

PARENT HANDBOOK

Al-Ashraf

Secondary School

For Girls

STAFF LIST – Academic Year 2024 – 2025

Name	F/T or P/T	Job Title	Qualifications
Mr Shahid M. Vaid	N/A	Chair of Governors	BSc
Mufti Abdullah Patel	F/T	Head Teacher	Aalimiyyah and Mufti
Firoza Ismail	F/T	Deputy Head	B/TEC Business Studies Child Protection
Shaheda Ismail	P/T	Admin Officer	NVQ Level 2 Admin
Khadijah Patel	P/T	Admin Officer & Teacher of GCSE Religious Studies & History KS3	BA (Hons) English Lang & Lit
Amreen Pathan	P/T	Teacher of English KS3 & History KS3	BA English Lit (Hons)
Naila Mumtaz	P/T	Teacher of English GCSE	B.Sc Biochemistry/chemistry/Biotechnology B.Ed Biological Science/ English
Jane Derbyshire	P/T	Teacher of English GCSE	B.A. in Modern History M.A. in Modern History
Fathima Anez	P/T	Teacher of Maths KS3 & GCSE & Careers/ Citizenship/PSHE/RSE KS4	MSc in Computer Science & Engineering Level 5 Diploma in Education & Training
Razeya Mohamedy	P/T	Teacher of Science KS3 & Careers/ Citizenship/PSHE/RSE KS3 & KS4	BPharm (Hons) Pharmacy PGDip Community Pharmacy
Marli Potts	P/T	Teacher of Science GCSE	BSc. Honours Chemistry PGCE Chemistry and Science
Sauda Nana	P/T	Teacher of Geography KS3	BA Geography
Ruqayyah Lorgat	P/T	Teacher of Geography GCSE	BA Honours Geography QTS Geography
Habiba Hansdot	P/T	Teacher of Food Tech	NCFE Level 2 Certificate in Understanding Nutrition & Health
Umme-Kulthum Patel	P/T	Teacher of Business Studies GCSE /Maths GCSE/Citizenship/PSHE/RSE KS4 & Islaamiat	BSc Economics & Mathematical Sciences
Hafsah Hayat	P/T	Teacher of Maths KS3	BDS - Dentistry
Hajra Patel	P/T	Teacher of Urdu KS3 & GCSE	Alimiyyah
Fauzia Qureshi	P/T	Teacher of Urdu KS3 & Islaamiat	Alimiyyah
Nazma Pandor	P/T	Lunchtime Supervisor	
Sahfiya Patel	P/T	Teacher of PE	
Juwairiyah Patel	P/T	Teacher of Quran /Citizenship/PSHE/RSE KS3 & GCSE Religious Studies	Haafizah Alimiyyah
Mariam Ismail	P/T	Teacher of Computer Science KS3 & Islaamiat	Alimiyyah CQ Level 5 Diploma in Education & Training (RQF) QLS Level 5 Diploma in Computer Science & Programming
Anisa Kholwadia	P/T	Teacher of Islaamiat & PE	Alimiyyah
Tayyiba Patel	P/T	Teacher of Qur'an	Alimiyyah
Humayrah Firdaws	P/T	Teacher of Islaamiat, KS3 Religious Studies and Maths Teaching Assistant	Studying towards Alimiyyah Degree
Shamim Kadodia	P/T	Teacher of Qur'an	Alimiyyah
Rahima Begum	P/T	Teacher of Art KS3	Foundation Diploma – Art and Design BA Honours – Fashion Design
Umme – Salamah Patel	P/T	Teacher of Computer Science KS3 & Qur'an	

Proprietor:

AI-MADANI EDUCATIONAL TRUST

Registered Charity No: 1134963

Registered Office:

Sinope Street

Gloucester

GL1 AW

Chair of Trustees

Mr. Yakub Patel

weaversshop@gmail.com

Chair of Governors:

Mr. Shahid Vaid

schoolgovernor@al-ashraf.gloucs.sch.uk

Head teacher:

Mufti Abdullah Patel

apatel@al-ashraf.gloucs.sch.uk

Deputy Head & Designated Safeguarding Lead (DSL):

