



LANTERN OF KNOWLEDGE  
EDUCATIONAL INSTITUTE

# Student booklet

September 1

# 2024

Revised by S. Ahmed

		Next Review Date	01/09/2025
Approved By	Position	Date	Sign
Shakil Ahmed	Headteacher	01/09/2024	
Imran Sidyot	Trustee	01/09/2024	

## Welcome – 2024/2025

Dear Parents/Carers

Welcome to Lantern of Knowledge Educational Institute, our diverse, vibrant and successful establishment. Our students experience a rich, varied curriculum which unlocks their potential, ensuring outstanding outcomes and confident progression for all. We want all of our students to be successful, confident and responsible citizens who thrive in a learning culture that challenges, supports and inspires.

We are proud to be leading Lantern of Knowledge, working alongside colleagues, parents and carers to ensure that our students benefit from a breadth of curriculum opportunities to learn and thrive. We enforce a positive learning culture where young people can aspire, be challenged and excel in an atmosphere of safety and purpose.

Moving on to a new school is a life changing experience for students, parents and carers. It is an important stage in any child's life which can be quite daunting for them. We recognise this and understand that students and parents need to feel reassured, happy and safe during this transition period. This information pack aims to provide information which will help you through the transition process and beyond.

Lantern of Knowledge is your school. It is intended to ensure that you are able to study and stay here in comfort and good spirits. Every student and staff at Lantern of Knowledge recognises the importance of Deen (Religion) in our lives and the value of studying this Deen in an Islamic environment.

This pack aims to make your life at Lantern of Knowledge easier. Please read the information so that you are aware of the different persons who can help you and where you can get this help. Above all remember; if in doubt, ask. Ask another student, student council member, teacher or supervisor, they will be happy to help.

Jazakallah

Was Salam

Mr. Shakil Ahmed  
School Headteacher

### **Stage 1**

- Application form received
- Invitation for test
- Invitation for interview and open day

### **Stage 2**

- Email confirmation of either acceptance or placed on the waiting list
- Admission fee received to reserve place

### **Stage 3**

- Online induction and meeting with Headteacher
- Letter/Email sent out highlighting start date (July)

### **Stage 4**

- Start date first week of September
- Confirmation of details held by the school
- Notification to Borough of Waltham Forest of student enrolment
- Notification to previous school
- Request for files and other records held by previous school
- Medical plan or medication
- Allergy confirmation
- First term fees paid
- Notification of School DSL & DDSL
- Evacuation and Housekeeping rules
- Allocation of Hifz or pre-hifz class
- Annual planner
- School Email address
- School Log-in details
- Classcharts

## **SCHOOL CODE OF CONDUCT**

It is our intention to create a learning environment where young people feel safe, enjoy and learn, but to achieve this requires an effective partnership between the school, pupils, parents and carers.

If all pupils follow the Code of Conduct, then the school will be able to focus on learning and teaching which in turn will help raise attainment and allow the school to celebrate the achievements of our pupils.

To achieve this, we ask all pupils to:

**Be Ready** - Wear the correct school uniform at all times. Take pride in your appearance ensuring your uniform is clean and in a good state (incl. ironed) every day. Arrive to school and to all lessons on time. Come fully prepared to participate in all lessons. Be ready to learn and contribute work hard in all lessons. Take a pride in your work. Have ALL necessary equipment with you e.g. pens, text books, exercise books, this planner etc. Complete all homework and revision for assessments at home on time.

**Be Respectful** – Be courteous and have good manners towards ALL members of the school community at all times and in all areas of the school. Greet everyone with Assalamu alaikum. Show respect to others at all times – do not use foul or abusive language at any time. Behave quietly and appropriately in and around the Salah hall. Follow teacher instructions first time, every time. In lessons, do not speak when the others are speaking until you are asked to speak. Do not behave in a way that interferes negatively with the learning of others. Treat others in the way that you wish to be treated. Doors should be held open for other members of

the community and those waiting to enter a room should wait quietly. Take care of the school's environment (furniture, walls, carpets etc). Do not drop litter and report on those who cause damage to school property. When leaving school grounds be respectful at all times - do not drop litter!

