tayyibah girls school



PARENT HANDBOOK
2025-2025

Tayyibah Girls School
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Tayyibah Girls School is a project of Tayyibah Educational Trust
DfE No: 204/6388. Charity Registration No: 1056343

Chair of Governors: Mr Abdul Satar Said
For all correspondence please contact above address

Ofsted Good Provider

Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and parents to share this commitment.

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Welcome Message from Chair of Governors

Dear Parent(s)

Assalaamualaikum wa Rahmatullahi Wa Barakatuhu

On behalf of the Governing Body I would like to welcome you to Tayyibah Girls School.

In September 1992, some brothers in the Stamford Hill area felt the necessity to provide the girls in the locality with a high standard academic education in an Islamic Environment. With this in mind, the Tayyibah Girls School (TGS) was established. Our start was very modest, with only four girls but Alhamdulillah- we are now a fully-fledged Primary, Secondary and Six Form School.

Islam has consistently urged us to seek knowledge, learn, and investigate. The very first words revealed to Prophet Muhammad (ﷺ) were: "Read in the Name of Thy Lord" – it is apparent from this revelation that Islam is also about the pursuit of knowledge, learning and education. The Holy Quran says:

And Say: Can You Put On Equal Footing Those Who Are Learned With Those Who Are Not Learned?
(Surah 39: Ayah 9)

Islam and the right application of knowledge is salvation, since these lead us along the straight path. Knowledge should be constantly pursued. We must apply it positively in our everyday life, and most importantly, we must teach it to others, young or old, male or female. This is what makes us complete Muslims.

Our beloved Prophet (ﷺ) has made no distinction between educating a man and a woman as he rightly said:

Seeking Of Knowledge Is an Obligation Upon
Every Muslim, Be It A Man Or A Woman (Mishkaat)

The school has a team of dedicated, qualified and highly experienced staff, who have given the children in the school the start to their time in education that has led to high standards of achievement and behaviour. The staffs ensure that every child is recognised as an individual and as such, are given the support to reach their full potential.

Over the years, TGS has made great progress in the field of education by providing *quality* education; our girls have left the school to join some top colleges and universities and have landed on major professional employment sectors.

To achieve the aims of the school, the Head Teacher and staff at TGS are supported by the Governing Body, they themselves are a group of dedicated brothers, who have volunteered their time and service to ensure the school maintains its educational standards and environment so that our girls may excel in both academic and Islamic aspects. They are taught to face the challenges of this world and are successful in this life and in the Hereafter.

Your daughter will only be an asset to our School and we look forward to welcoming you and your daughter.

JazakAllah Khairan

Wassalaam



Br Satar Said
Amir/Chair-Governing Body
Tayyibah Educational Trust.

Welcome Message from Head teacher

Dear Parents and Carers,

السلام عليكم ورحمة الله وبركته

It is with pleasure that I extend to you a warm welcome to Tayyibah Girls' School.

Our Prophet (peace be upon him) has said:

"Verily, the most complete of believers in faith are those with the best character and who are most kind to their families."

Tayyibah Girls' School is committed to cultivating good character and academic excellence within our kind, nurturing, family ethos. We believe Islamic values are central to success within our school and beyond. We explicitly teach and promote these values, expecting our students to behave with good character and acts of kindness. Pivotal to our school culture, is upholding the highest of expectations of behaviour at all times and maintaining good self-discipline.

At Tayyibah Girls' School, we are driven to ensure that the young ladies in our care have the opportunity to achieve their potential regardless of their ability and to celebrate the diversity of Islamic sisterhood. The dedication of our staff is evidenced by our track record of strong academic performance as recognised by Ofsted in the school's recent report and in the school's meeting Independent School standards.

One of the key strengths of the school is the positive relationships between staff and students. We have a friendly, respectful and harmonious environment and students come to school wearing their uniform with pride, ready to learn. We believe that every member of our school has the right to feel safe; tolerance, respect and fairness underpin the fabric of our ethos and are promoted throughout the school.