Mrs. Firoza Ismail

fismail@al-ashraf.gloucs.sch.uk

Deputy DSL – Ms. Khadijah Patel:

kpatel@al-ashraf.gloucs.sch.uk

School Website:

<https://al-ashraf.org.uk/secondary>

Correspondence address:
Al-Ashraf Secondary School for Girls
Sinope Street
Gloucester
GL1-4AW

HEAD TEACHER'S WELCOME

Dear Parents/Carers,

Assalamu'alaikum wa Rahmatullahi wa Barakaatuhu,

May I take this opportunity to welcome you to Al-Ashraf Secondary School for Girls, established in 1994 by the Gloucester Muslim Welfare Association Ltd. (GMWA) and now under the proprietorship of Al-Madani Educational Trust, Registered Charity No. 1134963.

May Allah (SWT) reward you for showing concern for your daughter's education and Islamic welfare; a parental duty assigned to us by none other than our Creator, Allah (SWT).

"O you who believe! Save yourselves and your families from that fire (of the hereafter) whose fuel is human beings and stones" (Al-Qur'an: Surah Al-Tahrim 66:6)

Our beloved Prophet, Rasulullah (sallallahu alaihi wa sallam) has also reminded us,

"Beware! Each one of you is a shepherd and each one of you shall be questioned concerning his flock; a leader is a shepherd of his people, and he shall be asked concerning his flock; and a man is a shepherd of his household and he shall be asked concerning his flock; and a woman is a shepherd of her husband's house and over their children, and she shall be questioned concerning them." (Bukhari and Muslim)

Since its modest beginnings in 1994 with just two classes and 36 students, Al-Ashraf Secondary School for Girls has evolved into a successful non-selective secondary school, consistently aiming to provide an excellent standard of secular and Islamic education. Our school's growth is mirrored in the upward trajectory of its GCSE results which have consistently been above local and national averages in recent years.

(See: <https://al-ashraf.org.uk/secondary/school-results.php>)

We look affectionately upon all the things that make our school what it is. The intimate class sizes; dedicated staff; an all-encompassing blend of secular and religious subjects and a dynamic attitude towards learning; all of these characteristics enable pupils to grow into diligent, passionate and positive individuals of the community who excel academically and in their personal development.

We are really developing our outlook on assessment and believe in the potential of formative assessment. We aim to provide ongoing feedback within tasks set in lessons, homework, short unit assessments as well as assessing progress via end-of-year exams. At the end of Year 11, pupils have an opportunity to attain up to 11 GCSE passes and a large proportion of our pupils go on to study A-Levels at local sixth forms.

Over and above our academic provision, we take pride in our safe, caring, moral and spiritual environment wherein pupils are nurtured to develop good Akhlaaq (morals & manners) based on the noble teachings of our beloved Prophet Muhammad (Sallallahu alaihi wa sallam).

Our curriculum, coupled with high expectations of behaviour and morals, equip our pupils well with the responsibilities of adult life in modern Britain.

The school is fully committed to promoting fundamental British values of:

- Democracy.
- The rule of law.
- Individual liberty.
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

Our curriculum offers our girls ample opportunity for personal development through a comprehensive PSHE/Citizenship/RSE programme, educational visits, careers guidance, Islamiat curriculum & themed assemblies. Our curriculum also ensures equality and fosters tolerance and respect for others.

We are committed to safeguarding pupils from all forms of abuse, extremism and radicalisation. We are confident, with Allah's help and mercy, the school will continue to flourish and succeed in its aims, Insha-Allah.

CURRICULUM ENRICHMENT ACTIVITIES

In addition to weekly PE/Art & Craft lessons, we hold scheduled enrichment activities at the end of Term 1 and end of the school year. See website for details.

<https://al-ashraf.org.uk/secondary/news-article/enrichment-week-2024>

We aim to deliver teaching in stimulating and challenging ways, setting tasks and goals that are achievable to all. We acknowledge and actively encourage all abilities within the school. Our target is to continuously assess and positively reward the effort and progress made by our pupils. We have high expectations of our pupils not only in academic excellence but also in standards of behaviour and character, both inside and outside school. We hold the highest expectations from our pupils and hope and pray they will move on and become priceless assets for society at large. We also hope to equip our pupils with skills to confidently accept the challenges of today's changing world.

