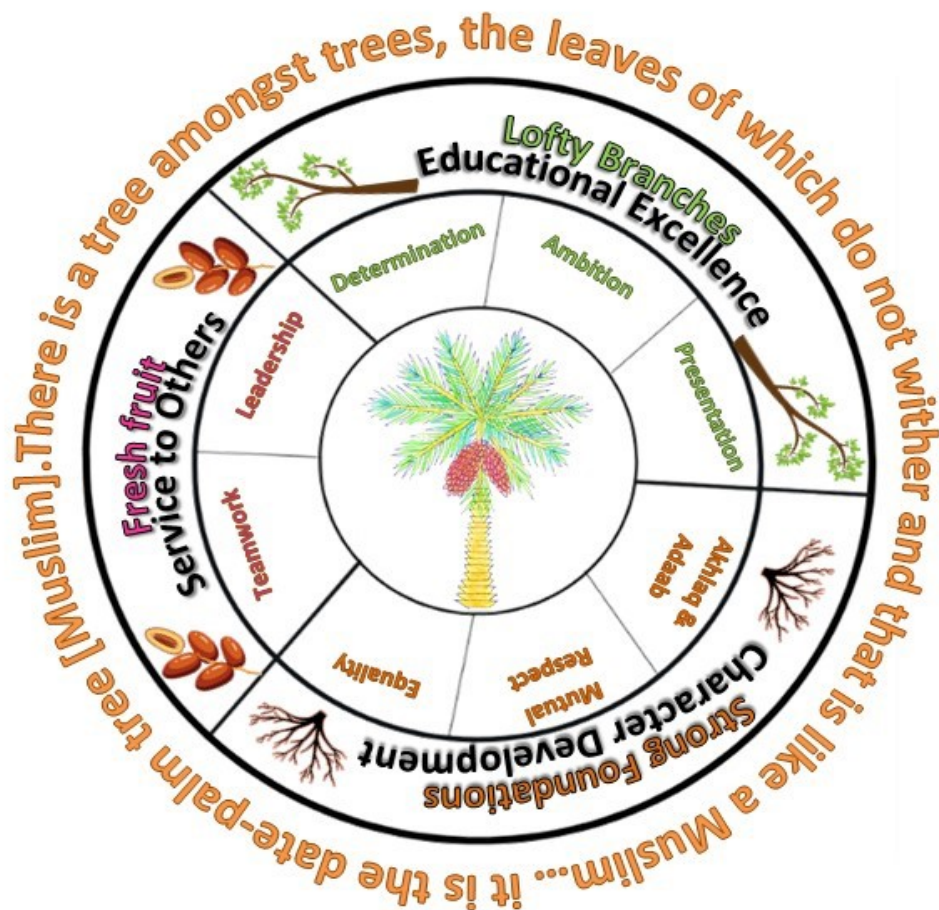
With Best Wishes,

A handwritten signature in blue ink, appearing to read 'Sharifa Khatun', with a stylized flourish at the end.

Sharifa Khatun  
Headteacher

## Our School Ethos and Value

“Our vision is for Date Palm Primary School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches** and **produce fresh fruit.**”



## OUR SCHOOL AIMS

### Strong Foundations – Character Development

- ❖ We aim to instil the values of honesty, compassion, and mutual respect into all our pupils
- ❖ We aim to inspire each pupil to become the best person they can be
- ❖ We aim to fulfil the amaanah that is upon us with regards to the children's tarbiyyah and academic education, with the awareness that we have full accountability.
- ❖ We aim to display the best manners at all times, implementing the Quraan and Sunnah, and being a leading role model to our children.

### **Lofty Branches – Educational Excellence**

- ❖ We aim to provide learning experiences which are challenging, motivating and have high expectations for all
- ❖ We aim to deliver a broad, balanced range of experiences in a variety of different learning contexts, both in the classroom and in the wider outdoor environment
- ❖ We aim to help all pupils to progress in their skills development and build on their prior knowledge and understanding
- ❖ We aim to provide learning opportunities which allow all pupils to develop their full capacity for different types of thinking and learning.
- ❖ We aim to support each child's skills and talents by providing opportunities for personalisation and choice in learning.
- ❖ We aim to help our children develop the transferable skills they will need to take their place in tomorrow's world.
- ❖ We aim to deliver a curriculum which is relevant to our children's lives, today and in the future.

### **Fresh Fruit – Service to Communities**

- ❖ Above all, we aim to value our children and to develop them as the successful learners, confident individuals, effective contributors, and responsible citizens of Britain's future.
- ❖ We aim to commit to charitable endeavours and to make a positive difference to our world.

