



Future Leaders Academy

*Today's children, tomorrow's leaders*

## **PARENT HANDBOOK**

**2018-2019**

# Introduction

Dear Parents

Assalamu 'alaykum wa rahmatullah.

We would like to take this opportunity to welcome you to Future Leaders Academy.

This handbook contains relevant information for the academic year 2018-2019.

We require a commitment from parents to support our vision and ethos and help us achieve our aims. We strongly encourage parents to ensure that their children:

- attend classes regularly and on time
- are dressed in correct uniform
- bring their bags and all correct equipment/books to FLA every day
- respect staff, pupils and their classrooms
- regularly review learning at home
- complete all homework recorded in their homework diaries on time

Please take time to read through the Handbook carefully. Parent-School and Child-School Agreements should be signed on the first day back.

Jazak'Allah khayr!

## **Contact Us**

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# Home-School Agreement

## As a parent/carer I will:

- Make sure that my child arrives on time for 4:00pm every day. Any regular and planned late arrivals should be discussed beforehand with the FLA Co-ordinator / Head-teacher.
- Make sure my child attends every day unless there is an authorised reason for absence. Let the FLA Co-ordinator / Head-teacher know if this is the case.
- Make sure that my child is wearing the correct uniform.
- Endeavour to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home.
- Support the Islamic ethos of the school by taking an interest in what my child is learning and practising it at home with the rest of the family as much as possible.
- Encourage a positive attitude towards my child's Islamic, social, emotional and physical development.
- Use my skills as a parent and experiences as an adult to enhance my child's learning at home. My child will benefit greatly from what I can show them, discuss with them and teach them.
- Let the FLA Co-ordinator know of any concerns or worries that may be affecting my child's learning and/or behaviour.
- Discuss any concerns I may have with the appropriate person at FLA in an open and amiable manner as it is much healthier to work out solutions and move on.
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.
- Support and work with FLA to ensure that the behaviour management policies are maintained in relation to my child.
- Read all information sent home (on paper as well as via emails and texts) as this gives me important details of relevant policies, meetings, activities and events; check for messages on ClassDojo group or email.
- Support FLA and the parent network when fundraising and organising activities for the benefit of FLA and other charitable causes.
- Make sure that homework tasks are completed and returned on time. Homework is set to help consolidate and extend what is learnt at FLA so that my child will receive a comprehensive education.

Name of Child:

Parent Signature:

FLA Co-ordinator:

Date:

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# Child-School Agreement

**By coming to Future Leaders Academy, I agree to:**

## **1. Respect Allah**

- Allah is watching me all the time. He hears and sees everything so I will think before I speak and do any action.
- I will take my time when praying salah and when reciting the Qur'an.
- I will learn and recite the daily Du'as and remember Allah often.
- I will try hard to learn Arabic so I can understand the Qur'an better.
- I will take lessons from the Qur'an and follow the Sunnah.
- I will read Qur'an at home, practice using Arabic phrases and make Islam a part of my life.

## **2. Respect Myself**

- I won't swear, backbite, gossip, lie or fight.
- I will speak politely, give my opinions with respect and respect other people's opinions.
- I will attend FLA every day on time.

## **3. Respect Others**

- I won't hurt others, call them names, backbite, swear and/or fight.
- I will listen when others are speaking, follow instructions and put my hands up.
- I will be friendly with everyone, love for others what I love for myself and won't make other people feel left out.
- I won't tell-tales, accuse others and argue over small things and I will solve problems in a peaceful and friendly way.
- I will try and learn good things from people and teach them good things too.

## **4. Respect my Environment**

- I will keep the classroom and the FLA environment tidy and pick up litter.
- I will not write on furniture, books or walls.
- I will look after school equipment, use paper and resources sensibly and only use equipment with permission.