**Be safe** – Be safe and keep others safe observing the appropriate health and safety regulations. In corridors and stairs always walk in single file and silently. Don't do anything that could be dangerous to yourself or others e.g. throwing any items, spilling any liquid. Do not run inside the school premises. Do not climbing on school furniture, the school buildings or fences. Have consideration for other people's wellbeing, safety and property.

In addition:

- Your money and other valuable items are your responsibility – keep them with you at all times.
- Speak to a member of staff if something or someone is bothering you.
- Offensive behaviour, abuse or bullying should be reported to a teacher. Pupil's must NOT reply or retaliate if they are victims of such offences.
- Pupils are expected to uphold the school's reputation at all times.

We ask all parents and carers to promote this code of Conduct with their child.

## **UNIFORM & PERSONAL APPEARANCE**

Students must at all times wear clothes confirming to Islamic Law (Sharia) and adhere to the practices of our Holy Prophet (PBUH) with regards to personal appearance. This means that you must wear a cap (Topi) and white Jubbah.

All pupils are expected to wear school uniform appropriately around the school site at all times and when representing the school. Pupils not wearing appropriate school uniform may be required to dress in uniform that is lent to them, internally excluded or sent home to dress appropriately, and return thereafter.

All items of uniform, sports clothing and equipment should be **clearly marked with pupil's name**.

**Uniform is to be purchased from the website: [www.victoria2schoolwear.co.uk](http://www.victoria2schoolwear.co.uk) or from their local retail shop in Hoe Street, Walthamstow E17.**

- Navy Blazer and trousers.
- Grey V-Neck Jumper.
- For P.E.: Royal Blue T-shirt, Navy Track suit top and Navy Jogging bottoms.

### **Other items**

- Plain white hat and plain dark socks.
- Plain white jubba (can be purchased from [www.islamicimpressions.co.uk](http://www.islamicimpressions.co.uk)).
- Navy blue school trouser.
- Black School Shoes – they should have no visible marking.
- Trainers – should be cushioned and suitable for impact sports not fashion trainers with a boot bag.

### **Equipment for all pupils**

- Sturdy school bag.
- Pencil case, pens (including black and green), pencils and pencil sharpener, coloured pens, pencils and highlighters.
- Glue stick, small scissors, rubber and compass.
- Casio scientific calculator, circular protractor, set square and ruler.
- Simple phones are permitted with the permission of the headteacher and must be handed in to the office
- **Smart phones and watches are NOT permitted in school.**

## Uniform Guidelines

- Only Lantern of Knowledge jumpers should be worn.
- **“Hoodies” are not permitted inside school premises.**
- Coats are permitted to suit weather conditions, but must be removed for lessons.
- Tracksuit bottom or jeans under the jubbah are not allowed.
- Vests or t-shirts worn under the jubba for warmth should be plain and must not be visible.
- Scarves and gloves should not be worn during the school day.
- Hair should be of equal length all the way round the head and should not be hanging below the ear lobes.
- **Extreme hairstyles or un-natural coloured dyes are not permitted;** pupils in any doubt should enquire before having hair cut rather than risk sanctions.
- **Hairbands, earrings and jewellery are not permitted.**

Navy Blue blazer



White hat



Black shoes



Grey Jumper



White Jubba



Navy blue trousers



Royal Blue T shirt



Navy PE Track top



Navy Blue Bottoms



## SMOKING AND ILLEGAL ITEMS

Smoking is strictly prohibited. It is a very serious offence to bring cigarettes, Shisha pens, drugs, vapes or any such items in to the school.

If you are not sure of whether something is allowed or not, then the responsibility is on the student and guardian to clarify before bringing and/or using onsite.

## SAFE KEEPING

Lantern of Knowledge is committed to the welfare, safeguarding and health and safety of all and understands it to be of the highest standard. In addition to clear guidelines for the safety of the pupils' there is CCTV that has been put in place and which is monitored by designated staff.

It is best to give your money for safe keeping to the school office. Do not keep large amounts of money in your pocket

Students are recommended not to have more than £10 pocket money.