## OUR VALUES

**D** – determination: resolving to try our best, despite difficulties

**A** – ambition: aspiring to be our best

**T** – teamwork: cooperating and working together for excellence

**E** – equality: providing each and every individual the same rights and opportunities

**P** – presentation: displaying ourselves and our work in the best possible way

**A** – akhlaq & adaab: striving to perfect our character and mannerisms

**L** – leadership: leading and guiding a group of people confidently

**M** – mutual respect: treating others as we wish to be treated

### Mission Statement

Our mission is to develop young children with active and creative minds, a sense of understanding and compassion for others, and courage to act on their beliefs. We stress the total development of each child: spiritual, moral, intellectual, social, emotional, and physical so that they can be successful in this life and the hereafter.

### School Contact Details

#### **Date Palm Primary School**

80-82 Greenfield Road, London E1 1EJ

☎: 020 3989 5888

✉: [admin@datepalmpprimary.com](mailto:admin@datepalmpprimary.com)

🌐: [www.datepalmpprimary.com](http://www.datepalmpprimary.com)

#### **School opening time**

8:10 am and end at 3:15pm\*

Nursery Morning Session: 8:15am to 11:15am / Afternoon session: 12:15pm to 3:15pm

\*Ramadan times are 9:15am-3:15pm

### COVID-19

Please see our Covid-19 Safeguarding Addendum 2020 for guidelines related to changes to the way we operate and other useful information.

## Our School

We aim to create a welcoming atmosphere and actively seek to involve families in the life of our school. We believe in a strong parent-school partnership and your opinion matters to us. We welcome any positive feedback and comments about the school from parents. Parents can put forth their views directly at our regular Coffee Morning meeting. Our Coffee Morning meetings serves as an opportunity to involve parents in the school, run beneficial workshop, highlight upcoming school events and discuss any changes to the curriculum. We are aware that parents tend to have class Whatsapp groups, but we urge you to use these for social purposes only. The school does not have any involvement or responsibility connecting to parent social groups. Please rely on the following methods below for school communications. Important information and regular updates will be sent via these methods and it is the parent's responsibility to check these regularly.

### School Communication platform – ClassDojo, Tapestry, Whatsapp and School email

**ClassDojo, Tapestry and Whatsapp** (are apps available to download free on android and apple devices).

**School Email, ClassDojo and Whatsapp** – are used by all EYFS and Primary Years

**Tapestry** – only EYFS

Please ensure you download these free apps before the start of the school year. All school related information will be sent via these platforms. If you require further information or require help to set up these applications, please visit the school office during opening hours.

### School Uniform: (Nursery – Year 6)

Boys	Girls
<ul style="list-style-type: none"><li>• Charcoal grey trousers / formal shorts below knee</li><li>• White shirt / plain white T shirt (only in summer)</li><li>• Navy cardigan / jumper</li><li>• White Thoab (optional on Fridays)</li><li>• Black school shoes</li><li>• Hair cut should one length.</li></ul>	<ul style="list-style-type: none"><li>• Charcoal grey pinafore dress / navy check pinafore dress (summer)</li><li>• Navy cardigan / jumper</li><li>• Charcoal grey trousers / skirt below knee</li><li>• White shirt</li><li>• Navy tights / leggings</li><li>• Plain Navy pull on hijab (optional)</li><li>• Grey jilbaab (optional)</li><li>• Black school shoes</li><li>• Stud earring</li></ul>
<p><b>PE:</b></p> <ul style="list-style-type: none"><li>• Grey/navy tracksuit bottom</li><li>• Navy school logo T-shirt</li><li>• Trainers</li></ul>	

**\*\*All school pupils are given a Date Palm book bag free when they start reception - any Replacement for lost/damaged bags costs £12 \*\***

**\*\*PE school T-shirt can be purchased from the front office for £12\*\***

Girls are not allowed to wear jewellery such as bracelet, necklace and ring with the exception of stud earring. However, during PE girls are not permitted to wear stud earring as this could present a serious hazard or serious injury to the child.

All items of clothing **MUST** be labelled to avoid it getting lost. Pupils are encouraged to take responsibility for their own personal belongings. We must remind you that if items are mislaid or lost, the school is not liable and cannot offer financial recompense.

If your child is allergic to the uniform fabric, please order suitable uniform in the summer holidays in the correct colours. This is not a valid reason for not coming into school with the correct uniform.

The school reserves the right to send children home to change if they deem to not have a valid reason for not wearing the correct uniform.