Name of Child: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_  
FLA Co-ordinator: \_\_\_\_\_  
Date: \_\_\_\_\_

# Future Leaders Academy Timetable\*

## 2018-2019

Time	Monday	Tuesday	Wednesday	Thursday	Friday
4.00-4.55	Stage 1 Arabic Stage 2 Arabic Stage 3 Arabic Stage 4 Arabic Stage 5 Arabic	Stage 1 IS Stage 2 IS Stage 3 Quran Stage 4 Quran Stage 5 Quran FLA Adv*** Arabic	Stage 1 Arabic Stage 2 Arabic Stage 3 Arabic Stage 4 IS Stage 5 IS Usrah group IS	Stage 1 IS Stage 2 IS Stage 3 Quran Stage 4 Quran Stage 5 Quran FLA Adv IS	Life Skills
4.55-5.00	Break	Break	Break	Break	
5.00-5.55	Stage 1 Quran Stage 2 Quran Stage 3 IS** Stage 4 Arabic Stage 5 Arabic	Stage 1 Quran Stage 2 Quran Stage 3 Quran Stage 4 Quran Stage 5 Quran FLA Adv Arabic	Stage 1 Quran Stage 2 Quran Stage 3 IS Stage 4 IS Stage 5 IS Usrah group IS	Stage 1 Quran Stage 2 Quran Stage 3 Quran Stage 4 Quran Stage 5 Quran FLA Adv IS	

\* Timetable may be modified

\*\* Islamic Studies

\*\*\* FLA Advanced

### Snacks and Break Time

FLA is open from 3.45pm. Pupils should bring their own snacks, we encourage parents to provide children with healthy snacks instead of sweets, sugary drinks and crisps. Snacks should be eaten before classes begin at 4.00pm. Break time is very short and pupils should avoid eating during this time. Pupils can bring a water bottle for break. Crisps and fizzy drinks are not permitted.

# Work Plan 2018-19

Mo 13.08.2018	IN SERVICE DAY 1 – first meeting
First week	Meetings with new S1 parents
Tu 14.08.2018	Start of Term 1
Mo 20.08 – We 22.08	EID UL-ADHA HOLIDAY
Third week / fourth week	Meetings with parents of other stages
Fr 31.08.2018	Start for pre-FLA
Term 1	Classroom observations
Sa 01.09.2018	Start for FLA WE club
Fr 21.09	Ashura
Sa 29.09.2018	EVENT 1
Mo 01.10.2018	RagBag collection day
Fr 05.10.2018	IN SERVICE DAY 2 – training 1
Mo 08.10.2018 – Fr 19.10.2018	AUTUMN HOLIDAY
Mo 22.10.2018	Start of Term 2
Th 15.11.2018	IN SERVICE DAY 3 – training 2
Fr 16.11.2018	IN SERVICE DAY 4 – weekly plans
Fr 14.12.2018	EVENT 2
Mo 17.12.2018	RagBag collection day
Fr 21.12.2018 – Fr 04.01.2019	WINTER HOLIDAY
Mo 07.01.2019	Start of Term 3
First week	FLA document audit
Fr 15.02.2019 Mo 18.02.2019	Mid-term holiday
Tu 19.02.2019	IN SERVICE DAY 5 – training 3
Fr 22.03.2019	EVENT 3
End of Term 3	Agree on Rag Bag collection date for Term 4
Mo 01.04.2019 –	SPRING HOLIDAY

Fr 12.04.2019	
Term 4	Work on school year 2019/20 starts!
Mo 15.04.2019	Start of Term 4
Fr 19.04.2019	Good Friday (off)
Mo 22.04.2019 – Th 25.04.2019	Quran competition week
Mo 06.05.2019	May Day (off); probable beginning of Ramadan 2019
Th 23.05.2019	IN SERVICE DAY 6 – training 4
Fr 24.05.2019	IN SERVICE DAY 7 – weekly plans
Mo 27.05.2019	Victoria Day (off)
We 05.06.2019	Eid ul-Fitr (?)
Fr 14.06.2019	New S1 assessment day
Fr 21.06.2019	EVENT 4 – End of the Year Celebration (last day of FLA)

# Curriculum Overview

**Arabic:** reading, writing, speaking in Fusha; learning the vocabulary that makes up 50% of the words in the Holy Quran; Islamic expressions and year-to-year building on the following subjects until pre-GCSE Arabic level: About Me, My Family, My Job, At Home, My Hobbies, What Does He Look Like?, My Town, At School, Transport, Clothes and Food.

**Quran:** recitation with the proper Makharij; Tajweed rules and applying them; memorization of minimum Juzs 30-28 + Surah Yasin, Surah Sajda and Surah Rahman.

