

# IRIS School

**Prospectus** and Information Booklet for 2023-2024  
Information for Parents, Guardians, and Children

IRIS School  
(Independent)  
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Dear Parents/Guardians,

On behalf of the school governing committee and the staff, it gives me great pleasure to thank you for your interest in Iris School. By the will of Allah (SWT), Iris School was started as a community project in 2009 with a few children and Alhamdulillah through your continued support, has now grown into a fully-fledged school with more pupils. Iris School has established a name for itself for providing high quality education in a safe, secure, inspiring and harmonious Islamic atmosphere. Our aim is to build firm foundations, nurture your child's delicate personality, make every pupil feel valued and cared for and ensure each child achieves their potential. We look to instil in our pupils, Islamic values, British Values, good manners, confidence and a sense of duty and purpose towards the world. We believe this will help them excel spiritually and academically and make positive contributions to tomorrow's society. Insha Allah we are confident you will find us helpful, supportive and approachable. This booklet has been compiled to provide you with information, which will enable you to understand a little more about our school policy and in particular, our classes prior to your child joining us. I hope you find it useful and interesting. Please keep it safe so that you can refer to it in future.

*S A Housseini*

**Principal**

## **1. Our School Motto**

Our school logo portrays the school motto: '**Firm Roots, Branches in The Sky**' This has been adapted from a Qur'anic verse, which describes the results of strong Imaan as a tree with strong roots, healthy branches and flourishing fruits

## **2. Our School Mission Statement**

*“To create and promote firm foundations in a warm caring Islamic environment, in which each child can achieve their full potential in Faith and Education, and blossom into individuals who are proud of their Muslim identity and who are an asset for our society”*

### 3. Our School Ethos

The school aims to serve its pupils by providing an education of the highest quality within the context of Islamic belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Islamic values and British values through the experience it offers to all pupils.

### 4. Our School Context

IRIS is a small independent school, with an attached Reception unit which acts as the main feeder to the school. Despite the school being in an area of social and economic need and small, its performance in KS2 national tests is consistently outstanding, surpassing results of neighbouring schools. The school's ethnicity is diverse, but mainly consists of children from Asian heritage. Starting with a few pupils at its inception in 2009, the number of pupils on roll at the school has increased each year following high demand from the community.

### 5. Our School Aims

To achieve our mission statement, our aim is to:

- Continuously assess and positively reward the effort and progress made by our students.
- Deliver education in stimulating and challenging ways, setting tasks and goals that are achievable to all.
- Create tolerant individuals who respect and appreciate others people's cultural background, feelings, views and all capabilities.
- Instil Islamic values, good manners, confidence and a sense of duty and purpose towards the world.
- Have high expectations of our pupils not only in academic excellence but also in standards of behaviour and character, both inside and outside school.
- Equip our pupils with skills to confidently accept the challenges of today's changing world. Seek to maintain close cooperation between the school, parents and the wider community.

### 6. Our School Values

Our School values should be evident in all that we do at school. We draw focus on each individual value over the course of a half term. Children are taught about the constituent elements of each value and begin to understand the importance that we place in each. Assemblies are used to introduce and explore the values in greater depth. We also try to incorporate the value in other curriculum areas whenever possible. By emphasising the importance of these key tenets, we aim to embed these values within our curriculum, our staff and our pupils. Our learning values are:

**A = Ambition & Aspiration.** This means we always aim high and never give up. We display perseverance, determination to succeed, courage and resilience.

**K = Kindness.** This means we have compassion towards one another, respect one another and have strong friendships.

**H = Honesty.** This means our relationships are built on trust and we are honest in our actions.

**L = Loyalty.** This means we are loyal to one another and have strong friendships.

**A = Acceptance.** This means we tolerate and treat each other equally and with respect.

**A = Appreciation.** This means we always show gratitude to ours for all that we have.

**K = Kinship.** This means we uphold strong ties of kinship/ strong friendships.

**Personal Development:** It is very important for us that our children develop into well rounded individuals with strong Islamic roots and foundations. Underpinning all our work is the Islamic ethos which runs through the entire school from early years through to other year groups. Observance of Islamic manners, etiquette and culture are all considered as part of the daily life and add to the holistic development of our children. Likewise, Islamic calendar, Islamic terms, manners of greeting, attitudes and behaviour will be an integral part of the school day.