Finally, parents are reminded of the need to provide a caring and conducive environment at home, ensuring your daughter(s) cooperate with all school rules & policies, complete all homework appropriately and revise for assessments/end-of-year exams. This will make the school's task much easier, Insha-Allah.

We also value parental feedback and suggestions to improve our provision for pupils.

May Allah (SWT) grant your daughter an enjoyable, successful and memorable experience at Al-Ashraf Secondary School for Girls. Aameen. *O our Lord! Bestow us the coolness of our eyes from our spouses and our children and make us leaders of the pious. (Holy Qur'an, Surah Al-Furqaan – 25:74)*

Wassalamu'alaikum W.W.

Mufti Abdullah Patel
Head Teacher

apatel@al-ashraf.gloucs.sch.uk

Aims and Objectives

At Al-Ashraf Secondary School for Girls, we aim to:

- Provide high quality secular and Islamic education, which is broad, balanced and conforms to the requirements of the National Curriculum.
- Provide a safe, warm, caring, rich and rewarding environment, necessary for the academic and personal development of pupils.
- Build Pupils ' confidence and resilience while providing opportunities for life in modern Britain.
- Develop pupils to become responsible, respectful and active citizens who are able to play their part and become actively involved in public life as adults.
- Prepare pupils for their adult lives, teaching them to understand how to engage with society and providing them with plentiful opportunities to do so.
- To develop the whole personality of pupils including promoting positive Islamic values of tolerance all faiths and communities.
- Providing opportunity for each pupil to develop and reach their full academic and spiritual potential through the teachings and practice of Islam and to develop confidence in their identity as young Muslims committed to the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Support the acquisition of general knowledge and skills, so to enhance personal growth and confidence.
- To promote dignity of each student by teaching self-respect, respect for staff, parents, elders and others, through the development of personal responsibility.
- Enable pupils to recognise online and offline risks to their well-being – for example from criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism – and making them aware of the support available to them.
- Develop pupils' age-appropriate understanding of healthy relationships through appropriate relationships and sex education.
- Aid and assist each pupil to comprehend the complexity of the world in which they live and that their own well-being is closely connected to the well-being of others.
- Ensure they enjoy their life at school and develop a love for learning and the strong desire to continue their education as a lifetime experience.
- Develop pupils' understanding of how to keep physically healthy, eat healthily and maintain an active lifestyle, including giving ample opportunities for pupils to be active during the school day and through extra-curricular activities
- Provide an effective careers programme.
- Promote a moral attitude to life through conscientious awareness (Taqwa) and practise of divine guidance in all their affairs and transactions.

Through the provision of embedded SMSC within the curriculum, assemblies and school policies, Al-Ashraf Secondary School for Girls:

- Enables students to develop their self-knowledge, self-esteem and self-confidence;
- Enables students to distinguish right from wrong and to respect the civil and criminal law of England;
- Encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- Enable students to acquire a broad general knowledge of and respect for public institutions and services in England;
- Further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- Encourage respect for other people;
- Encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

The list below describes the understanding and knowledge expected of pupils as a result of promoting fundamental British values.

- An understanding of how citizens can influence decision-making through the democratic process;
- An appreciation that living under the rule of law protects individual citizens and is essential for their wellbeing and safety;
- An understanding that there is a separation of power between the executive and the judiciary, and that while some public bodies such as the police and the army can be held to account through Parliament, others such as the courts maintain independence;
- An understanding that the freedom to choose and hold other faiths and beliefs is protected in law;
- An acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour;
- An understanding of the importance of identifying and combatting discrimination. It is not necessary for schools or individuals to 'promote' teachings, beliefs or opinions that conflict with their own, but nor is it acceptable for schools to promote discrimination against people or groups on the basis of their belief, opinion or background

Information for Parents

The following policies and information are available to parents via the school website or upon request from the school:

- Policy on and arrangements for admissions, discipline and exclusion.
- Attendance Policy
- Curriculum Policy
- RSE Policy
- SEND Policy
- Details of complaints procedure adopted by the school, together with details of the number of complaints registered under the formal procedure during the preceding school year
- Particulars of policies relating to bullying, health & safety, the promotion of good behaviour and sanctions adopted in the event of pupils misbehaving.
- First Aid Policy
- Healthy Eating Policy
- Particulars of arrangements for tackling bullying and promoting pupils' health & safety on the school premises and on educational visits
- GCSE Results & DfE Data
- Past Ofsted reports
- The number of staff employed at the school, including temporary staff, and a summary of their qualifications
- Safeguarding Policy and all related policies such as online safety policy.
- Following Section 162A Ofsted Inspection, arrangements will be made to provide a copy of the full report to parents of every registered pupil by the date specified by the inspection body
- The school provides an Interim and Annual Report on progress and attainment of each pupil.

Al-Ashraf Secondary School for Girls

School Rules



Parents/carers are requested to go through the school rules carefully with their daughters.
They should be read in conjunction with the **school behaviour and attendance policies**.

The school is a happy harmonious learning community where staff and pupils feel safe and secure. School life is characterised by a calm purposeful environment underpinned by relationships built upon mutual respect. Our expectation is that all pupils will behave in appropriate and socially acceptable ways.

1) Attendance and Punctuality

- **Authorised** absences are mornings or afternoons away from school for a good reason such as illness or other unavoidable causes. **Unauthorised** absences are those which the school does not consider reasonable and for which no permission has been given. (see Attendance Policy for details)
- Pupils must arrive punctually to school. If registration is taking place away from the classroom, e.g. science lab or ICT suite, pupils must arrive **before** 8.45am in the mornings and **before** 1:45 pm in the afternoons to avoid a late mark.
- Permission must be obtained from the Head Teacher/Deputy Head to be absent for any reason other than illness. If such permission is not obtained then a phone call to the school must be made in the first instance for any unauthorised absence. *The school will also contact parents by phone in the mornings/afternoons to notify them if their daughter is absent.* Ofsted regulations clearly state that pupils cannot stay at home to look after siblings, visit relatives, go to airports and go on shopping trips etc. during school time.
- No one will be allowed to leave the school premises during break times. At lunch time, only pupils living locally will be able to go home for lunch **provided parents give consent**. Pupils should go home **immediately** and avoid loitering in the streets/shops and behaving in a disorderly manner. If pupils make a habit of returning late to school in the afternoons, the option of being allowed to go home for lunch will be taken away from them.
- Medical, dental or other appointments should be kept outside school hours. If for some unavoidable reason, an appointment has to be kept during school hours, prior permission must be obtained if possible. An appointment card **MUST** be shown for ALL appointments to the school office at ALL times

2) Conduct

- Behaviour must be courteous at all times and movement around the school should be orderly. Rude and insulting language will never be tolerated and appropriate sanctions will be applied as per school **Behaviour Policy**.
- Respect for teachers, all members of staff and fellow pupils should be shown at all times.
- Pupils should display a willingness to apply themselves during lessons at all times and develop an aptitude for learning. Homework should be completed appropriately and on time. Thorough revision is essential for all assessments, tests and end-of-year exams.
- Pupils must read, understand, sign and adhere to the pupil **IT Acceptable Use Policy**.
- Break times must be spent outside in the playground, unless there is heavy rain. At lunch times, pupils must eat their lunch sitting down in the dining area of the hall.
- Name calling, teasing and all other forms of bullying will never be tolerated and will be dealt with appropriately according to the school Anti-Bullying policy. (Refer to Anti-Bullying policy)
- Pupils should bring a nutritious snack/well-balanced lunch to school. **Chewing gum is strictly prohibited on school premises**. (Refer to Healthy Eating Policy)
- All pupils must be punctual with their Salaah and when unable to perform Salaah, the time should be spent in Zikr.

3) Uniform and Personal Appearance

- Correct uniform must be worn at all times – including journeys to and from school and during school outings, unless otherwise specified. A uniform pass must be obtained from the school office if incorrect uniform is worn due to a valid reason.
- Wearing of incorrect uniform again after one initial warning will be confiscated for 1 term (6 weeks), This includes closed hoodies or zip up hoodies.
- The *hijaab* should be worn neatly at all times. A safety pin or scarf pin can be used to hold the *hijaab* in place.
- Jewellery and make up (including nail varnish) must **not** be worn.