**Islamic Studies:** complete S1-7 of the FLA Islamic Studies Curriculum (year-to-year building on the following subjects: Who Am I?, 99 Names of Allah, Pillars of Iman, Pillars of Islam, Everyday Duas and Adhkar, Seerah, Prophet Stories, Islamic Akhlaq and Adab, Islamic History, Modesty and other Fiqh issues, Islam and Contemporary Issues).

**Life Skills:** complete S1-7 of the FLA Life Skills Curriculum, which is specially designed to help our pupils apply Islam in their everyday lives and is divided into 4 main topics: 1) Health and Wellbeing (healthy eating, anti-bullying, self-defence, healthy cooking); 2) Charity (learning all about charity in Islam and participating in many charitable projects); 3) Earth Friendly Life (consumption, energy efficiency, up-cycling, growing organic); 4) Confidence (swimming, cycling (up to Level 3)).



# Future Leaders Academy Uniform Policy

## Aims

- To develop a sense of unity and belonging in pupils.
- To foster Islamic identity.
- To maintain discipline and formality.

## **Monday-Friday**

**Boys Uniform:** Thowb (and hat (Topi))

**Girls Uniform :** Abaya and Headscarf

## Sports

### ***Swimming:***

#### **Boys:**

- Knee length swimming shorts
- Cap and goggles (optional)

#### **Girls:**

- Modest swim wear covering some or all of the arms and the legs to the shin or ankle.
- Or a tight-fitted t-shirt and leggings/footless tights under a regular swimming costume made out of appropriate fabric such as nylon, polyester or lycra
- Cap and goggles (optional)

### ***Multi-Sport:***

#### **Boys:**

- Joggers/knee length shorts
- Top/t-shirt
- Suitable footwear

#### **Girls:**

- Loose fitting top that is at least thigh length with long sleeves.
- Loose trousers/bottoms/joggers.
- Appropriate one-piece headscarf for all girls from S4 and older (no pins/loose ends) for outdoor sports.
- Suitable footwear.

## Trips

- Uniform as instructed by the FLA Coordinator / Head Teacher.
- A one-piece head scarf with no pins or ties.
- All girls should come dressed modestly. Jeans/leggings should be worn with a knee length top/dress.

### **General Guidelines**

- No make-up or nail varnish to be worn in FLA!
- No jewellery
- No extreme haircuts are permitted that could serve as a distraction to other children.

*Clothes should be clean, not have any indecent images or writing on them and must not be tight fitting. Children who come inappropriately dressed will be sent home.*

# Future Leaders Academy Attendance and Punctuality Policy

## Aims

- To attain a high level of attendance and punctuality for all students attending Future Leaders Academy.
- To ensure attendance and punctuality are prioritised by teaching staff, students and parents.
- To ensure that pupils receive the best level of education by regular attendance and a commitment to learning.
- To maintain a good communication between home and school and staff and parents.

## How Attendance is Monitored

### Daily

- The attendance register is taken during the first lesson by the class teacher.

### Weekly

- Class attendance is monitored each day and at the end of the week by the FLA Administrator.
- Individual attendance will monitor:
  - a) Number of absences recorded.
  - b) Patterns of poor attendance.
  - c) Improvement in attendance.
- The FLA Administrator will query absences with parents.

### Termly

- Attendance and punctuality will be monitored by the FLA Administrator.

### Annually

- Attendance and punctuality will be monitored by the FLA Co-ordinator / Head Teacher.
- Individual certificates and prizes will be awarded for exceptional attendance and punctuality at the end of an academic year during the FLA Presentation Day.

### Extended Holiday/Leave of Absence

- 1) Pupils taken out of school during term time will be monitored by the FLA Co-ordinator / Head Teacher.
- 2) The maximum number of days of extended holiday/leave of absence is 10 days per school year.
- 3) Any pupil absent longer than one week (5 school days) should be given homework to ensure the child does not fall behind their class. It is the duty of the parent of that child to contact the main teacher of their child's class for homework.
- 4) The FLA Co-ordinator / Head Teacher will ensure that extended holiday/leave of absence has been granted and authorised.
- 5) The FLA Co-ordinator / Head Teacher will follow up any unauthorised extended holiday/leave of absence.
- 6) Pupils on unauthorised extended holiday/leave of absence will face possible suspension and/or exclusion.

