

## INTRODUCTION

Dear Parent

I hope you will find this booklet helpful and informative. It is designed to be a brief introduction to Zakaria Muslim Girls High School and contains information that pupils and parents will need before admission and during the school year. If you would like any other information please feel free to contact us.

Head Teacher

Mr Y.E. Jasat

Main school (years 9-11)

111, Warwick Road  
Batley  
West Yorkshire  
WF17 6AJ

Tel: 01924-444217

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Education Centre (years 7-8)

Taylor Street  
Batley  
West Yorkshire

Tel: 01924 479191

## OUR SCHOOL

Zakaria Muslim Girls High School is one of three Muslim High Schools in the Kirklees area. It is an independently financed secondary school for girls with 250 students on roll, including 33 in post-16 education. It educates girls from all parts of the Kirklees area as well as girls outside Kirklees.

The school was established in 1982 in response to an increasing awareness amongst parents that the needs of Muslim children were not being properly met in State schools. In 1982, there were a handful of students receiving education in a terraced house that served as a school during the day and as a maddresah during the evening. The school is now located on two sites, the lower school (years 7-8) at the Education Centre on Taylor street and the upper school (years 9-11) at the Main school on Warwick Road.

The school buildings together house a number of classrooms, a laboratory, computer rooms, 2 large halls and Whudu areas. There are currently 20 full-time and part-time teachers that work in the school.

At Zakaria, we aim to provide a teaching environment, which enhances the lifestyle and teachings of a Muslim home. We believe that a complete and a balanced personality can only develop if the teachings of the home and the school are in harmony and not in conflict. For this reason, our school is a centre of learning based on the Islamic way of life. We endeavour to meet the needs of Muslim women, in keeping with their status and role as defined by Islam. The staff works hard at Zakaria to achieve this.

## ADMISSIONS

Parents who wish to enrol their children at Zakaria School may do so by completing an application form, which can be obtained from the main office. All applications must be returned to the office. Parents are welcome to visit the school and talk to members of staff before filling an application form. The numbers of places available in the school are limited. To ensure that your child receives a place, please return the completed application form as soon as possible. All successful candidates will be invited to visit the school. They will also be required to sit the School Entrance Examination. This does not form part of the admission criteria, but is used to place pupils into teaching groups.

## FEES

There are 2 options available to parents regarding the payment of school fees.

### Option No 1

For parents who wish to pay the full annual fee in one installment (by cash or cheque), the tuition fees are:

1 <sup>st</sup> daughter	£800 per year
2 <sup>nd</sup> daughter	£680 per year
3 <sup>rd</sup> daughter	£470 per year

This amount must be paid by the end of the first academic week in September.

### Option 2

For parents who wish to pay the annual fee in two installments (by cash or cheque), the tuition fees are:

	<b>1<sup>st</sup> Installment</b>	<b>2<sup>nd</sup> Installment</b>
1 <sup>st</sup> daughter	£425	£425
2 <sup>nd</sup> daughter	£360	£360
3 <sup>rd</sup> daughter	£240	£240

The first payment must be made by the end of the first week in September 2004 and the second payment by the end of the first week in February.

The admission fee is £125 plus £45 for books and lockers. This is normally paid after the admission has been confirmed. The admission fee is separate from the tuition fee, and is **NON – RETURNABLE.**

**The committee reserves the right to increase the fees at any time.**

## CURRICULUM INFORMATION

**The subjects that we teach at Key stage 3 [years 7, 8 and 9 (age 11-14)] are:**

Mathematics  
English  
Science  
Islamiat (RE)  
Urdu  
Arabic  
Geography  
History  
PSHE (tutorial)  
Art  
Needlework  
PE  
IT

**The subjects that we teach at Key stage 4 [years 10 and 11 (age 14-16)] are:**

Mathematics  
English  
Science (double award or single award)  
Islamiat (RE)  
Urdu  
Geography  
History  
Art  
PE  
IT  
PSHE (tutorial)

## CODE OF DRESS

We expect all our students to wear uniform at all times unless special permission is given.

