

HOME SCHOOL AGREEMENT



Pupil's Name:	Year Group:
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<p>1. Ethos of the School and Parental Partnership</p> <p>1.1. Support the School ethos. 1.2. Cooperate and work in partnership with the school in achieving its aims and objectives. 1.3. Support our child at home and provide an Islamic Tarbiyah. 1.4. Collect children promptly from the classes. 1.5. Follow the school calendar and reduced hours in Ramadhan. 1.6. Allow children to go on trips to the local area. 1.7. Ensure you connect and remain connected to Class Dojo, with notifications turned on at all times.</p>
<p>2. Continuity for the next academic year is based on the following criteria:</p> <p>2.1 Satisfactory Academic Performance and Behaviour. 2.2 Satisfactory Attendance and Punctuality Record of Equal to Or More Than 96%.</p>
<p>3. Attendance</p> <p>3.1. Ensure my child attends school regularly and achieves a high level of attendance above 96%. 3.2. Avoid taking my child out of school during term time including appointments. 3.3. I understand that unauthorised leave can lead to my child being removed from the school register.</p>
<p>4. Punctuality</p> <p>4.1. Ensure my child arrives to school on time 4.2. Al Mu'min Primary School students are required to arrive between 8:20am and 8:35am. Any arrival after this time will be recorded as late in the official school register. 4.3. Al Mu'min Secondary School students are required to arrive between 8:30am and 8:45am. Any arrival after this time will be recorded as late in the official school register. 4.4. Parents and carers are responsible for ensuring that their child is collected promptly at the designated dismissal time. 4.5. The designated collection period for Primary School students is 2:45pm to 2:55pm. 4.6. The designated collection period for Secondary School students is 3:00pm to 3:10pm. 4.7. Pay a fee of £20 for persistent lateness at arrival time. 4.8. Students who arrive or are collected late will receive a formal written warning. On the third and fourth occasions of lateness within the same term, a £20 fine will be issued on each occasion. This fine must be paid in full before the following Monday. On the fifth occasion of lateness within the same term, a meeting will be held with the Senior Leadership Team. 4.9. Notify the school of any changes in collection arrangements for my child.</p>
<p>5. Absence from school</p> <p>5.1. Keep the child at home if he/she is unwell. 5.2. Call the school to notify them of an absence before 9.00am. 5.3. Send in a signed note explaining my child's absence promptly upon return. 5.4. Present evidence of appointments/absences as requested by the school.</p>
<p>6. Medication</p> <p>6.1. Administer medication required at home, whenever possible. 6.2. Complete and sign a 'Medication Consent Form' if medicine needs to be administered by a member of staff during school hours. All medication must be clearly labelled. (The school will not administer paracetamol)</p>
<p>7. Uniform</p> <p>7.1. Ensure their child has a tidy appearance and comes in wearing the correct school uniform (including school bag) in line with the uniform policy. 7.2. To ensure children are fully equipped and bring in their school bags/ equipment every day.</p>
<p>8. Termly Revision Packs</p> <p>8.1. Support our child with revision and work issued and uploaded via Microsoft Teams and ensure that it is complete in a timely manner.</p>

- 8.2. Sign any records weekly and provide feedback.
- 8.3. Ensure children read Quran and salah daily as well as any reading books.

9. Healthy eating

- 9.1. Provide a healthy packed lunch for my child in line with the schools' healthy eating policy.

10. Notice Period

10.1 To give the school 1 terms notice in writing to withdraw your child from school. I understand that the fees for the full-term notice period are payable.

11. Concerns and Complaints Procedure

- 11.1. Make the school aware of any concerns at the earliest stage possible.
- 11.2. Follow the correct Concerns and Complaints procedure and guidance within the policy which can be requested from the admin office. I understand that failure to follow the policy and correct procedure will be taken as a violation of the contract, and Al-Mumin Schools reserves the right to terminate the contract.