### **Procedures for Staff to Ensure Good Attendance and Punctuality**

- 1) Registers are legal documents. It is important that the staff use consistent rules and codes for registration.
- 2) The register should include the pupil's full name. Names should be recorded in alphabetical order.
- 3) Registers should be marked by class teachers using pencil with one of the following symbols:
  - / = present
  - L= Late (later than 4:05pm)
  - N= no reason
- 4) The FLA Administrator can follow up any 'N' with the following symbols:
  - M-Medical appointment (a signed letter by the parent/guardian with details of the appointment must be given to the the FLA Administrator and recorded in a file. A phone call/text from the parent is also sufficient.)
  - I-Illness (if child leaves school feeling ill or parents inform school on the day of illness).
  - V-Educational visit or trip.
  - P-Approved sporting activity.
  - C-Other occasions (bereavement, agreed special occasions, other approved absences not covered by other codes).
  - Y-Enforced school closure (e.g. due to bad weather, burst pipe etc.).
  - F-Extended Family Holiday (more than 10 days, authorised).
  - H-Family Holiday (10 days or less, authorised).
  - G-Family Holiday (not authorised or days in excess of agreement).
  - E-Excluded.
  - #-School closed to pupils (e.g. INSET).

- X-FLA Holidays.
- 5) The codes should be placed in the inside cover of register.
  - 6) Entries should be made in pencil. Correction fluid should not be used. Corrections should be made with blue or black ink by the FLA Administrator.
  - 7) The weekly column should be completed with dates.
  - 8) The attendance register is taken at the start of the first lesson and should be returned to the office immediately.
  - 9) Teachers should not be lenient in marking registers. Registers should be taken within the first 5 minutes of the first lesson. Pupils should not be let off even if they slightly late.
  - 10) Register totals should be kept on a daily basis by the FLA Administrator.
  - 11) The FLA Administrator should be informed by parents on the day if the child will be absent by phone or email or prior to the planned absence by a letter, phone call or email. Any absence that is not accompanied by an explanation will be followed up on the day.
  - 12) If the class teacher/office staff is uncertain about the reason for a child's absence the FLA Administrator should be informed immediately.
  - 13) Absences can only be authorised by the FLA Co-ordinator. Other teachers/office staff are not permitted to authorise absences.
  - 14) Only the FLA Co-ordinator can make changes to codes.
  - 15) Unauthorised absences are not acceptable. If an unauthorised absence is marked in the register, a letter will be sent home outlining the importance of good attendance. Pupils will receive a verbal warning by the class teacher if they have a total of 3 unauthorised absences in a term and parents will be called if the total of unauthorised absences exceeds 5 in one term. The parents will meet with FLA Co-ordinator and discuss the pupil's attendance and breach of the FLA-Parent Agreement. A course of action will be decided by FLA Co-ordinator.
  - 16) If a pupil is late more than twice in a week, parents will be contacted by phone, letter or email. If a pupil is consistently late (a total of 5 lates) in one term, parents will be called in to meet with the FLA Co-ordinator and discuss the pupil's punctuality and their breach of the FLA-Parent Agreement. A course of action will be decided by the FLA Co-ordinator / Head Teacher.

### **Improving and Maintaining Good Attendance and Punctuality**

- 1) Parents are informed about the importance of good attendance and Punctuality through:
  - The FLA Open Day.
  - The initial induction meeting with parents.
  - The FLA-Parent Agreement that all parents have to sign before registering their child.
  - Regular reminders in the school newsletter.
  - By letter/phone/email in case of poor attendance and punctuality.
  - Meeting with the FLA Co-ordinator / Head Teacher in case of consistently poor attendance and punctuality especially any unauthorised absences.

- 2) Pupils are made aware of good attendance and punctuality through:
  - The initial Open Day.
  - FLA-Child Agreement that all children have to sign before registering.
  - Daily/weekly reminders by the class teacher.
  - The FLA Administrator that will follow-up any absence immediately.
  - The class with a 100% attendance at the end of the year will receive a special prize.
- 3) Individual attendance and punctuality will be monitored.
- 4) Pupils will be challenged for unexplained absence and lateness.
- 5) Parents will be contacted by phone, email or letter for unexplained absence and lateness.
- 6) Parents will be called in to meet the FLA Co-ordinator / Head Teacher to discuss consistent absences and lateness.