### Our school uniform is:

<b>Pinafore dress:</b>	Plain blue, minimum knee length, no slits
<b>Blouse:</b>	Long sleeved, white blouse with collar and buttoned to the neck
<b>Trousers</b>	Plain white preferably cotton
<b>Cardigan/jumper</b>	Plain white
<b>Scarf</b>	Plain white (hair must be completely covered and the scarf securely fastened). A black scarf if required for Namaaz.
<b>Socks</b>	Plain white, a black pair for Namaaz is required.
<b>Footwear</b>	Flat black shoes or trainers
<b>Jewellery</b>	A wristwatch may be worn.
<b>Bag</b>	Medium sized to carry books, equipment etc.
<b>Coat</b>	A coat must be worn especially in winter. This must not be denim.

Please note; make-up may not be worn in school and outdoor clothing may not be worn in classrooms.

### Fabric for the pinafore dress must be purchased from school

### School PE kit

For P.E. at the education centre, students need a plain white long sleeved top, black tracksuit bottoms or trousers (no leggings), white socks, black scarf and pumps or trainers.

If pupils need to be excused from PE due to illness or injury, she must bring a note from home. If it is a long-term problem, we request a medical note.

If pupils are excused, they must still bring their kit to wear, as they must take an active role in P.E, although not physical, e.g., umpiring.

## TIMING OF THE SCHOOL DAY

8.45 a.m.	Assembly - Pupils will be considered late if they are not in the assembly hall by this time.
9.00 a.m.	Class register is taken in the classroom
9.05 a.m.	Period 1
9.50 a.m.	Period 2
10.35 a.m.	Break
10.50 a.m.	Period 3
11.35 a.m.	Period 4
12.20 p.m.	Lunch
1.10. a.m.	Period 5
2.00 p.m.	Period 6
2.45 p.m.	School finishes

During the winter months Zuhr salaah will be performed in the assembly hall from 12.50 p.m. to 1.10 p.m., and in the summer months from 2.30pm to 2.45pm.

## ATTENDANCE AND PUNCTUALITY

Good attendance is **essential** if your daughter is to get the best out of her education. Schoolwork is easier to cope with and she will feel more secure and less out of things if she attends regularly.

We register our students twice a day, in the morning and in the afternoon. Students who are not in the assembly hall by 8.45 a.m. will be marked late. If students are regularly late, they will be placed on an attendance report and the parents/guardians will be contacted. They will also have to do an after school detention.

Parents are requested to send in a note if their daughter has been absent. Please include the following information in the note:

- Name of your daughter
- Dates of absence
- Reason for absence

If your daughter is likely to be absent for more than a day, please send in a note of explanation as soon as possible or contact the school by telephone. Even if you let the school know about your daughter's absence, still send in an absence note.

If you intend to take a family holiday during term-time, you must complete a holiday form and return it to the office. The school cannot guarantee that a place will be available for your daughter on her return. Parents are strongly advised to discuss term-time holidays with the Headteacher before booking the holiday. If the school is not notified about the holiday, your daughter's name may be taken off the school register. Students in year 10 or 11 who miss coursework because of a holiday may be asked to repeat a year.

Students who have a dental or medical appointment should show an appointment card or letter to the form tutor at morning registration. The Form tutor will sign the note to acknowledge receipt. The note should then be countersigned by the Head/Deputy Head who will allow the student to leave the school at an appropriate time. Girls leaving the school should sign the signing out book in the office on their departure and again on their return. Please try to make appointments outside school ho



## REWARDS AND SANCTIONS

At Zakaria, we encourage good behaviour and a positive attitude towards work. Student's who produce good work, show respect for the teachers and their peers and attend school regularly and punctually will be awarded with house points. Certificates will also be awarded for good attendance.

Sanctions will apply to students who continually misbehave and break school rules. The following behaviour will not be tolerated

- Habitual lateness
- Disruption in lessons
- Failure to do homework
- Rudeness to staff and to other pupils
- Bullying
- Theft
- Fighting
- Vandalism
- Not wearing school uniform
- Chewing gum

Sanctions include detentions, behaviour and attendance reports and litter collection. Serious incidents of misbehaviour will result in exclusion and ultimately, permanent exclusion.

***The school expects to be actively supported by parents on disciplinary matters.***

## ACCIDENT/ILLNESS

If a pupil is ill or has an accident in school and needs to come home, we will contact the parents. Please make sure that the school is provided with an emergency contact number and that the school is informed if the number changes.