## Fees

### **Nursery:**

We provide 15 hours of **FREE** nursery placement and **FREE** 30 hours for those eligible. Additional hours are charged at £9.50 per hour. (30 Hour placements must be confirmed with MRC before the term starts.)

### **Reception:**

£2,500 per academic year

£2,200 for children eligible for 30 hours funding

### **Primary years 1-6:**

£3,300 per academic year

There is a 10% sibling discount for children in primary years.

Below is the method and deadline for fee payment.

Fees must be paid termly before the term starts.

**By 31<sup>st</sup> August for Autumn term**

**By 31<sup>st</sup> December for Spring term**

**By 31<sup>st</sup> March for summer term**

If you have more than one child you must make termly payment for the first child and have the option to pay monthly via direct debit for any other children, this can be spread over 12 months (September to August). Payment must be set up for the 1<sup>st</sup> of each month.

The £300 deposit paid upon registration will be deducted from the last payment made to the school or be returned with one term notice.



## Account Details

***Please put your child's full name as reference***

## Class Timetable

Below is a sample of a Reception class timetable. Timetables for nursery and reception are not fixed and can be changed regularly.

SELF REGISTRATION & Free member skills activities															
M		PHONICS	LITERACY (35 Mins)	BREAK	ISLAMIC STUDIES	ARABIC / QURAN	LUNCH	PLAYGROUND	Story Time / Hometime	ADULT-LED LITERACY TOPIC-BASED FREE FLOW (50 Min)	BREAK	MATHS (35 Mins)	ADULT-LED MATHS TOPIC-BASED FREE FLOW (45 Mins)	STORY TIME / HOMETIME	
T		PHONICS	MATHS (35 Mins)	BREAK	Shared Reading (30 MINS)	QURAN	LUNCH	PLAYGROUND	PHONICS	ADULT-LED MATHS TOPIC-BASED FREE FLOW (30 Mins)	ASSEMBLY	BREAK	LITERACY (35 Mins)	ADULT-LED LITERACY TOPIC-BASED FREE FLOW (45 Min)	STORY TIME / HOMETIME
W		P.E GR		TECHNOLOGY	BREAK	Walk to Nelson	QURAN	LUNCH	PLAYGROUND	PHONICS	LITERACY (35 Mins)	BREAK	MATHS (35 Mins)	ADULT-LED MATHS TOPIC-BASED FREE FLOW (45 Mins)	STORY TIME / HOMETIME
Th		PHONICS	LITERACY (35 Mins)	BREAK	ISLAMIC STUDIES	QURAN	LUNCH	PLAYGROUND	Story Time / Hometime	ADULT-LED LITERACY TOPIC-BASED FREE FLOW (30 Min)	BREAK	MATHS (35 Mins)	LFHC MATHS	STORY TIME / HOMETIME	
F		PHONICS	MATHS (35 Mins)	BREAK	Shared Reading (30 MINS)	ARABIC / QURAN	LUNCH	PLAYGROUND	Story Time / Hometime	Number Talks (15min)	ADULT-LED MATHS TOPIC-BASED FREE FLOW (35Mins)	BREAK	LITERACY (35 Mins)	ADULT-LED LITERACY TOPIC-BASED FREE FLOW (45 Min)	STORY TIME / HOMETIME

Below is a sample of the school timetable for years 1-6. Timetables are changed on a termly basis. If you would like to see the timetable, please request this from the teacher.

Year 6	M	LITERACY	MATHS	BREAK	QURAN	LUNCH - 30min	SHARED READING	SALAH	PE				
	T	LITERACY	ASSEMBLY	MATHS	BREAK	QURAN	LUNCH - 30min	SHARED READING (35 min)	PARK - SPORTS (40 min)	SALAH	PSHCE	SPELLING	NUMBER TALKS
	W	LITERACY	MATHS	BREAK	QURAN	KOBI NAZRUL PLAYGROUND - SPORTS	LUNCH - 30min	ARABIC (Int. ICT)	SALAH	COMPUTING/LIBRARY	NUMBER TALKS		
	Th	LITERACY	MATHS	BREAK	QURAN	LUNCH - 30min	NUMBER TALKS	ARABIC (Int. ICT)	PLAYGROUND	SALAH	ART/DT	ISLAMIC STUDIES	
	F	LITERACY	MATHS	BREAK	QURAN	LUNCH - 30min	NUMBER TALKS	PLAY HALL	HISTORY/GEOGRAPHY	SALAH & ISLAMIC STUDIES	SCIENCE	Handwriting	
	S	LITERACY	MATHS	BREAK	QURAN	LUNCH - 30min	NUMBER TALKS	PLAY HALL	HISTORY/GEOGRAPHY	SALAH & ISLAMIC STUDIES	SCIENCE	Handwriting	

## Educational Trip

As part of our aim to deliver a broad, balanced range of experiences, every class will typically go on two trips per term. All trips will take place during school hours and the class teachers will inform parents of all upcoming trips via ClassDojo, detailing type of trip, location, transport and timing etc. Not all trips booked are free, some may involve a cost depending on the nature of the workshop. Where cost is involved payment deadline will be clearly written in the teacher message.