## FIRE

If the fire alarm sounds, leave the building immediately and gather at the designated assembly point outside. There are fire escape plans throughout the building. Do not wait for friends or to collect belongings if the fire alarm sounds. There are designated fire marshals in school, if in an event of a fire, please follow their instructions. Do not play with the fire extinguishers or use them without reason. Anyone doing so may be charged.

## FIRE EVACUATION PROCEDURE

- The Fire Alarm is a long sound.
- Listen to any instructions given by member of staff.
- Leave your bags and books in your classroom.
- Shut the windows and close the door after you.
- Leave the building in silence by the nearest exit.

## Assembly

- Assemble in silence on the pavement outside the Church on Lindley Road. (see map)
- Assemble in your year group, in alphabetical order in a single file.
- Tutors will check registers and report any missing pupils to the Fire Officer.

## Dismissal

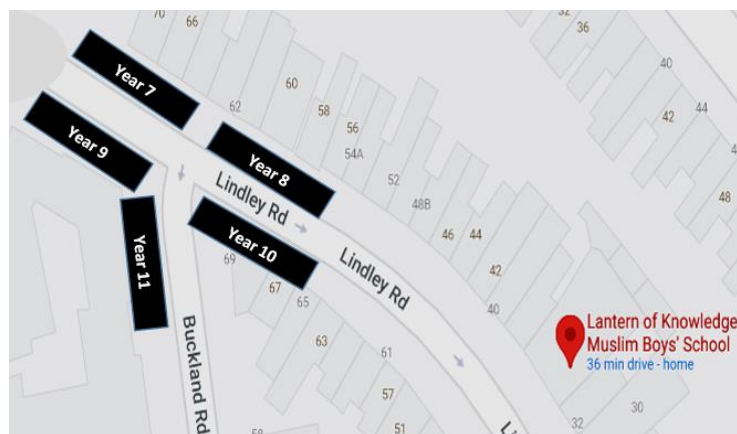
- Return to your classroom by year group when informed.

## Examination Candidates

- Pupils should leave the building by the nearest exit and assemble on the pavement outside the Church on Lindley Road.
- **THERE SHOULD BE NO COMMUNICATION BETWEEN PUPILS** at any time during the evacuation

## Assembly point:

Year groups line up according to the Bubbles as indicated here. Turn right as you exit the school:



## BULLYING

Lantern of Knowledge has a strict no-bullying policy. Any student found bullying; his parents will be called and may be expelled from the institute as a result. If you are being bullied, then inform someone straight away. Relevant posters have been displayed around Lantern of Knowledge giving guidance in the event that any student is worried or concerned about any matter.

Procedures when a bullying incident has been reported:

### Reporting procedures when bullying has been identified:

If an incident of bullying is identified, the following reporting procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control, reassure, support and make accurate notes of the situation and the pupils involved.
- He will inform an appropriate member of the pastoral staff as soon as possible.
- The victim will be spoken to and asked to write an account of events.
- The bully or bullies, and any witnesses, will be also be spoken with individually and asked to write an account of events.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- The appropriate staff will take the necessary action (disciplinary or other).
- The victim will be interviewed at a later stage if deemed necessary, separately from the alleged perpetrator. It will be made clear to him why revenge is inappropriate. He will be offered support to develop a strategy to help himself.
- The alleged bully will be interviewed at a later stage if deemed necessary, separately from the victim, and it will be made clear why his behaviour was inappropriate and caused distress. He will be offered guidance on modifying his behaviour.
- A monitoring and review strategy will be put in place if deemed necessary.
- All relevant staff would be informed.
- A full record of the events including what action was taken will be kept by the Head of Boarding.

## PUPILS

Lantern of Knowledge provides a number of responsible adults with whom a pupil can consult.

Notices are displayed in the reception area, and other key areas listing who can be approached.

### **How you can help to stop bullying**

Pupils are encouraged to:

- Talk to any staff member that they wish to.
- Be confident that action will be taken to stop the bullying.
- Be confident in their own self-worth and value to the school and wider community.
- Become ambassadors of good conduct and inclusiveness by supporting especially when it is known that someone is unhappy or vulnerable to abuse.
- Show solidarity by opposing bullying and be sympathetic to anyone who has or is likely to experience bullying
- Be careful about teasing or making personal remarks. If you think they might not find your comments funny don't say them.