If a pupil is taking medication during school hours, the medication should be left at the main office, or with the Deputy Head or Head of Centre.

## LUNCHTIME ARRANGEMENTS

All pupils must stay on the school premises at lunchtimes. Students may bring their own packed lunch, or may purchase a lunch from school. A tuck shop system operates only at break times. Eating is permitted only during break and lunchtime.

## EQUIPMENT

We expect every pupil to have the basic items of equipment: a pen, pencil, scientific calculator, dictionary, ruler, rubber etc. for every lesson.

Specialist equipment may also be necessary for certain subjects such as for art and needlework lessons. Equipment for these lessons may be purchased from school and information on this will be given when appropriate.

Each student will be provided with an exercise book or a folder for each subject. If your child loses or wilfully damages anything, parents will be expected to pay for the replacement. This also applies to furniture and school buildings. Please make sure that every item is named.

Although the school provides most of the textbooks for each subject, pupils may be required to purchase some books. The school will provide information on the textbooks used in class and pupils will be able to buy these from school. These books will be their own property.

All students are provided with a locker.

We strongly advise that students do not bring large amounts of money or expensive items to school. The school will not take responsibility for any items that are lost or stolen.

## HOMEWORK AND PERSONAL PLANNERS

All students are expected to do some homework. The amount of homework set will vary depending on the year of study, subject and time of examination. Planners are issued to all students and homework should be recorded in the planner. Parents are requested to check and sign the planner every week.

## EXAMINATION ENTRY POLICY

It is our aim to enter all students for all examination courses they are studying. However, in the case of poor attendance, low ability and in the event of a student not completing the coursework requirements, she may be withdrawn from a particular examination. Problems about examination entry will be fully discussed with the student and the parents.

The cost of examination entries is borne by the parents. At present the fees are approximately £25.00 per subject for GCSE, but the examination boards reserve the right to increase these charges in the future.

In the case of students not attending an exam for which they have been entered, the fee will not be returned.

## STUDENTS PROGRESS/REPORTS

Each year, each student will receive a full report. A parent's evening is held during the spring term when each parent will be invited to come into school and speak to each student's teachers about the progress she is making.

If the school is concerned with a student's progress, the parents will be informed and a meeting arranged to discuss this. If you wish to meet one of the staff, please ring and make an appointment. If you arrive without an appointment, you may have to wait until someone is free to see you.

## OUR SCHOOL RULES ARE:

1. Students must attend regularly and be punctual for the start of school at 8.45 a.m. and for all lessons. Anyone arriving after 8.45 a.m. must report to the office.
2. When a student is absent from school, an absence note must be brought in. Advance notice must be given when a student has a medical/dental appointment.
3. Students must follow the school guidelines on dress.
4. Make-up and jewellery are not to be worn in school. The school will not accept responsibility for loss or damage to personal items.
5. Students must be properly equipped for school with a suitable bag, pen, pencil, ruler, rubber etc. Students must have their planners with them at all times.
6. In the school building, **walk sensibly** on the left-hand side of the corridors or on the stairs.
7. Students must not leave the school grounds unless given permission to do so. When permission is given to leave during normal school hours, always sign out.
8. All litter must be placed in the bins provided. Eating and drinking is permitted only during break and lunchtime. Eating and drinking is not allowed in the hall.
9. The following items are not allowed in school:
  - Chewing gum
  - Unauthorised magazines or newspapers
  - Tippex and solvents
  - Cigarettes, matches/lighters
  - Stationery/pen knives
  - Personal stereos, musical instruments/tapes, mobile phones/pagers etc
10. Students must show respect to staff and to students at all times. This includes:
  - Using appropriate language
  - Listening carefully to what is said and following instructions
  - Being honest
  - Being helpful
  - Respecting the property of others
  - Supporting people who are in difficulties
  - Bullying will not be tolerated

MUSLIM EDUCATION TRUST (BATLEY)  
Charity Registration Number 1076349

# ZAKARIA MUSLIM GIRLS' HIGH SCHOOL

## **INFORMATION BOOKLET FOR PARENTS**



**Zakaria Muslim Girls High**