All trips will require parent volunteers to accompany the children, each class will have their own ratio and the teacher will state the exact number of helpers necessary for their trip. If for some reason there are insufficient numbers of parent volunteers the trip will have to be cancelled.

Towards the end of the year Upper Key Stage 2 children will have the opportunity to take part in a residential trip. Residential trip is an out of school hours adventurous physical activity taking place over a number of days. Parental consent and payment must be made and full information will be given closer to the time.

## Behaviour

### **Class Rules**

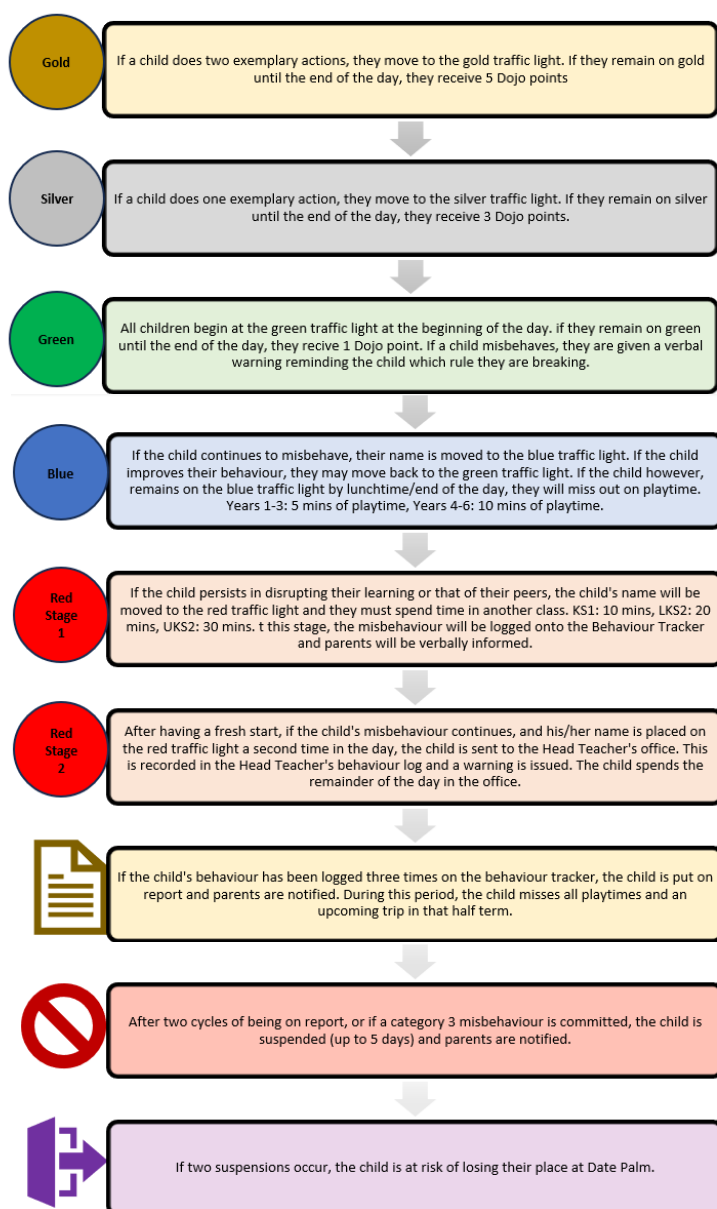
Rules are worded positively to remind children what is expected of them. Reasons are given, particularly when Health and Safety issues need to be understood. All children are expected to follow the school's rule, which are:

1. Follow adult instructions the first time
2. Use words and actions that help and don't hurt
3. To respect other people
4. To move safely and sensibly around the school
5. To take care of school property

### **Traffic Light System**

A traffic lights system is used throughout the school to manage behaviour. Each classroom has a consistent approach to rules, rewards and consequences. We emphasise positive reinforcement of acceptable behaviour through the consistent use of various levels of rewards and consequences. One of the overall aims is to enable pupils to appreciate the choices they have around their own behaviour. Traffic lights are displayed in a prominent place in each classroom and kept up all year round. The 'traffic light' colours consist of gold (5 points), silver (3 Points) , green (1 Points), blue (0 points) & red (0 Points). At the end of the day teachers will electronically give each child's their points via ClassDojo allowing parents to see their child's behaviour and score.