### **If you are being bullied the following responses should help;**

- Explain to the bully that his words/actions are upsetting; they may not be aware of this. However, if the bullying continues try not to show your feelings
- Show that you are not afraid to report them to a member of staff and remember that the bully may not stop if they think they can get away with such behaviour
- Discuss the problem with a member of the pastoral staff. Ask a friend to tell a member of pastoral staff on your behalf. Inform a member of staff anonymously by posting your confidential note through the to the main office. Show that you and your friends disapprove.

### **WHERE CAN I GET HELP?**

If there are any problems, you can get help from;

1. Any staff you feel comfortable to open up to
2. A member of the school office
3. Designated Safeguarding Lead, or Deputy
4. Headteacher

The staff member will:

- Identify student welfare problems, such as bullying and abuse, which may also lead to a general decline in a student.
- Liaise with appointed student council lead, who may be approached by other students in confidence, to identify general problems such as systematic bullying and physical and mental problems that may lead to a child needing support.
- Report to the Headteacher directly on problems and issues raised by senior students regarding welfare of students
- Will have attended conferences on behalf of the school, to receive training and advice on matters relating to student welfare.

**Main Office:** 02085395183

### **STUDENT COUNCIL MEMBERS**

These are appointed students elected and agreed upon by the students and staff who can be a point of call for advice and guidance in general terms and should not be expected to deal or be referred to in sensitive matters as they too are students. The appointed students are respected by their peers. They are trustworthy and honest, which ensures they are elected by their fellow students rightfully.



## **MOBILITY RESTRICTIONS**

Students faced with mobility restrictions should notify the the school office ASAP. Appropriate and necessary adjustments will then be made to provide ease of mobility and access to classrooms and other areas. Prior to enrolment, an individual healthcare plan will be made for anyone with mobility restrictions.

## **LOCAL AMENITIES**

Students go to the Leyton Sports ground during break times, and to the better centre for PE every Tuesdays. Students are not allowed to the local shops during school hours.

## **MENTAL HEALTH FIRST AIDERS AND COUNSELLING**

The school has two appointed Mental Health First Aiders, and an additional student counselling staff member. Details can be found on school notice boards

Please do not hesitate to talk to any of the staff or go to the Headteacher or Deputy if there are any problems.

If you do not wish to talk in person with someone, then there is a letter box at the office and a suggestion box in which you can raise any concerns in confidentiality and anonymously.

## **HOLIDAY & TERM DATES**

The holiday and term dates will be given to the parents at the beginning of the New Year, and will be published on the school website.

Leave is only given under strict circumstances for important events/appointments such as a hospital appointment. All requests must be sent via the Lantern of Knowledge email at least 72 hours prior. This is to give enough time for decisions by the management. In emergency circumstances exceptions will be made.

## ***HOLIDAYS IN TERM TIME***

Parents must take family holidays in school holiday periods. Sometimes there are extenuating circumstances for a holiday during term time. However, please be advised that there is a Penalty Notice sent out by the Borough of Waltham Forest to the families who cannot provide proof of special circumstances.

Our attendance and punctuality target is: **97%**

## **Absence**

If absent from school a parent/carer must:

- Contact the school by calling **020 8539 5183** as soon as possible on the first day of absence and provide an expected return date. Parents need to call at least every 2nd day thereafter to advise the school of the child's progress.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- (where relevant) Send a copy of the appointment letter or note from the GP explaining the medical condition, its treatment and dates of illness/reporting.

If the absence persists

- We may invite you to meet with our Attendance Officer and/or member of SLT.

A member of the administration team will:

- Keep regular and accurate records of attendance and punctuality monitor an individual student's attendance and punctuality

- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence.
- Make initial enquiries regarding students who are not attending regularly.

A member of the management team will:

- Refer irregular or unjustified patterns of attendance to the LA to comply with the planned support set by the LA which may result in further action e.g. Fixed Penalty Notices.