Our broad curriculum is enhanced by a range of enrichment opportunities which ensures that students are knowledgeable about the world and prepared to contribute to their local community and take their place within a global society. We have a strong commitment to helping and encouraging our students to become responsible citizens.

Our site is fully equipped to support the spiritual and academic aspirations of all our pupils. In addition to dedicated prayer facilities, staff and students are proud of our purpose-built Food Technology and Science laboratories.

We value the trust and faith parents and the community have in us to develop our daughters' hopes and aspirations. We strive to work in partnership with parents in securing the best for our girls' futures and maximising their potential. Inshallah Tayyibah pupils leave the school ready to bloom and lead fulfilling lives and pursue blossoming careers that bring both success and happiness.

We heartily welcome you to visit the school and experience our unique, kind and caring ethos for yourselves. Inshallah.

Wassalaam
SLT

ABOUT US

Mission Statement

"Our mission is to provide education to the highest possible standards in an Islamic environment, encouraging excellence, discipline and the quest for knowledge."

At Tayyibah we aim to:

- Assist our students to achieve the very best they are capable of achieving.
- Continue to develop and improve the essential literacy, numeracy and Computing skills of the students.
- Improve their social skills so that they are fully prepared for the next stage of their education and of their role as responsible adults.
- Ensure that all students and staff feel part of a whole learning community where it is safe to learn and feel included, valued and respected.
- Ensure students aim high, are proud of their achievement and leave school believing in themselves, their abilities and their capacity to grow and change.

School Ethos & Philosophy

At Tayyibah we believe that education in an Islamic environment means instilling self-discipline and self- respect in to our pupils. We believe that we should inculcate good character within ourselves to reap true success in this life and in the hereafter.

To promote this, we try our utmost best to:

- Provide a caring, safe and orderly environment for girls to develop their educational skills and practice Islam.
- Ensure that the students receive a broad and balanced education according to the national curriculum in an Islamic environment.
- Educate students with the teachings of Islam in accordance to the Quran and Sunnah.
- Discipline the students in a firm yet reasonable manner.
- Teach the students to show respect to all staff, visitors and each other.
- Encourage each student to develop an Islamic character leading to good morals and manners.
- Teach each individual to be honest and truthful.
- Promote British values of democracy, rule of law, liberty, tolerance, and mutual respect as well as preparing our young women for life in modern Britain.

The School recognises the nature of the development of children during their formative years. Children learn more in their formative years than they do during the rest of their lifetime. Children's experiences at school greatly contribute towards their spiritual and psychological development. The School's style and values are traditional but pertinent to today's young people, based firmly on academic excellence and Islamic Principles.

School Pledge

"The best of you are those with the best character" (*Hadith*)

Having good character and manners are key to success in both the worlds.



We pledge to be **RESPECTFUL** so that we can learn and grow in peace and harmony.
We strive to develop **INNER VIRTUES** like honesty, humility, generosity and forgiveness.
We **GIVE** of our time, resources and energy to support our school and each other.
We **HELP OURSELVES** by exercising self-control to achieve **TOP** grades through outstanding work and presentation.
We put **EFFORT** in all we do.
We are resilient and **OVERCOME SETBACKS** with courage and determination.
We aim to be active citizens of the **UNIVERSE** and take care of our environment and those in need.
We **STEER** others to good and lead by example in our Tayyibah School family and strive to make our world a better place InshaAllah.

Tarbiyyah in Islam

Allah says in the Qur'an:
"This day have I perfected your religion for you, and have bestowed upon you the full measure of My blessings and willed that self-surrender unto Me (Islam) shall be your religion."
(Al-Qur'an, al-Ma'idah, 5:4)

Tarbiyyah is the process by which children are nurtured as they grow up to develop the Islamic worldview and the Islamic virtues that are a part of that voluntary self-surrender to Allah.

"Tarbiyyah means to look after, to nurture, to nourish, to help grow and flourish. Tarbiyyah (from the Arabic root word, which means to own, look after and cherish) implies certain sensitivity towards the child under your care, her emotional and physical needs and capacities. It implies the ability to inspire confidence. It implies the courage to allow and promote creativity and innovation. It implies the ability to trust and not to stifle, to be firm when needed and even to impose sanctions when necessary."