### Date Palm Behaviour Procedure



### School Lunch

As a school we do not offer hot lunches, parents need to provide their child with a healthy and nutritious packed lunch as well as a bottle of water. Teachers are unable to warm up any food for children. Parents wishing to provide hot lunches for their child should consider purchasing a thermos flask.

We are a nut free school and parents **MUST** not provide their child with any items containing it.

We as a school try to promote a healthy eating ethos for all our students, we do not permit chocolate, cake, crisp, fizzy drink, energy drink, juice and sweets etc. However, during exceptional occasion such as parties and Friday. Parent may provide their child with **one** treat on Friday as part of yaumul Jumuah.

## School Milk

The school alongside an external provides (Cool Milk) provide free individual milk cartons to all children under 5 years old. Parent not wishing to receive milk or who has a lactose intolerant child can inform the class teacher.

## After School Clubs

We run various clubs throughout the year, such as computing, arts, cooking, booster etc. Clubs are only available for primary years children. Details of clubs are put up on ClassDojo. All club fees must be paid termly in advance.

Children enrolled on the after-school clubs, must be picked up promptly at 4.15pm, late pickups will result in your child taken off the club register as well as incurring a fine of £10.

**Please note: no clubs will be running during Ramadan and parents need to arrange their own childcare.**

## Arrival and Dismissal

### Arrival

- Please ensure that you park safely and in parking bays (where available), for the safety of children and other road users.
- Parents must wait outside the school building, until school doors open at 8:10am, this also applies to pick-up (3:15pm).
- Children in year 2-6 must enter the school through the main entrance, while Nursery, Reception and Year 1 use the side entrance from the playground.
- Parents must not bring buggies inside the school as the stairway serves as a fire exit for the whole building, and children must not be left unaccompanied at any point.
- Children that arrive after 8:20 am, are late - parents must take a picture of the late QR code and complete the online form in front of school office before your child is admitted into the school. If children are persistently late the school may decide to exclude them from the first lesson to minimise disruption for all the other students.

### Dismissal

- Children in Year 2-6 must be picked up entering using the fire stairway locating in the playground and exiting from the main school stairs. While children from Preschool, Reception and Year 1 will dismiss from the playground.
- Responsibility is handed over to the parent or responsible adult once you have been identified and the child has been given permission to leave.
- Parents with young children must keep an eye on them to prevent them getting lost or damaging or destroy school property.

- If another adult is collecting your child, please inform the school office or class teacher ahead of time.
- Any children picked up after 3:25pm will be sent to the school office and required to pay a £5 late pick-up fine after the first 10 minutes and £10 for every five minutes thereafter.
- Parents wishing to pick up their child/ren early due to an appointment must provide evidence to the school office or the class teacher and complete an early pick up form before taking their child/ren.

## Parents Evening

In the first few weeks of the academic year parents will be invited to 'Meet the Teacher' day. This is a chance to find out about the curriculum and ask any questions directly to the class teacher.

### Formal Parents Evening

At the end of both the Autumn and Summer term formal parents evening will take place, parents will receive electronic written report ahead of their meeting. You will be given notice in advance and it is very important that you attend.

### Informal Parents Evening

In the spring term parents are invited to an informal parent meeting to discuss progress and look at their child's work.

Parents are welcome to make an appointment to see the teacher at any time. If you have any concerns or questions don't wait, we are committed to working closely with parents. Please make an appointment at the school office.

## Homework and Reading Book

### Homework

Homework is set every Friday and needs to be returned the following Tuesday for marking. All homework will be sent electronically via ClassDojo with the exception of maths. Children will be provided with a plain exercise book to write their answers inside. Although homework is **optional** it serves as a tool to further consolidate children's understanding of concepts covered over the week. If you do not understand the homework please do speak to the teacher.

Nursery children are not given homework however, we usually have family projects which we love seeing the creative side of our parents/carers and children.

### Reading books

Throughout the year, children in Reception to Year 2 will be assessed on their phonics knowledge. Based on their ability children will be grouped and given a reading level colour. As a school we follow the Read Write inc scheme which helps children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary and spelling.

Each week children will be given a phonics book (which is based on their reading level) as well as a free choice book to take home and practice. All books must be returned the following week any lost or damaged book will result in a fine (Read Write Inc - £45 per book and free choice book £5 per book).