### **Extended Leave**

1. FLA will kindly request parents to book holidays/leave of absence during FLA school holidays. Parents will not be given automatic entitlement to take their children out of school during term time.
2. If parents wish to book a holiday/leave of absence, a 'Holiday/Leave of Absence' request form (Appendix 1) must be completed and a meeting should be arranged with the FLA Co-ordinator / Head Teacher.
3. A 'Holiday/Leave of Absence' request form should be filled in by parents for both Family Holidays (10 days or less, authorised) and Extended Family Holidays (more than 10 days).
4. Each application/request will be dealt with individually before a final decision is reached by the FLA Co-ordinator / Head Teacher. Parents will be notified of the outcome.
5. A breach of this policy will require action against parents/child.

# Future Leaders Academy Rewards and Sanctions Policy

## Aims

- To develop an environment conducive to learning through positive attitude, praise and encouragement.
- To foster self-discipline within each individual so that they are able to engage with others in a friendly, co-operative and respectful way regardless of race, class, gender, age or ability.
- To create an environment where individuals are free to take risks, contribute and participate in a safe and secure atmosphere without fear of being judged, criticised or rebuked.

## Good Behaviour

### Responsibility of Pupils

The four basic rules for pupils are:

- 1) Respect Allah
- 2) Respect myself
- 3) Respect others
- 4) Respect my environment

The rules will be displayed in classrooms and around the school. They will be shared with parents and pupils during the Open Day and Induction. They will also be part of the Home-School and Pupil-School agreement.

### In and around school these rules mean:

1. Respect Allah
  - Learning the Quran, Arabic and about Islam is the most important purpose of attending FLA. Attitude, behaviour, effort, motivation and work ethic should reflect respect and priority towards these subjects.
  - The Quran should not be read in a fast or rushed manner and the correct etiquette should be adopted when reading the Quran (to be in wudhu, to place the Quran off the ground etc).
  - Effort should be put in to reading extra Quran at home and practising what is taught in school.

- Learning Arabic is not just like learning another language - it's the most important language to learn so that the Quran can be understood properly.
- Effort should be put into practicing what is learnt at home and using Arabic words or phrases as much as possible.
- Islam is not a subject but a way of life. Pupils should reflect this in their words, actions and choices e.g. (using Islamic phrases, refraining from swearing and fighting, deciding whether something is right or wrong etc.).

## 2. Respect myself

- Look after your reputation - don't give people a reason to talk about you.
- Guard your heart from bad thoughts, tongue from bad words, your hands from hurting others or causing harm to the environment and your limbs from bad actions.
- Value your opinions.
- Have good manners and morals.

## 3. Respect others

- Teacher is in charge of the class. Listen and follow instructions given by the teacher.
- Do not interrupt the teacher or others. Be patient and put up your hands.
- Do not shout out or leave your place without teacher's permission.
- Be friends with everyone.
- Do not make other people feel left out or vulnerable.
- Respect differences.
- Do not mock or laugh at others, swear or use of offensive/abusive language.
- Do not tell tales, backbite or lie.
- Do not run in the school building or push others.

## 4. Respect my environment

- Tidy up after myself!!!
- Be responsible of my things – pencil case, workbooks, worksheets, books etc.
- Pick up paper, rubbish and any litter off the floor/surfaces and place in bins at the end of class.
- Keep toilets tidy.
- Keep resource boxes/shelves tidy.
- Do not write on walls, tables, furniture or books.
- Do not waste paper and other resources.
- Look after school equipment/books/resources.

**On a school trip these rules mean:**



1. Respect Allah
  - Represent Islam and its teachings.
  - Maintain good behaviour and etiquette.
2. Respect myself
  - Keep safe by following instructions.
  - Don't show yourself up by saying or doing bad things.
  - Be on your best behaviour.
  - Maintain good behaviour and etiquette.
3. Respect others
  - Take an interest in the trip/outing.
  - Participate with enthusiasm - don't show boredom, tiredness or a bad attitude.
  - Listen and follow instructions.
4. Respect my environment
  - Don't litter the place of visit and tidy up after yourself.
  - Do not damage equipment/books/furniture/resources.