**Our School Assemblies:** The main purpose of assemblies at Iris is to enhance children's knowledge and understanding on a wide range of moral topics and develop a tolerant attitude towards other religions and cultures in order to promote respect tolerance and social cohesion. Assemblies also aim to promote positive behaviour by instilling moral teaching and the noble ways of the Beloved Prophet (sallallahu alaihi wa sallam) Lives of the companions of the prophet and our pious predecessors are expounded regularly in the form of inspiring and thought-provoking stories. Assembly is delivered for the upper years by the Head Teacher and the Deputy Head on a weekly basis. A theme is selected which is based either on annual Islamic events, e.g. Ramadhan, Hajj etc. or on important or on cross religious teachings, e.g., honesty, respect etc. To make this an enjoyable and memorable experience, the message is delivered in an interactive manner. This may include singing, storytelling or role-play. Our intention is to re-enforce the school's Islamic ethos. Celebration of achievement is also one of the features of the assembly with a range of certificates presented to the children throughout the year in recognition of their hard work and effort.

**Hadeeth of the Week:** The school has introduced a 'Hadeeth of the Week' initiative. Insha-Allah it is hoped that this will promote positive behaviour and instil the love of Prophet and his behaviour in our children from an early age. Each week a Hadeeth is introduced on Monday and then discussed and revisited several times a day by staff for reinforcement. It is also made available on the homepage of the school website for parents to view. Parents are encouraged to support the school in this endeavour by asking their child what the Hadeeth of the week is and encouraging them to practise upon it.

**Our School Behaviour Policy:** At Iris we strive to create an environment where the children are praised for their good work and behaviour. We use a "traffic light card system" to acknowledge good and bad behaviour. The children are introduced to "circle time" in order to discuss playground and classroom issues and to raise self-esteem so that everyone has a chance to be heard and contribute. School behaviour rules have been established to ensure good behaviour is instilled inside and outside the classroom. The pupils following these rules are rewarded Akhlaaq Points. This scheme has been introduced to encourage children to exhibit good manners and behaviours.

## 7. The Curriculum

The school endeavours to employ qualified teaching staff and classroom assistants in order to impart the best possible education to the pupils. Our development program for new teachers is strong and the development of our teaching staff is continuous. The quality of our teaching is monitored on a regular basis and is evident in our high academic achievements. The curriculum is a programme of planned activities which we organise in order to promote learning and personal growth and development. It includes not only the formal requirements of the National Curriculum, but also religious, social, moral linguistic, mathematical, scientific, geographical, and physical knowledge and skills. The curriculum also ensures we as a school provide the learning to develop independence and responsibility of all of our pupils. We ensure that all children have a high standard of education which is broad, balanced and relevant which provides continuity and progression and takes individual differences into account. We aim to teach our pupils how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their full potential. The curriculum aims to:

- Promote dignity of each young person by teaching self-respect and respect for parents, elders and others, through the development of personal responsibility.
- 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. Seeks to free pupils from all prejudice and inspire in them the universal values of equality and fairness.
- 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. Through inspirational teaching and learning experiences, we aim to enrich and maximise all aspects of development - academic, spiritual, social, creative, physical, personal, moral, and emotional.
- Encourage children to choose healthy lifestyle options through guidance and role models. Motivate each child to acquire a moral attitude to life through conscientious awareness and practise of Divine Guidance in all their affairs and transactions.
- As an integrated Islamic school, we aim to embed the Islamic concepts within the National curriculum by making inter-curriculum references as and where possible. For e.g. the science of shadows is linked with the Salaat times, the grammar of palindromes is linked with the linguistic miracle of the Noble Quran.

The school curriculum is based on the National Curriculum with the exception of music. Nasheeds (Islamic songs without instruments) are played during assemblies.