## **Appointments**

All effort should be made to book appointments out of school hours

## **Punctuality**

Pupils are expected to be punctual to registration which commences at 8:10am. Any pupil arriving after 8:10am will be marked late. Pupils who arrive late to school without a valid reason will be issued a break detention. In addition, an after school detention will be issued where punctuality falls below 97%. It is hoped that through these sanctions those few pupils who arrive persistently late will improve their punctuality and thereby reduce the disruption to their teaching and learning through poor punctuality. The school will notify the parents/carers of pupils who are continually late.

Parents should read and understand the school's attendance policy.

## **UNAUTHORISED ABSENCE FROM SCHOOL**

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the school.

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. These are an offence by the parent. Such circumstances include:

- A student not attending school to go shopping for school clothes
- A student not attending school as it is his birthday or the birthday of a family member
- A student not attending school as the family have gone to the airport to meet a visiting relative.
- A student not attending school due to attending a hospital appointment for another family member
- A student not attending school due to the fact the family returned late in the previous evening from a family holiday
- A student not attending school as they are looking after younger siblings
- A student attends a medical appointment in the morning but then fails to return to school for afternoon lessons
- Parents / Carers keeping children off school to assist with translation
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time.

If an absence is recorded as unauthorised the school may refer this to the Local Authority's Education Service. The Local Authority can use various sanctions to promote regular attendance such as issuing a Penalty Notice Fine or initiate court proceedings.

Whilst any child may be off school because they are ill, sometimes it can be that they are reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

## **UNAUTHORISED ABSENCE FIXED PENALTY NOTICES**

If a child has five school days lost through unauthorised absence, the Borough Schools' Attendance Service is able to serve parents/carers with a Fixed Penalty Notice. If payment is made within 21 days of receipt of a

Penalty Notice the cost is £80 per parent/carer rising to £160 if paid within 28 days.

The School refers parents/carers who remove their child for a holiday to the Borough Schools' Attendance Service for the issuing of a Fixed Penalty Notice.

## **HOLIDAYS/LEAVE OF ABSENCE**

The school holiday dates, exam dates and Training/inset day are published and are ready and updated on the school website prior to the start of the year.

Family holidays/leave will not be permitted during examination periods. Family holidays/leave in term time will rarely be authorised.

If a holiday is taken without prior authorisation by the school, it will be recorded as an unauthorised absence. Whenever possible, parents should try to arrange medical and other appointments outside school time to minimise absence.

Parents are requested to confirm in writing (letter or email) the reason for any planned absence, the time of leaving, the expected return time and whether the student is being collected or will make their own way to their destination.

If a student leaves the school site without permission their parents will be informed and appropriate steps will be taken.

**Absences during the examination period, or going ahead with the unauthorised absence, may result in your child being removed from the school roll. This will be decided on the general attendance and punctuality record of the student.**

## **ILLNESS, MEDICATIONS AND APPOINTMENTS**

### ***ILLNESS***

If a student becomes unwell they should tell the member of staff supervising them who will make a decision as to whether the student should be taken to the medical room. Once at the medical room a first aider will assess whether the student should return to class, go home, or whether further medical attention is required.

### ***MEDICATIONS***

If your child has been prescribed medication and it is necessary for it to be taken in school, then the parent/carer should supply a letter recording the medical condition, the name of the medication, dosage and what time it should be taken, where the medication should be kept, e.g. fridge, and an emergency contact number. A form will be given for parents to sign, if needed. Medication must be kept in the school medical cupboard.

Students must provide the school with an extra Asthma pump, or cream and this will be handed out in the case of an emergency

### ***APPOINTMENTS***

Parents/Carers are responsible for supplying a note, appointment card or letter to the Attendance Officer for any out of school appointments. Parents/Carers should report to the School Reception to collect their child on day of appointment, once authorised.

## **FIRST AID AND MEDICAL EMERGENCIES**

### ***FIRST AID***

Students who have an accident whilst in school are to report to receptionist. If they are unable to do this, they should send someone to contact the nearest member of staff who will arrange for assistance. The

school will administer treatment in accordance with established protocol and, where necessary, contact home.