## **Responsibility of Parents/Teachers**

1. Respect Allah
  - Loving Allah: this can be done by teaching pupils Allah's Names and Attribute. For example, demonstrate His love for His creation e.g. Allah is 'Ar Rahman and 'Ar Raheem' and this is shown through our families, our parents, our homes, clothes and food etc.
  - Fearing Allah's Punishment: remind them that Allah won't be happy with them if they do wrong things, develop a sense of accountability to a greater being and develop a habit of saying 'Astagfirullah' when they make a mistake.
  - Hoping for Allah's Mercy: Teach pupils about Allah's names that denote mercy such as 'Ar-Rahmaan' and 'Ar-Raheem' and point out examples in everyday life that demonstrate this, for example, air, water, food. Teach pupils to ask Allah through His Names and Attributes so that they learn to rely on Him.
  - Thanking Allah: teach pupils to say 'Alhamdulillah' for the blessings they have and point out these blessings so that pupils are aware constantly that Allah is Kind and Merciful. Ask pupils to make a list of all the blessings they have and every time they receive something new, remind them to say 'Alhamdulillah.'
  - Remembering Allah and making dua: set a time daily where pupils complete one tasbeeh and vary this according to age. Get pupils into the habit of doing tasbeeh at the end of

every salah and learning the appropriate duas/dhikr for daily things such as sleeping, eating, leaving the house etc. Get pupils into the habit of asking Allah whenever they want something and making them understand that they should ask for what is good for them and that Allah knows this best. Teach pupils to ask Allah through His Names and Attributes so that they learn reliance of Him, for example, if they are afraid they should seek help and protection by asking Allah al-Muhaymin (The Protector) or al-Wali (the Protecting Friend).

- Love of the Quran: The Quran should be the most respected Book in the house, read it often both in Arabic and English, tell pupils stories from it, set up Quran competitions for all family/class members and give out rewards, set a time daily where everyone in the family will read the Quran.
- Love of Islam: make Islam a part of daily life as opposed to something that is just taught in the mosque. Refer to all actions/words by reminding pupils 'as Muslims we should...' 'Islam teaches us...' Implement stories/lessons from the Quran and Prophets in daily life e.g. the Quran teaches kindness to parents so we should help parents with chores, the Sunnah teaches kindness to neighbours so we should make our neighbours food and take it round etc..

## 2. Respect myself

- Teach pupils good values and to be proud of them.
- Teach them responsibility and accountability.
- Teach them to guard their heart, tongue, hands and limbs as well as refraining from looking at and listening to wrong things.
- Encourage pupils to ask questions and be inquisitive.
- Encourage pupils to be confident but not arrogant.
- Teach pupils to speak politely.
- Teach pupils to respect elders and be kind to younger pupils.

## 3. Respect others

- Teach pupils that they are responsible for what they say and do so it important to guard their tongue and limbs. All our actions and words are recorded and we will be accountable for them. Develop awareness in pupils from a young age that Allah is watching them and that He will be displeased with bad behaviour and actions.
- Lying, swearing, backbiting, gossiping, telling tales, accusing others wrongly and using offensive language are signs of disrespect and bad manners and should be punished fairly. They should not be acceptable in the classroom or home and pupils should be aware of the consequences of such acts.
- Tell pupils why these traits are disrespectful and rude.
- Teach pupils that not everyone is the same in their appearance, dress and beliefs.

- Teach pupils to respect differences and not to laugh and mock at people who are different.
4. Respect my environment
- In school this can be the expectation to keep the classroom and school tidy, to take care of resources and use them wisely and not to damage property.
  - At home, pupils can be encouraged to do chores around the house fairly and at a level appropriate to their age. For example, make their beds, tidy up toys for younger pupils and keeping their rooms tidy, doing the dishes or putting out rubbish for older pupils.
  - Pupils should also be taught to respect other people's land and properties.