## **8. The Foundation Stage**

The EYFS Foundation Stage curriculum is planned and structured with an emphasis on fun, relevant and motivating activities. The curriculum for the foundation stage is made up of seven learning areas. 1) Communication and language. 2) Physical development. 3) Personal, social and emotional development. 4) Literacy. 5) Mathematics. 6) Understanding the world. 7) Expressive arts and design.

## **9. Key Stage 1, 2 and 3**

The core curriculum at Key Stages 1 and 2 comprises: 1) English 2) Mathematics 3) Science 4) Information Communication Technology (ICT). Children also study the subjects below as part of the National Curriculum. These are called Foundation Subjects: Art and Design. Design Technology (DT) History, Geography and Physical Education

## **10. SMSC**

The Teaching of Spiritual, Moral, Social and Cultural Development of the children fits strongly with our ethos. This includes the teaching of: Right from wrong. Responsibilities at school, home and society. Respect for British law and democracy and Awareness of British institutions. It is very important to us that along with Islamic development our children gain a holistic school experience. To achieve this the school delivers a broad and balanced curriculum which includes the delivery of the National Curriculum.

## **11. British Values**

Iris School has British Values at the heart of its ethos and curriculum. Our dedication to ensuring that our students leave the school as independent and responsible citizens means that we reinforce British values of Democracy. The rule of law. Individual liberty. Mutual respect and tolerance of those with different faiths and beliefs regularly and take every opportunity to promote them. Each

class is equipped with a TV facility which enhances the learning experience of our children. The school continues to strive for excellence in all areas which includes investing in learning resources for the benefit of our pupils.

## 12. Curriculum Enrichment

A weekly programme of activities is incorporated into the school's curriculum to enhance and enrich the children's learning experience. These include: cooking, art, sport, language, singing (Nasheeds), ICT, drama and gardening.

**Assessment:** The children's progress throughout the school is measured by teacher assessments, to offer evidence of a child's strengths and their developmental points, and to provide information necessary for the next stage of learning. There are national tests at the end of Key Stage One (Y2) and end of Key Stage Two (Y6). These cover English, Maths and Science, and the results of these assessments are included towards the end of this booklet. The results show that our children are achieving above the national levels. There are also tests for children in Y3, Y4 and Y5 which the school uses to provide information about progress in these years.

**Homework:** Homework is set for the children throughout the school. The amount of homework varies with the age of the children. Parents are encouraged to help their children with reading and other activities that add to the work done at school. We believe it is important that such activities should be enjoyable for the family. Our homework policy is in line with government guidelines:

Key Stage One (Y1-Y2)	About 1 hour per week.	Reading, spellings and other literacy and numeracy work.
Y3 and Y4	About 1 ½ hours per week.	Literacy and numeracy, plus occasional assignments in other subjects.
Y5 and Y6	About 30 minutes per day.	Regular weekly schedule with the emphasis on literacy and numeracy but also including other subjects.
Key Stage Three	About 60 minutes per day	Regular weekly schedule with the emphasis on math, science and English but also including other subjects

**Enhanced Learning Department:** The school has a Special Educational Needs Policy and a list of more able and talented. The children who feature on these have been highlighted as needing varying levels of support to achieve their potential, i.e. children requiring a minimum of extra help to work within the classroom, children who require opportunities and challenge beyond the norm and those who have specialist requirements as outlined in their Statement of Special Educational Needs. The support, at whatever level, is aimed to encourage and guide all children towards achieving their full potential. Parents will be consulted as children are placed on the register and will be included in the review and consultation meetings as required by the level of support the child is receiving. The Special Educational Needs Coordinator (SENCO) monitors the children's progress, liaises with the class teacher to give support and advice as appropriate, and when required, liaises with outside agencies for advice and support. At Iris School the specialist teacher and SENCO are Mrs Mousawi. She works alongside the class teacher and support staff providing intervention and individual or small group teaching for the children who need it.