12. Fees

- 12.1. To pay the fees no later than the dates stated on the Annual School Calendar. Fees can only be paid termly or annually, not monthly.
- 12.2. Ensure that I make payments to the correct School Bank account with the correct reference number issued by the School Admin Team.
- 12.3. Any payment submitted without the designated reference number cannot be readily traced and will therefore remain pending on the system until the matter is resolved. Such payments will be treated as **not paid** and an additional fine will be applied accordingly until the payment is traced.
- 12.4. Ensure fees are paid on time - including during any period absent;
- 12.5. Contact the school office **BEFORE** the due date, if the fees deadline may be missed;
- 12.6. Pay a charge of £20 for an unpaid/unrepresented cheque.
- 12.7. Pay a charge of £10 per day/£50 per week (per student) for late payments after the due date. **The school also reserves the right to send your child home in case of unpaid tuition fees.**
- 12.8. GCSE student exam fees must be paid before the end of Term 1 in Year 11.

13. Time Off During School Time

Any time off during school term time will **NOT** be authorised under any circumstances.

For Year 10 and Year 11 students, this is a critical stage of education in which students are preparing for their GCSE examinations, and uninterrupted attendance is mandatory.

Term-time absence during this period will have a detrimental impact on a student's place at the school, and for this reason no holidays in KS4 will be authorised.

In exceptional circumstances where leave is requested and approved by the Senior Leadership Team, a penalty charge will be issued. The request for time off must be in writing and handed in at least four weeks before the time of travel. The charge for a first offence is **£50 per day, per child**. A second offence will result in a doubled charge. In line with the local authority's guidelines, any third offence will result in the matter being referred to for legal proceedings and may be taken to court.

The school reserves the right to request sight of travel documentation (including booking confirmations or boarding passes) where a leave of absence request is made, or where there is reason to believe a pupil has been taken on holiday during term time.

14. Communication with the school

- 14.1. Read all school correspondence and submit returns within the given time scales as requested;
- 14.2. Co-operate with the school in a respectful manner and expect the same;
- 14.3. Maintain professionalism and confidentiality with the school;
- 14.4. Not to contact staff outside of school;
- 14.5. Notify the school in writing or by email about any changes to address, telephone numbers, email addresses, emergency contact, doctor's details, medical conditions or any other personal details;
- 14.6. Make the Class teacher or SLT aware of any problems or concerns;

- 14.7. Make the teacher aware of any circumstances that may be affecting your child;
- 14.8. Inform the school if your child is staying with anyone other than Parents, Grandparents or older siblings
- 14.9. Attend parent's evenings and any other meetings required to work in partnership with the school;
- 14.10. Support and follow all school policies and procedures.

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We will require signed copies of this agreement. We will also assume parents have accepted the updated home school agreement one week after they have been provided or made available and have agreed to abide by all terms and conditions, except where the parent(s) object in writing to Al-Mumin Schools to any specified term or condition.

Failure to Abide by Home School Agreement may result in your child being removed from the School Register.

Any changes to the Home School Agreement will be communicated via class-dojos and incorporated into this agreement.

HOME SCHOOL AGREEMENT

Al-Mumin School agrees to:

1. To provide a broad and balanced curriculum, using National curriculum guidelines to achieve the schools aims and objectives;
2. Encourage and aid the development of your child's Islamic Personality;
3. Aspire to deliver a high standard of teaching and assess to help pupils to achieve their potential;
4. Implement the schools reward and behaviour policy fairly;
5. Use resources effectively;
6. Monitor and promote measures to achieve a high level of attendance and punctuality;
7. Expect and maintain high uniform standards for all students;
8. Check the Islamic diary weekly;
9. Listen to parents and students' concerns and try our best to respond or help;
10. Provide opportunities for parents to discuss their child's progress;
11. Provide one full written report every academic year;
12. Promote an Islamic ethos within the school to provide a safe, vibrant and caring environment;
13. Encourage staff and pupils to conduct themselves in an Islamic manner and to create an atmosphere that demonstrates Islam as a complete way of life;
14. Promote the importance of a healthy lifestyle;
15. Respect differences of opinions derived from Quran and Sunnah;
16. Promote community cohesion and develop positive relations by engaging with the wider community.
17. To give parents 3 days' notice of meetings requested by the School Management unless the matter is urgent and 3 days' notice is not possible.

[Please keep this copy for your records]