### **General Responsibilities**

1. Support FLA's Behaviour, Rewards and Sanctions Policy.
2. Be good role models.
3. Integrate Islam into daily life.

### **The FLA Reward System**

#### **Merit System**

1. The Merit system is to be used for exceptional behaviour or work rather than praising pupils for what they should already be doing! Any rules which are part of the four 'R' Rules should not be praised using the Merit system unless the pupil has excelled in a particular area or gone beyond what is normally expected. For example, picking up litter after a class should not be rewarded by the Merit system but a pupil who organises the class and designates roles to clean the classroom/school is meritable. However, even in this circumstance it is important for the teacher to publicly recognise the pupil's effort, praise the action and share why such an action is commendable in Islam or general and remind them that their reward is with Allah foremost. This will create an intrinsic sense of reward whilst the merit will serve as an extrinsic reward.
2. The purpose of the Merit system is to encourage pupils to go above and beyond what is normally expected so pupils always try hard to keep striving and improving themselves.
3. Each pupil will receive a merit (gold star) on the class merit chart.
4. An end of year certificate at prize will be given to pupils who fill their merit charts.
5. Individual merits will be counted over the course of one academic year.
6. Pupils who collect all merits before the end of the year will begin a second chart.

#### **Table Point System**

- The purpose of the Table Point System is to encourage and create an interdependent learning atmosphere where pupils learn to work with others effectively and be aware that their behaviour/actions can have a positive or negative impact for others.

- Pupils should be placed at tables in a sensible and informed way.
- Each table should be given a name.
- Any points awarded to a member of that table should be recorded on the white board.
- The Table Point system can be used for pupils to award other pupils during class presentations, pupil lessons etc. but in a controlled and sensible way.
- Behaviour to be rewarded can include good work, sensible behaviour, enthusiasm, good effort, effective contribution, good questions, good team work etc.
- The teacher may give out a small treat e.g. chocolates, pencils, stickers etc. or special privileges such as being in the queue first, an extra five minutes of games etc. for tables that first reach 50, then 100, then 150 etc.

## **General Praise**

1. Verbal praise
2. Non-verbal cues or gestures e.g. 'thumbs up,' 'pat on the back' and 'nods.'
3. Written comments on work/books/homework
4. Stickers on work/books
5. Pupils' work on display
6. Subject certificates
7. Whole school rewards: certificates, assemblies and events.
8. Parent's Evening

## **The FLA Sanction System**

### **Warning System**

1. Teachers endeavour to create a good learning atmosphere with effective teaching strategies that will engage all pupils and classroom management techniques that encourage productive, co-operative and effective participation from all class members.
2. The warning system is not used persistently unless there is no other way to control the pupil's behaviour. However, teachers are aware that if persistent bad behaviour is not reprimanded with warnings then the warning system will cease to be effective. Similarly, if the warning system is over used or used in place of good teaching/behaviour management strategies it will also lose its value and create a breakdown in relationship between teacher and pupil.
3. Teachers deal with low level behaviour using low level responses. This may include standing behind the pupil, slipping the pupils name into a general conversation, eye contact or other non-verbal cue. Teachers avoid giving warnings for low-level behaviour. But if it is persistent then a warning is given.

4. A threat of a warning should never be given for example, 'If you don't stop shouting out I will give you a warning.'
5. However, there are occasions where a warning will have to be given. All pupils should be aware that they will receive three warnings. At this point, the teacher issues a verbal warning, 'this is your first warning,' and write the pupil's name on the board. If the pupil persists in misbehaving, teacher gives out a second warning, then the third and final warning.
6. After the third warning, the pupil is sent out of the classroom to sit downstairs with the FLA admin and to reflect on their behaviour. (Parents are notified via sms.)
7. If the behaviour persists and the pupil is given a further three warnings, the FLA Co-ordinator / Head Teacher is informed. The FLA Co-ordinator /Head Teacher will speak to the pupil. (Parents are notified via sms.)
8. If three more warnings are given, the pupil will be sent out for the third time and parents will be notified of suspension for one week. During suspension the pupil is not allowed to join in FLA lessons and activities, but must do all the work at home that peers are doing in class. A meeting with parents is advised at this point to discuss the behaviour of the pupil and decide how to ameliorate it.
9. After a week of suspension, the pupil is allowed back to FLA and must show the individual work done at home to the stage teacher. The pupil is placed on Green Behaviour Report for 2 weeks to monitor their behaviour.