### **FIRST AIDERS**

Display boards will have up to date information with all first aiders and first aid box locations. They have completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

The school employs qualified First Aiders to deal with minor injuries and accidents that happen in school, during the school day. The First Aider is NOT qualified to assess medical problems or injuries which have happened before or after school, however, may deal with it, make record and possibly take further action if required. The school has a Medical Room, which is supervised and monitored throughout the day.

### ***MEDICAL EMERGENCIES***

If there is an emergency, parents/Carers will be contacted by the school at the earliest opportunity. You will be informed of the nature of the accident/incident. Every effort will be made by the school to enable you to rendezvous with your child prior to transporting them to hospital. Where this is not possible a member of staff will accompany your child to hospital and remain with them until you are able to attend. Please ensure that you keep the school updated of any changes to contact numbers.

### **CARE PLANS**

Care Plans, and the accompanying medication, are a statutory requirement for students who have a medical condition which may require emergency medication during the school day i.e. Anaphylaxis, Diabetes, Epilepsy and Asthma etc.

Please ensure that, on the first day of term, you send your child into school with a copy of their current Care Plan and the medication that is needed to be kept on-site in case of emergencies. This should be given to the person in charge of the Medical Room.

### **PARENTS ARE RESPONSIBLE FOR:**

- Updating the School if there are any changes to their child's medication;
- Updating the School if there any changes to be made to the Protocol in the Care Plan following medical appointments;
- Ensuring that all medication is in date. Please make a note of the expiry date of any medication before you send it in to school.

### **IMPORTANT**

If your child uses an Epipen then it is **ESSENTIAL** that, in addition to providing an Epipen to the Medical Officer at Lantern of Knowledge, your child also carries an additional Epipen with them at all times.

### **TIME TABLE:**

Salah will be prayed on its appointed time and the timetable will reflect that. The timetable for the day is as follows:

### **NOTE**

1. If a student is involved in any one of the following he may be subject to a detention which may also involve going home late.
  - a. Being absent or late, without permission and valid reason.
  - b. Missing Salah
  - c. Misbehaving in the premises after being warned
  - d. Failing to arrive 15 minutes before Jummuah Salah.
  - e. Any other complaint which may be considered to be serious

2. Access is restricted. Visitors are **strictly** not allowed in the school unsupervised
3. Students should be in school by 8.05 AM

The school operates a safe recruitment procedure, including DBS checks on all staff and volunteers and any other contractors in regular contact with pupils, including volunteers and staff on a placement scheme

For further information on Lantern of Knowledge School policies are available upon request.

#### School rules

1. Students should be in Lantern of Knowledge by 8.05 AM
2. All students log in only using their details
3. Dress appropriately at all times, ensuring the satr is always covered
4. No fighting, bullying or stealing will be tolerated
5. Sick students should go to the medical room
6. Cigarettes, drugs and alcohol are strictly forbidden
7. Running and ball games are not permitted in the school
8. Performing Salaah in congregation is compulsory
9. Positively participating in emergency fire drills is compulsory
10. Graffiti is strictly forbidden
11. Any sort of discrimination is forbidden
12. Rude and violent behaviour towards staff and fellow students is strictly forbidden
13. All homework should be completed in full and on time
14. Students should have the correct books when attending the lessons
15. Classrooms should be kept neat and tidy
16. Missing detentions will lead to suspension
17. Graffiti on school desks is forbidden
18. Unsupervised entry into the science lab and restricted areas is strictly forbidden
19. Tampering with fire extinguishers and fire alarms is strictly forbidden
20. Do not open the doors for any visitors
21. Report any concerns, accidents, suspicions and threatening behaviour immediately
22. Respect all staff and fellow students
23. Respect and treat others like you would like to be respected and treated

#### Misbehaviour

Non-compliance of the Code of Conduct will warrant sanctions to be applied and in particular (but not limited to):

- Using foul, immoral, dishonest or abusive language in any circumstances
- Offensive behaviour, bullying or violent conduct
- Truancy from lessons or school. Arriving late to school.
- Damaging or defacing any school property
- Climbing on school furniture, the school buildings or fences
- Failing to attend school detention
- Disrupting lessons and talking during the reflective time in the prayer hall.
- Not following teacher instructions
- Lack of (or poorly done) class work/homework
- Not wearing the correct School uniform (pupils should obtain a note from parents/carers to explain incorrect uniform) including the school's policy on haircuts.
- Having a mobile phone in school  
with permission from the headteacher, pupils may hand in simple phones to the school office; smart phones are NOT permitted for this.