## 13. The Islamic Curriculum

The Islamic Curriculum comprises study of the Noble Qur'aan, and Islamic Studies. Children are taught to read, memorise and understand the Noble Qur'an. All children in Key Stage 2 pray the daily in congregation during the winter period. Key Stage 1 children are taught how to pray correctly under teacher supervision. In addition to the general Islamic ethos and weekly assembly held at the school, an hour-and-a-half of formal education, taught by qualified or experienced teachers is provided by the Islamic Department. Children are assessed during the first few weeks and subsequently divided into different groups depending on individual standards. The aim of this

lesson is to teach the students confident, fluent, correct recitation of the Holy Qur'aan with quality. As children progress at varying pace and speed, we group Qur'aan classes according to pupil standards and not age groups. Targets and achievements are set by our Staff according to each child's potential. This allows bright pupils to be challenged further, make progress according to their potential and move at a faster pace. We recognise that fluent and correct recitation of the Holy Qur'aan depends on developing good basic skills during early years and avoiding common errors which become obstacles in the path of smooth and fluent Tilaawat (recitation) in later years.

## 14. Our School Governors

The Governors are a group of people who meet at least once a term to carry out their responsibilities in running the school, on a voluntary basis. The Governors are responsible for spending the funds available to school to cover all the costs associated with running the school, including maintenance. Most of the Governors are in regular contact with the School. They provide support in many ways depending upon individual skills and interests.

<p><b>The Proprietor: The Embassy of Iran in London</b></p>	<p>Address: 16 Princes Gate, London SW7 1PT          Telephone: 44) 020-7225 3000          Mr Seyed Mahdi Hosseini Matin          Email: <a href="mailto:info@iran-embassy.org.uk">info@iran-embassy.org.uk</a></p>	
<p><b>The Chair of Governors</b></p>	<p>Mr Mojtaba. Moghadas          Mr Keyvan Ghadyani          Mrs Elaheh Fakour</p>	<p>Email <a href="mailto:m.muqadas110@gmail.com">m.muqadas110@gmail.com</a>          Email <a href="mailto:keyvansuncity@aol.com">keyvansuncity@aol.com</a>          Email <a href="mailto:elahehfakour@yahoo.com">elahehfakour@yahoo.com</a></p>
<p><b>Principal</b>  <b>Head of Department (Primary)</b>  <b>Head of Department (Secondary)</b>  <b>Safeguard</b>  <b>Staff Governors</b></p>	<p>Dr. Seyed Hosseini          Ms Ayat Alatbi          Mrs Lona Saad</p>	<p>Email <a href="mailto:irihosseini@gmail.com">irihosseini@gmail.com</a>          Email: <a href="mailto:aymenalatbi@gmail.com">aymenalatbi@gmail.com</a>          Email: <a href="mailto:lonasaad@googlemail.com">lonasaad@googlemail.com</a></p>
	<p>Mrs Ream Al-Hussain          Mrs Malak Ranjbar</p>	<p>Email <a href="mailto:ream04@outlook.com">ream04@outlook.com</a>          Email <a href="mailto:ranjbarmalak@yahoo.com">ranjbarmalak@yahoo.com</a></p>

## 15. Parental Involvement

Parents are involved in school in a variety of ways. Parents can help by supporting the school in what they are doing and encouraging their child in everything they do. We welcome parents to come into school as helpers for craft, cookery, computer work, reading and other activities. Just ask the class teacher or Headteacher if you would be interested in helping in this way. We will carry out DBS checks on every adult to safeguard our children. Parent's Evenings are held twice a year, and provide the opportunity to discuss progress and problems with the class teacher. All parents receive a written report on their child's progress in the summer. Parents are, of course, welcome in school at any time to discuss progress or concerns about school matters. An appointment, however, is helpful to ensure a member of staff is available. This is also an ideal opportunity to meet with Governors to see how you can support your child's school. We believe that it is essential that school and home work together in partnership to achieve the best for every child in our care.

## 16. School Times

School doors will be open from 8.30 am. This will allow children to settle down without delay. Registration takes place at 8.45am and doors are locked at the same time. Late arrivals should be reported to the school office and will be escorted to their class.