## **The Report System**

1. When a pupil is placed on a Green Report for two weeks FLA Co-ordinator / Head Teacher and the pupil (possibly in co-operation with the parents) decide on three targets for the pupil to achieve in the next two weeks. The targets are written in the report.
2. The report is given to every teacher at the start of lesson and they will need to write a comment about the pupil's behaviour in relation to the targets at the end of each lesson.
3. The pupil collects their report from the FLA Co-ordinator / Head Teacher at the start of the day and hands it to each teacher. At the end of the day the last teacher hands the report back to the FLA Co-ordinator / Head Teacher.
4. At the end of the two weeks the FLA Co-ordinator / Head Teacher reviews the report and decides whether to take the pupil off the report or extend it by another week.
5. A copy of the report can be sent to the parents upon request.
6. The aim of the report is for the pupil to make a significant improvement in their behaviour and meet all targets in every lesson.
7. After the report is complete, the teacher/s monitor the pupil's behaviour and use the same system to reprimand behaviour if it persists. If the pupil receives a maximum of 9 warnings (sent out 3 times again), they will be suspended for a week for the second time.

8. The FLA Co-ordinator / Head Teacher speaks to the pupil and meets with their parents. This meeting gives the pupil another set of targets and the pupil will be placed on 'Amber' report for two weeks. Teachers have to comment and sign the report in the same way.
9. At the end of the two weeks the FLA Co-ordinator / Head Teacher reviews the report and decides whether to take the pupil off the report or extend it by another week.
10. After the report is complete, the teacher/s monitor the pupil's behaviour and use the same system to reprimand behaviour if it persists. If the pupil receives a maximum of 9 warnings (sent out 3 times again), they will be suspended for a week for the third time.
11. The FLA Co-ordinator / Head Teacher speaks to the pupil and meets with their parents. This meeting will give the pupil a final set of targets and the pupil will be placed on 'Red' report for a further two weeks. Teachers and parents will have to comment/sign the report in the same way but the pupil has to meet with the FLA Co-ordinator / Head Teacher at the end of every week to review the comments and receive a comment and a signature.
12. If a pupil continues to misbehave after they have served three suspensions and have been placed on all three reports, permanent exclusion may be considered and decided by the FLA Co-ordinator / Head Teacher.
13. The report system should be used over the course of one academic year.
14. If after a year, the pupil has not reached 'Red' report, the report system can start again from 'Green.'

## **Teaching Strategies and Behaviour Management**

Sanctions are used as a last resort and it is therefore important that all teachers adopt effective teaching and behaviour management strategies to create a classroom environment conducive to learning and good behaviour. See Appendix 8 for some tips to deal with low-level disruption.

# FLA FEES 2018-2019

The fees for the entire academic year 2018-19 for **S1-S5** is £408. You can pay the fees through the following methods:

- 1) As a one off payment £408 at the beginning of term in August or,
- 2) You can spread payment over four semesters: Aug-Oct = £102, Oct-Dec= £102, Jan-March= £102, April-June= £102.

**Pre-FLA** fees are £ 90 for full year, £ 50 for half-year and £ 30 for one term.

For **GCSE Arabic** and **GCSE Islamic Studies** fees are £ 100 for full year, £ 50 for half year and £ 30 for term each.

**FLA WE School** fees are £ 110 for full year, £ 55 for half-year and £ 30 for one term.

Please set up direct debits to Yusuf Youth Initiative with reference (FLA and your child name) or transfer the money in August or at the beginning of every term respectively.

Bank details are as follows:

**Beneficiary's Bank:** Bank of Scotland

**Account number:** 06023379

**Sort Code:** 807331

Please ensure that payments are made promptly at the start of each term if paying termly. If late more than two weeks, a £ 10 fine will be due.

If there are two or more siblings attending FLA, a 10% discount is available for second sibling, -20% for third and any additional sibling. Example: Family has 3 children in FLA, then fees for a term would be calculated as follows: £ 102 (first child) + £ 91.80 (second child) + £ 81.60 (third child) = £ 275.40 / term.

In the beginning of the year there may be an extra amount to be paid for the year's workbooks.

## **Contact Us**

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