Ditty Stage - reading a few words together
Green Stage
Purple Stage
Pink Stage
Orange Stage
Yellow Stage
Blue Stage
Grey Stage

*Read Write Inc Reading progression level*

### **Qaidah/Quran**

Quran/Qaiadah lessons are delivered every day and homework is set daily for children to complete. Parents can look through their child's logbook to see the days homework. Any lost logbook will cost £2 for it to be replaced.

## **Assemblies and Visitors**

### **Assemblies**

Assemblies serves as an important role in reinforcing the school's ethos and values. The school holds weekly assemblies each with a different purpose, theme or focus. At the end of the year children perform a show on a specific topic for parents to watch. Termly awards are given to individual children acknowledging their achievements.

### **Visitors**

All adults visiting the school sign in at the school office and receive a visitor's pass and are escorted by a member of staff. Any pre-arranged visitors, whether that be adults meeting and delivering an assembly to the children will be vetted before entering the school.

## **Health and safety**

### **Accident:**

Children feeling unwell at school will be attended to by a first aider. First aid is administered as and when it is required. All minor or major accidents requiring first aid will be logged in the accident form and will require parent or responsible adult collecting the child to read and sign. Children with a bump to the head will be monitored and parents will be notified by phone as a precaution just in case of a concussion. Where a child is seriously ill or hurt parents will be informed to collect their child.

### **Accident at Home:**

Where a child has had an accident at home, parents **MUST** inform the class teacher or school office and complete an accident at home form.

### **Sickness/Illness:**

If your child has a stomach bug and is vomiting or has diarrhoea **MUST** be kept at home for at least 48 Hours after they have ceased vomiting before they can return back to school.

**PLEASE ENSURE THE SCHOOL IS INFORMED IF YOU CHILD HAS CONTRACTED AN INFECTIOUS DISEASE.**

#### **Risk assessment**

To ensure a safe school environment regular risk assessment is conducted both inside and outside of the school. Pre-risk assessment for all trips is completed by the class teachers ahead of time to identify any potential risk and hazards.

#### **Medication**

The school may only administer medicines with the consent of the parent. Parents with children with particular medical condition must complete an Educational Health Care Plan (EHCP). All medicine relating to the child such as cream, asthma pump and EpiPen must have contain the child's name, name of medicine and expire date

### **Absence and Lateness Short Guide**

#### **Reporting Absence**

Parents/guardians should report absence to the school office as soon as possible on each day of absence. The school will follow up with parents if they have not been heard from by 9:30am. Please do not wait for the school to contact you, it is the responsibility of the parent to report their child's absence.

**Unauthorised absence- will result in a fine of £40 per day per child- please note that until these fines are paid children will not be accepted back to school.**

#### **In Term Holidays**

Holidays are subject to the headteachers permission only, and requests should be made in writing. Holidays taken or pre-booked without first obtaining permission will also result in a fine of £40 per child per day and possibly removal of your child/ren from the school roll. Parents planning to take children out of school during term time are required to complete an Absence Request Form, which needs to be signed in advance by the Headteacher. This request is at the Headteacher's discretion and will only be granted in genuinely exceptional circumstances. Please note that schools are no longer allowed to authorise requests for holidays within term time.

#### **Persistent Absence**

Date Palm school are committed to making sure that every pupil achieves the best they can, it is important that parents help towards this goal by bringing their child in every school day and on time- constant lateness and absence does affect pupil progress- so this is taken very seriously and will be monitored regularly- this can result in cases being passed to the local authority if they cannot be resolved together, between our school and parent/guardians. Persistent absence may result in your child being removed from the school roll.

#### **Lateness**

Parents/Guardians should report lateness, if possible, where your child/ren arrive late – after 8.20am parents must sign in at the school office using the QR code, please note - children will not be accepted

into class until this is done. Persistent lateness may result in your child being removed from the school roll.

### **Late Pick-up**

School finishes at 3.15pm any child who has not been collected by 3:25pm will be kept with a member of administration, resulting in parents paying a late fee of **£5**. The fee will increase £10 every 10 minutes after 3.25pm.

## Physical Education

As a school, we strive to provide various PE activities which are carefully selected to give children the best of indoor and outdoor activities, which enables teachers and students to engage in exciting activities that leads to high levels of academic attainment, personal development, and the ability to face challenges and manage risk.