Primary				
Morning	8.45	9.00	Assembly	15 Minutes
	9.00	10.20	First Class	80 Minutes
	10.20	10.40	Break Time	20 Minutes
	10.40	12	Second Class	80 Minutes
Afternoon	12.00	12.50	Lunch	50 Minutes
	12.50	14.00	Third Class	70 Minutes
	14.00	14.15	Praying Time	15 Minutes
	14.15	15.00	Fourth Class	45 Minutes

Secondary				
Morning	8.45	9.00	Assembly	15 Minutes
	9.00	10.50	First Class & Second Class	110 Minutes
	10.50	11.05	Break Time	15 Minutes
	11.05	12.55	Third Class & Fourth Class	110 Minutes
Afternoon	12.55	13.45	Lunch & praying	50 Minutes
	13.45	15.00	Fifth Class	75 Minutes

## 17. Attendance & Punctuality

The school will only provide supervision and be responsible for the children's safety from 8:30am to 3:30. Before this time, the school has no liability to children on the premises prior to that time. Each morning the whistle will go at 8:45am and the children are to go to the assembly. If you want to discuss anything at length with us, or in private, then we are always willing to arrange this. You don't have to wait for a parents' evening! Lateness is a disruption for the class teacher, students and office staff. Bringing in your child late may also be upsetting for them, causing them an embarrassment. Regular attendance at school is vital if children are to gain maximum benefits from their education. Parents with children who have 5 late arrivals in a term will be invited into school to discuss the issues surrounding their punctuality with the Head teacher/Deputy Head. Absence can interrupt a child's learning and can lead to poor attitudes to school. If children are unwell or are absent for reasons that are accepted and regarded as valid, it will be noted as 'authorised' absence. Medical/Dental or any other appointments should be arranged out of school hours. It is important for parents to inform us every time their child is absent from school. This may be done in the following ways: Telephone call to school. Send in signed note to school. Send verbal message- via an adult. If the school is not notified, an unauthorised absence is recorded against the child's attendance record.

**Collection of children:** When registering your child if they are new to the school please list the approved people who are allowed to pick your child up. The school will then expect the child to **only** be picked up by these named people. If the name is not on the original list then a password

will need to be agreed with the school before the child will be allowed to go home. Please provide a password to the office when you telephone with details of the person collecting your child.

## 18. Appearance

Children are encouraged to take pride in their appearance, which promotes modesty and enhances confidence. Correct school uniform must be worn at all times. School uniform gives a distinct Muslim identity to pupils and parents are requested to cooperate with the school by ensuring correct attire is worn at all time.

	<b>BOYS</b>	<b>GIRLS</b>
Primary	Sky Blue Shirt Navy Jumper Navy Trousers Black Shoes (no lace)	Sky Blue Shirt Navy Dress Navy Tights Black Shoes (No lace)
Secondary	Navy Blazer Sky Blue Shirt Navy Jumper Navy Trousers Black Shoes (no lace)	Navy Blazer Blue Sky Shirt Navy Skirt & Trousers Navy Scarf Black Shoes (no lace)
<b>P.E. Kit</b>	White T – Shirt Navy Jugging Bottom Black Plimsole	
<b>JEWELLERY</b>	Only wrist watches are allowed Nail varnish or make up should not be worn at school	

**Labelling:** Wherever possible, your entire child’s belongings, clothes, PE equipment, wellingtons, etc should be clearly marked with your child’s name. Lost articles can cause a lot of distress to the children.

**Bags:** Space in school for coats and bags is very limited and, therefore we request that children only bring bags that are absolutely necessary. There is no need for them to bring any other bags apart from their PE kits in a drawstring bag, if possible. If children bring a packed lunch to school, then lunch boxes with handles are easier to store. In Key Stage Two when the children have more things to carry, then we would request that children bring in the smallest bag possible since the large ‘fashion’ bags take up a lot of room.

**Sport:** We participate in many sporting events for the school such as football, for boys and girls, volleyball, running, athletics, and many more. Practices and matches are held after school and at lunchtimes. We always try to make the most of any initiatives and our efforts have gained us the active mark for PE, and we are recognised as a ‘Healthy School’. We also arrange an extended residential visit for Y6 each year. Each year we visit the parks where the children enjoyed activities such as abseiling, canoeing, archery to mention a few.