4) Personal Property and Forbidden Articles

- All personal property **must** be clearly marked with the name of the owner. P.E. kit must not be left at school, but should be taken home for washing after every lesson.
- Inappropriate books/magazines, cameras, iPads, iPods, mp3/4 players, electronic games, valuables, excessive amount of money etc. should not be brought into school and will be confiscated.
- Mobile Phones may be brought into school, but should be handed into the school office each morning and collected at the end of the school day. Phones not handed in will be confiscated and a 1-hour detention will be given.
- All school property should be duly respected. In the event of loss or damage, a replacement fee will be charged. This includes official school forms handed out to pupils i.e....Detention Forms, Report Acknowledgement Forms etc. Textbooks and exercise books must **NOT** be de-faced with graffiti.

5) Homework

- Homework diaries/school planners must be brought to school daily. These should be filled in everyday with details of homework, signed by parents/carers and countersigned by subject teachers. Parents should ensure that all homework is completed thoroughly and on time.

6) Relevant Policies

We strongly recommend parents/carers and pupils read the following school policies:

- Anti-bullying policy
- Behaviour policy
- Attendance policy
- Healthy Eating policy
- Pupil IT Acceptable Use policy

**Updated:
Sept 2024**

Al-Ashraf Secondary School for Girls - UNIFORM & STATIONERY LIST

School Uniform

School uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging within the student community.

All students are required to follow the school uniform guidelines at all times.

SCHOOL UNIFORM

- Crested blazer (Only available from school uniform shop)
- Navy school abaya (Only available from school uniform shop)
- Navy school burkhi (Only available from school uniform shop)
- Navy or black plain socks
- Black flat soled school shoes. Flat heeled sandals with fastenings allowed in summer.
- Black Flat soled Boots in snow/very wet weather.
- Any coat (NOT to be worn in class, for outdoors only)

P.E Kit

- AASSG Crested PE Tunic (only available from school uniform shop)
- Navy blue or black loose-fit jogging bottoms
- Navy blue burkhi
- White, black or navy sports trainers (Velcro or laced)
- P.E kit must be brought into school on PE days only and taken home at the end of the day.
- PE Kit left in school will be disposed of without warning.

Other important information

- Jewellery: A wristwatch, small ear studs and a plain nose-stud are permitted
- All other jewellery is not permitted and will be confiscated for the school term
- Nail varnish & make up are not permitted. Any students found to be breaching these rules will be sent home until uniform offence is rectified.
- Pupils are to keep small towel for Wudu, in a bag, in their school bags.



School Stationery Requirements

Students are expected to be well prepared and equipped for the school day.

Each student is required to bring the following items to school each day to ensure effective, productive learning and minimal disruption during lessons.

Stationery Requirements

- A4 lined paper
- Ink or ballpoint pens: Black, blue, green and purple
- HB Pencils
- Pencil Sharpener
- 30cm transparent ruler
- Rubber
- Felt-tip colour pens / coloured pencil crayons
- Geometry maths set
- Scissors
- Stapler
- Glue Stick
- Highlighter pens
- Scientific calculator
- A4 or A5 plastic drywipe board with drywipe board pen.

Important information

- Tippex or correction fluids are not permitted and will be confiscated



Rewards and Sanctions at Al-Ashraf Secondary School for Girls

Rewards

At Al-Ashraf Secondary School we want all our pupils to excel at Academic and Islamic knowledge and Akhlaq (behaviour/Manners). To motivate the pupils we have a reward system whereby pupils' good work and behaviour is recognised using a series of certificates. Pupils have the opportunity to earn Merit Marks for good work and effort.

50 Merit Marks = Bronze Certificate

100 Merit Marks = Silver Certificate & **£5.00 cash Prize**

150 Merit Marks = Gold Certificate & **£10.00 cash prize**

During the year, various types of rewards are awarded to pupils and at the end of the school year, we have an annual prize giving ceremony where individual pupils are rewarded prizes for Effort and Achievement in both secular and Islamiat subjects.