## Senior Leadership Team

Contact email: [sharifa.khatun@datepalprimary.com](mailto:sharifa.khatun@datepalprimary.com)

Sharifa Khatun – Head Teacher  
Afsana Khanam – Deputy Head  
Saira Karim – Assistant Head Teacher  
Luthfa Begum – Assistant Head/SENCO  
Jusna Begum - EYFS Coordinator

## Administrators

Contact email: [admin@datepalprimary.com](mailto:admin@datepalprimary.com)

Anisa Nur – Administrator  
Asma Begum - Administrator  
Farhana Khanam - Administrator

## Governors

Contact email: [governors@datepalprimary.com](mailto:governors@datepalprimary.com)

Kiran Rahman – Chair of Governors  
Sabina Yesmin – Safeguarding Governor  
Sultana Shahid – Staff Governor

## Trustees

Contact email: [trustees@datepalprimary.com](mailto:trustees@datepalprimary.com)

Kamrul Islam – Chair of Trustees



Mohammad Miah – Trustee

### Teaching Staff

#### Nursery

Fatima Mohamed - Nursery Nurse

Rumana Akhtar – Nursery Lead

Farzana Begum – Nursery Lead

#### Reception

Jusna Begum – Teacher

Lifiyar Begum - Teacher

Shariqatun Nessa – Teaching Assistant

#### Year 1

Karima Ahmed – Teacher

Humaira Desai – Teaching Assistant

#### Year 2

Latifa Khanom – Teacher

Fateha Miah - Teacher

Hameedah Karim– Teaching Assistant

Rumaan Begum – SEND Teaching Assistant

#### Year 3

Suraiya Ali – Teacher

Nesrine Khalfoun – Teaching Assistant

Rukshana Miah – SEND Teaching Assistant

#### Year 4

Nazmin Begum – Teacher

Umera Khan – Teaching Assistant

#### Year 5

Abida Karim – Teacher

Tanjeena Chowdhury - Teacher

Rahima Begum – Teaching Assistant

#### Year 6

Israt Farhana – Teacher

Rahima Begum – Teaching Assistant

#### Qur'an Teachers

Meriem Guir – Teacher

Uzma Rahman - Teacher

Masuma Jamila Rahman - Teacher  
Hanifa Bint Yahya - Teacher  
Sayidah Hussain – Teacher

Arabic Teachers

Meriem Guir- Teacher  
Hanifa Bint Yahya – Teacher

Request for Documents

Any information requested from the school, e.g. letter, school admission form, passport application, or any other documents, would require up to 10 working days for the request to be fulfilled. A fee of £10 per application/letter will also be applied.

Policies

Copies of the school policies can be accessed via the school website.

Below is a list of some of the schools' policies:

- Admission policy
- Safeguarding Policy
- Healthy and Safety Policy
- Inclusion Policy
- Complaints Policy
- Bullying Policy
- Code of conduct policy for parents and carers
- Grievances Policy
- Whistle Blowing Policy
- Data Protection Policy
- Assessment policy
- Curriculum Policy
- Teaching and Learning policy
- PSHCE Policy
- Playground Policy
- Equal Opportunity Policy
- Accessibility Plan

Please see attached

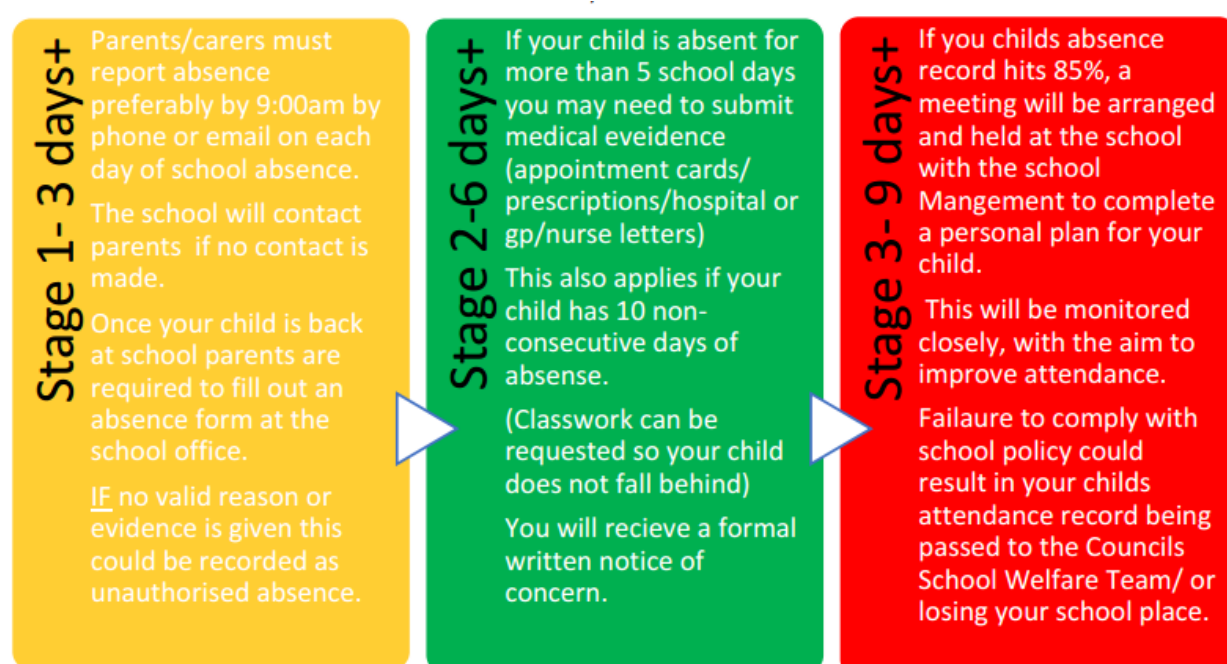
- Absence Policy
- Attendance policy
- Lateness policy