**School Lunch Time:** All children are permitted to bring in a snack of their own choice; in a labelled plastic container. Children who have sandwiches eat in Lunch Room at lunch time. The children are cared for in school hall and playground by mid-day supervisors and good manners are expected at all times. We encourage healthy snacks such as fruit, raisins, breadsticks or healthy snack bar, as this is essential for their development and growth. Milk is available for the children (Reception- free of charge). At Iris we have a healthy eating policy. We do not allow sweets and chocolates in school Please do not include them as part of your child's packed Lunch.

**Drinks and Snacks:** The ‘Fruit for Schools’ scheme provides a free piece of fruit each day for the children. In the afternoons all children are encouraged to bring a piece of fruit or a healthy snack to



eat during the afternoon break time. Each child has their own water bottle to ensure that they are drinking throughout the course of the school day.

**School Security:** During the school day access is only via the main entrance which is controlled by a keypad entry system. The playground gates are locked during the school day. Visitors must report to the school office on arrival.

## 19. Holidays

Holidays should be taken outside of term time so that it causes the minimum disruption to your child's education. When in very special circumstances this cannot be avoided, you are required to seek the permission of the Headteacher in writing by completing a 'request for absence' form and having a face-to-face meeting. Absence can only be authorised for up to 10 days in any year under these exceptional circumstances. If parents fail to comply with the above and take unauthorised leave or take extend their leave above the authorised limit, penalties will be applied.

### Term Dates 2023-2024

Terms	Start	End
<b>AUTUMN 2023</b>	Tue 6 Sept 23	Fri 20 Oct 2023
Half term	Mon 23 Oct 2023	Fri 27 Oct 2023
	Mon 30 Oct 2023	Fri 15 Dec 2023
Christmas	Mon 18 Dec 2023	Mon 1 Jan 2024
<b>SPRING 2024</b>	Tue 2 Jan 2024	Fri 9 Feb 2024
Half term	Mon 12 Feb 2024	Fri 16 Feb 2024
	Mon 19 Feb 2024	Fri 29 March 2024
Easter	Mon 1 April 2024	Mon 12 April 2024
<b>SUMMER 2024</b>	Tue 16 April 2024	Fri 24 May 2024
Half term	Mon 27 May 2023	Fri 31 May 2024
	Mon 3 June 2024	Fri 28 June 2024
Summer Club	Mon 1 July 2024	Fri 19 July 2024

## 20. Illness

In the event of illness, according to our policy, it must be confirmed by telephone on the first day of absence by 9.15am so there can be no doubt about the child's whereabouts. Advance warning appointments (doctor, dentist, etc.) is helpful. It is important that we are notified of the reason for any absence (by telephone or letter); otherwise absence will count as Unauthorised Absence and will appear on the child's report. If your child becomes ill at school, we will contact you. Please ensure that your child's departure from, or return to school is reported to the school office so that registers can be altered as required. We will be asking you to fill in a form giving details of where you can be contacted in an emergency. A teacher can only give medicines, pills, etc. if it is absolutely necessary and if the child has a recent prescription, by parents completing a permission form, obtainable from the school office. We ask that, if at all possible, medicines are not sent to school, but are given before school and after school. It is dangerous for the children to administer their own medicines.

## **21. Welfare of the Children and Confidentiality**

Schools have an important part to play in detection and prevention of child abuse. Because of our day-to-day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. While we are committed to maintain confidentiality, all staff at the school is aware of the need to alert Social Services when they believe a child has been abused, or is at the risk of abuse.

## **22. Care and Control of the children**

If staff become aware of, or have a need to become involved in, situations where a child may be a risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so upon request.

## **23. Vetting via the Disclosure and Barring Scheme (DBS)**

Government regulations require that those who work in schools or volunteer to help in schools should have a police check by the DBS (formally the CRB checking). This helps to protect the children in school.