Sanctions

Maintaining good discipline is a key priority of the school and the school requests parents to co-operate by ensuring that their daughter is aware of the school rules and endeavours to abide by them. Please discuss the consequences of breaking school rules. The school's Disciplinary Policy is enforced swiftly in the event of non-compliance with any rules, particularly rude and disruptive behaviour. Please see the attached copy of **SCHOOL RULES**.

Order Marks

An Order Mark may be given in Years 7 – 11 for various reasons, e.g. late homework, incorrect uniform, wearing jewellery, being rude, etc.

Detentions

5 Order Marks = 1 Detention

or a Detention may be given outright for what the school deems as a serious disciplinary issue at the Head Teacher's/ Deputy Head's discretion.

Unexplained Lates = 1 Detention – 30 mins.

Continuous Lates after this = 1 hour detention for each Late.

The option of going home for lunch may also be taken away in order to improve punctuality.

Detentions take place after school on Thursdays unless stated otherwise. Parents will be notified by letter if their daughter has a detention.

Suspensions & School Report

If a pupil continues to misbehave after two detentions, she may be suspended from the school timetable for one day. Again, a letter will be sent to you giving notification. Any further breaches of the school rules after a timetable suspension will result in suspension from school. Pupils returning from suspensions of any length may be put on **Report** for at least one week. The pupil will be monitored on behaviour/classwork/homework during every lesson. At the end of each lesson, the **Report** is filled and signed by her teacher. The **Report** must then be shown to parents and signed by them. Finally, it is checked the following day by the Head teacher. At the end of the week, the Head Teacher will decide if any further action needs to be taken. Parents will be notified. Your daughter's future here will be in jeopardy if she reaches this final phase of suspension from school.

1. Discipline Contract

I /We, parents of _____ (Pupil's full name and year group)

have read and discussed the **School Rules** with our daughter and we accept that the school reserves the right to enforce the Disciplinary Policy in the event of non-compliance with the rules.

NAME of PARENT:

NAME of PUPIL:

SIGNATURE of PARENT:

SIGNATURE of PUPIL:

DATE:

Please complete, sign, and return the bottom copy of this **Discipline Contract** before your daughter commences school in September.

Updated: June 2024

THE SCHOOL DAY

In order to cover the National Curriculum and Islamic Studies, the school has a relatively longer day than any other school.

8.40 – 9.25 am	Registration / Period 1
9.25 – 10.05 am	Period 2
10.05 – 10.45 am	Period 3
10.45 – 11.00 am	Assembly
11.00 – 11.15 am	Break
11.15 – 12.00 pm	Period 4
12.00 – 12.45 pm	Period 5
12.45 – 1.45 pm	Lunch
1.45 – 2.30 pm	Registration / Period 1
2.30 – 3.15 pm	Period 7
3.15 – 4.10 pm	Period 8
4.10 pm	End of School Day

SCHOOL FEES

The School Fees for the Academic Year 2024 / 2025 are as follows:

	Term 1	Term 3	Total
Year 7 - Year 9 Child	£1,290.00 to be paid in September	£1,290.00 to be paid in January	£2580.00
Year 10 Child	£1,560.00 to be paid in September	£1,560.00 to be paid in January	£3120.00
Year 11 Child	£1,890.00 to be paid in September	£1,890.00 to be paid in January	£3780.00

Third Child *25% Discount only at the Al-Ashraf Secondary School.*

There are three ways of paying the school fees:

❖ **By Monthly Standing Order:**

You may complete the standing order form, which can be obtained from the school office and arrange for payment to be made on a monthly basis over 8 months straight from your bank account.

❖ **One Single Payment for Whole Annual Fee:**

This must be paid in cash or online before the end of September in the new term.

❖ **Payment in 2 Instalments:**

First half of annual fee must be paid cash or online in September. Second half must be paid in January.

These new figures are inclusive of 20% VAT.

All payments must be paid by the end of April.

Regular and prompt payments must be made of School Fees which includes the annual **Ofsted Inspection Fees**.

The school should be notified immediately if fees cannot be paid on time or in the event of legitimate *Shar'ee* reasons, parents may apply for arrangements to be made from the Zakaat Fund.