- Parents code of conduct policy

## Appendix A

### Absence Policy

All absence is recorded and taken very seriously at Date Palm and will be followed by the school team. Any unavoidable absence such as sickness must be reported to school on each day of absence by 8:30am. Our attendance target for all school children is set at 96% as every day at school matters! Please be advised that all absence is recorded on your child's school record.



If your child has an on-going medical condition, please contact the school office to discuss.

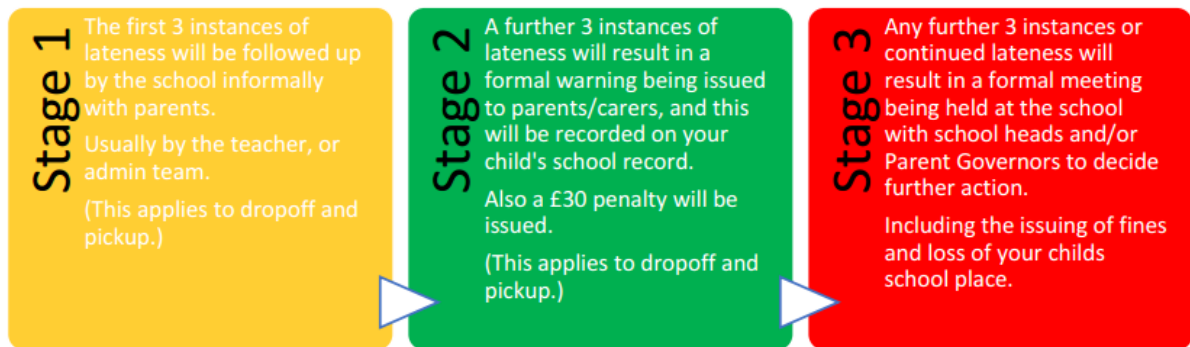
## Appendix B

### Lateness Policy

All lateness is recorded and will be followed by the school team, we kindly ask parents to support their children at school by ensuring your child reaches school promptly - lateness directly affects the teachers' ability to stick to the lesson plan timing as well as it affects every child in the class, hence Date Palm will be issuing late notices with meeting with the management team.

All parents should aim to be at the school building at 8:10am for drop off and 3:15pm for pick up. Please contact the school office as quickly as you can if lateness is unavoidable.

**Please note - Any parent who brings their child to school after 8:20am will need to go directly to the school office and complete an online late form using the QR code outside the school office. Late children from Years 1-6 may be held in the school office until the next lesson starts.**



## Appendix C

### Code of conduct for parents and carers

#### Introduction

We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school. The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish progress and achieve in an atmosphere of mutual understanding.

We expect parents, carers and visitors to:

- Respect our school values and our caring ethos.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.

- Avoid using staff as threats to admonish children's behaviour In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians and visitors exhibiting the following:
- Not use loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Not threaten to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/guardian or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damage or destroy school property.
- Be abusive or send threatening e-mails or text/voicemail/phone messages or other written communication
- Use defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff at the school, on any social sites:

Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. This must be done privately and not in front of any members of staff, children or parents.

- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs whilst on school property.

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. School premises are private property and parents have been granted permission from the school to be on school premises. However, in case of abuse, threats or conduct which is deemed as unacceptable to staff, pupils or other parents, school may ban parents from entering school. It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned. School is not responsible for organising arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children into school. Parents have the right of appeal by writing to the Chair of Governors within ten days of permission to enter the school premises being withdrawn.

Reviewed by

Sharifa Khatun (Head Teacher) and Afsana Khanam (Deputy Head) August 2023