## **24. Concerns & Complaints**

Any concerns regarding your child, their welfare or progress, should primarily be discussed by appointment with the deputy head teacher or teaching staff. If results of any complaint or concern are not satisfactory, they can be discussed further with the Head Teacher on appointment. Procedures outlined in our complaints policies will need to be adhered to; policy is available on request or from the website. Suggestions and constructive ideas are welcome; however, all final decisions will have to be agreed by the Head Teacher. Whenever a complaint arises about a member of staff, parents should contact the office in the first instance. It is deemed appropriate an opportunity will be made to speak with the member of staff concerned, to help resolve the complaint. It is at this stage that most complaints are satisfactorily resolved. If this is not the case, a meeting between parent(s), the member of staff and the Headteacher will be held. At this stage it is hoped that the situation is resolved to everyone's satisfaction. In extreme situations where this is not the case, parents may put the complaint in writing and bring it to the attention of the Chair of Governors, who will consider the problem with a view to bringing the dispute to a satisfactory conclusion. The Chair of Governors will consult with the Discipline-Grievance-Complaints committee who will make a decision on the matter. Any appeal would go to the remainder of the Governing Body for a final decision. You can contact us by calling **02073728051** or alternatively write to us **100 Carlton Vale, London NW65HE**.

## **25. Appeals**

If you have asked for your child to be admitted and for any reason, been refused, you may appeal against the decision by writing to the Governors within fourteen days of receipt of the letter of refusal. The Appeals Committee will investigate your case. You may be asked to appear before this panel of three people to state your case.

## **26. School Policies**

The school has a set of comprehensive policies which are available on the school web site or to view from the office on request. Advance notification is required if you desire a personal copy.

## **27. SEN: Special Educational Needs**

The Class Teacher working with the appointed SENCO regularly performs varied observations and record progress, for all pupils within the classroom. Observations will allow us to recognise and address any concerns efficiently. The school has limited resources to cater for serious learning difficulties, so parents are encouraged to make an appointment and speak with the teacher if they have any concerns.

## **28. Safeguarding**

Iris School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response. In recognising our responsibilities for Safeguarding and Child Protection, as a school we:

- Have clear staff recruitment and selection procedures, ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure.
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Support children who have been abused in accordance with his/her Child Protection Plan.
- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

For more details on our school's safeguarding policy please visit our school's website.

## **29. Equality**

At Iris School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socioeconomic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

## **30. Admissions**

When you enter your child's name for possible admissions to our school, you and your family are immediately welcomed into our school family. You are, of course, free to visit us and to look around at any time, but please make an appointment prior to your visit, and we will do our utmost to help you and your child to feel 'at home' with us. You will also be given relevant information as

laid out in our prospectus, and will be invited to join us at our many activities in the year prior to your child's admission. The privilege of a low-cost independent Muslim community school can only be maintained by parental participation at all levels from organising fundraising events; attending meetings; taking part in events; offering their time and expertise and encouraging other family members/parents to do so.

## **31. Deposit**

All applicants are required by our school policy to pay a deposit of £100 which must be paid when your child's application is confirmed. This deposit is non-refundable. School Fees for all year groups are set at a table available in the school office which includes a deposit of £100 which must be paid when your child's application is confirmed. The fees include charge for one set of work books for your child's school year. Acknowledgement and Receipts and Online Bank Details can be provided on request. The school fee is subject to limited changes following the Governing committees' annual reviews.

### **Our Fees Payment**

You can pay for your school fees using one of the following options:

- **One Single Payment:** Payments can be accepted in the form of online or cheque, which must be paid by the end of September.
- **Two Termly Instalments:** Payments can be accepted in the form of online or cheque, which must be paid at the beginning of each term (September, January).

## **32. Discounts:**

- **One Single Payment:** If the full payment is paid at the beginning of school year, **5%** discount will be applied.
- **Top Students:** If the child gets 8 and above out of 9 in all subjects, **5%** discount will be applied
- **Siblings:** A discount is in place available to each sibling enrolled. This discount only applies to siblings attending IRIS School.

## **33. GDPR (Privacy Statement)**

Personal data will be collected in accordance to the Data Protection Act 1998 and the GDPR. It will be collected for specified, explicit and legitimate purposes and processed lawfully, fairly and in a transparent manner. It will be adequate, relevant, accurate, kept up to date and limited to what is necessary in relation to the purposes for which they are processed. Any inaccurate data will be erased or rectified without delay. The data will be processed in a manner that ensures appropriate security of the personal data, including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures. It will be kept in a form which permits identification of data subjects, personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.