In the event of not notifying the school and ignoring two written School Fee reminders, the governing body will have the right to enforce permanent exclusion.

Regardless of any **holidays** taken by the students all fees must still be **paid in full**.

Exam Fees:

The majority of GCSE Exam fees are included in the Year 11's School Fees. Pupils who wish to be entered for additional exams not included in school fees will be charged separately at the time of making entries or shortly after the school is invoiced. Usually these may be for the extra GCSE Triple Science exam, ICT Functional Skills test or BTEC Home Cookery Skills.

Ofsted Fees:

Each year there will be a small charge towards Ofsted Inspection fees. The invoice is divided equally amongst all pupils on the school roll.

Curriculum Enrichment Week/Citizenship Day:

As from September 2016, the school introduced a mandatory curriculum Enrichment Week & Citizenship Day. Parents are expected to pay towards the costs of activities.

Other costs:

Pupils may be expected to contribute towards other small costs during the school year such as educational visits, homework diaries, locker keys, etc.

Intervention:

On occasions, pupils may require out-of-class intervention in core subjects to catch up with age-expected standards. For this, parents will be expected to make contributions which will depend on number of pupils and length of time intervention is required.



ADMISSION FORM

Al-Ashraf Secondary School
 Sinope Street Gloucester
 GL1 4AW
 01452 300465
www.al-ashraf.org.uk
 Email: office@al-ashraf.gloucs.sch.uk

This application will be considered by the school in accordance with the school admission policy and if accepted, will be subject to the following conditions:

1. Parents/guardians must agree to work in partnership with the staff and governors in the education of their children.
2. All members of the education partnership – parents, staff and pupils – undertake to abide by the rules and regulations of the school as determined by the Governors.

Please complete the following in BLOCK CAPITALS

Surname of Pupil:	Forename of Pupil:	Middle Name of Pupil:	D.O.B:
Country of Birth:	Passport number:	Country of Issue:	
Nationality:	Ethnicity (for DfE purposes):	Mother Tongue:	
Address:			Postcode:

Fathers First Name:	Father's Surname:	Nationality:
Father's Occupation	Home Contact No: (landline) Father's Mobile No: Father's Work Contact No:	Father's Email Address:
Mother's First Name:	Mother's Surname:	Nationality:
Mother's Occupation	Home Contact No: (landline) Mother's Mobile No: Mother's Work Contact No:	Mother's Email Address:

Present/Previous School:	Present/Previous Class/Year:	Year Applying for:
School Address:	City/Country:	Contact No/Email:

Has your daughter previously attended school abroad? Yes/No
If Yes, how many years?

Special Needs – Does your daughter have any specific learning difficulties for which she is currently receiving help in school or seeing a therapist? **Yes/No.**
If yes please give full details below:

Are there any matters you think the school should know about in the interests of your daughter's welfare and safety while in school?
 Eg.... parental custody rights. **Yes/No**
If Yes, please give details below:

Does your child suffer from any allergies, illnesses, disabilities, etc.? If so, please give full details below:

Name of Family Doctor

Surgery Address & Phone No:

Please provide **two emergency contact details** besides parents.
 Name

Contact No:

Relationship to Pupil:

Name

Contact No:

Relationship to Pupil:

Declaration: - I, the undersigned, hereby give permission to the school to access any previous educational history and certify that the particulars on the Admission Form are true and correct. I agree to abide by the rules and regulations governing the school. I understand false and misleading information given on this form could result in my daughter losing her school place.

- Please kindly hand/post or email this form (as soon as possible) with your registration **£75.00 fee payable either by cash or bank transfer.**
- Please also provide a **copy** of your daughter's **Birth Certificate**

Bank Transfer Details: Lloyds TSB

Account Name: Al-Ashraf Secondary School for Girls

Sort Code: 30-93-48

Account Number: 43004968

Online Reference: Admission & Daughter's Name

Name of Parent/Guardian

Signature

Date

FOR OFFICE USE ONLY

Date Received	£75.00 Registration Fees Paid	Y	N	CASH/ONLINE
Date Admitted	Enrolled in Year:			
Copy of Birth Certificate received?			Enrolment No:	