## Sanctions

The following sanctions may be applied (see the School's behaviour policy for details)

- Confiscation of banned items
- Break detention
- After school detention (45 minutes by default unless explicitly notified by the school)
- Sent home
- Report cards (white, yellow, red)
- Temporary exclusion
- Permanent exclusion

In the case where pupils do not have the required items for the day (e.g. Pupil's own Holy Qu'ran, PE kit, school planner) the school will call parents and ask them to bring it to school as soon as possible

## FINAL ADVICE

Remember, this is your school. But there are other students as well. Be polite when talking to others, listen to instructions and don't break the rules. Respect other people's property and privacy, and they will respect yours.

All pupils are obliged to attend the prayers regularly and on time.

Our aim for each student by the time he finishes he:

- Excels in being an exemplary citizen and contributes to the wider community
- Develops his understanding to enable him to fit in to society and have a significant impact on clearing misconceptions and assisting in the propagation of co-existence and harmony
- Establishes a system of contemplation, reflection and personal worship to seek to attain inner peace and harmony
- Acquires a character that is courageous, kind, merciful, spiritual, wise and one with a strong sense of Taqwa (piety)
- Learns to incorporate the essential practices and spirit of Islam in his daily life
- Learns the importance of playing his part in contributing to a family and community
- Learns the value of service, duty and self-discipline
- Learns to develop a sense of responsibility for himself and others
- Appreciates the role and importance of education and character-building
- Learns the value of friendship, selflessness and helping others
- Learns to be responsible for his own health and hygiene
- Appreciates respects and honours the environment.

## SAFEGUARDING CHILDREN

At Lantern of Knowledge school we are committed to the belief that every child matters. To be healthy, stay safe, enjoy and achieve, give a positive contribution and enjoy economic wellbeing.

With this in mind safeguarding is central to all we do. We pride ourselves in our knowledge and understanding of each individual child in our school and our dedication to each child's potential.

We work in partnership with families and make ourselves available to offer support and guidance to all the people involved in our children's lives.

We aim to achieve this through an extensive range of provision of which more information can be sought via the school notice boards, and safeguarding coffee morning and briefing via newsletters

We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families' children and staff at school.

In accordance with our responsibilities under section 175 of the Education Act 2002, the Safeguarding Vulnerable Groups Act 2006 and Keeping Children Safe in Education, DfE guidance, the school Designated Safeguarding Lead (Mufti Imran Patel) and a Deputy Designated Safeguarding Lead (Sir Shakil Ahmed, Headteacher & Moulana Ibrahim Teladia) who have all received appropriate training for their role. It is their responsibility to ensure that all members of staff, in contact with children, receive child protection awareness training on a regular basis.

### **QUERIES OR CONCERNS**

In the first instance, we ask that you contact us via the school office, however, as we are extremely busy we advise emailing us at

School office [info@lanternofknowledge.org.uk](mailto:info@lanternofknowledge.org.uk) or [admin@lanternofknowledge.org.uk](mailto:admin@lanternofknowledge.org.uk)

If you have raised your issue, but feel that the issue is unresolved, the matter should be raised with the Headteacher.

### **MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

Whilst the school recognises that mobile phones and similar technology like MP3s, Ipods, Ipads, IMac's are here to stay and are part of modern life, we believe that it is more important that school prepares students for adult life and the ways of work. The school has a strict policy regarding the bringing and using of such devices at the school, thus, such devices are strictly forbidden, and must be handed into the office at the time of entering the school

### **TRAVEL TO AND FROM SCHOOL**

It is the responsibility of parents and students to make arrangements of travelling to and from school. Car sharing arrangements are agreements made between parents, and the school holds no responsibility to this.

***We would like to wish your son every success at  
Lantern of Knowledge School and we look forward to meeting them soon***