The starting point for Tarbiyyah is the example of parents. Small children take their parents as models. If parents are lazy and careless, the children will also take laziness and carelessness as normal. If they tell lies, children will regard lying as normal and acceptable. The same applies to smoking, drinking, rude manners, swearing and all other bad habits. There is no way parents can motivate their children to practise the Islamic virtues if they themselves do not respect the values and try to practise them also. As children grow up, they will only perceive the inconsistency or even hypocrisy in their parents' approach.

It is important not to crush a child's spirit and joy about life by terrorising her, whether physically or psychologically. Children must play. It is the way they learn, and is not in itself something bad.

Parents should give the child opportunities to play and to experience the excitement of exploration, of learning and of growing up. There is an English proverb: "All work and no play makes Jack a dull boy." It does not mean "don't work" - on the contrary, work hard, but allow also for play for the development of a joyous and balanced personality.

At the same time, parents should teach children Islamic manners and etiquette (adaab) in accordance with the beautiful example of Nabi (sallallahu 'alayhi wa sallam) who said:

"Be generous, kind and noble to your children and make their habits beautiful."

Such habits include truthfulness and honesty, gentleness, politeness, consideration for others, helpfulness, cleanliness and tidiness.

They also include:

- time management and doing things at the right time,
- physical exercise for fitness,
- mental exercise and developing an appetite for knowledge, understanding and skills,
- learning to read and recite the Qur'an from an early age when the child's brain finds it easy,
- development of regular performance of Salaah between the ages of 7 and 10,
- taking on responsibilities in the family, and
- taking on responsibilities in the wider community as children grow up.

Above all, correct Tarbiyyah should ensure that children develop a love for Islam, a love of Allah SWT and his Messenger (SAW), and that they develop a feeling of pride in being Muslim and willingness to strive for the good of others. They need to realise the benefits of Islam, the foundations on which it is based and their need for Islam. They need to value Islam and live by Islamic values.

It is the responsibility of the parents to experiment with various ways of achieving those goals.

Parental Support

Parents should take an interest in what their children do in the School and know about their developing interests, abilities and skills.

They should ask them questions such as:

- What did you learn today?

- How well did you understand it?
- Are there any problem subjects or problem areas?
- Do you have any homework?
- Do you need anything to study more comfortably and effectively?

Parents should try to provide their children with suitable places to do their homework without distractions. Since the older children may be required to do homework for several hours a day, a work table with chairs and adequate lighting would be ideal. There is need for parents to regulate homework times against the rival attractions of television, visiting friends, computer games and so on.

Parents may need sometimes to respond to their children's requests for help with their homework. However, this should be done in such a way as to make the child think for herself, otherwise they may develop the habit of expecting their parents or elder brothers or sisters to do the homework for them or tell them the answers, which will not help them to learn how to study and look up information for themselves.

Rather as the child grows up, she should be taught study techniques either based on the parents' own experience or from any reliable book on Study Skills.

Parents can influence and inspire their children to take learning seriously by reading and studying themselves. According to a Hadith *"Seeking knowledge is obligatory on every Muslim"* and if parents keep good books around the house and set a good example of a reading culture and a study culture in the home, the children are likely to develop a similar respect for and love of learning.

Family Islamic Circles

It is important that Tarbiyyah is firmly based in the home. Unless a specific time is arranged for this, it is likely to be neglected because everybody in the modern family has his or her own commitments and concerns.

The Family Islamic Circle is a semi-formal teaching period in which all the family members participate. The recommended time is immediately after one of the five daily prayers, which should be performed together as a family. If it is done several times a week, ten to fifteen minutes is enough. If it is only once a week, it should be about half an hour.
The Circle should have a series of Islamic discussion topics and distribute them according to age, interest and ability. The father, mother and children should take turns to present the topics. The younger children may be asked to present an ayah of the Qur'an or a hadith and explain its meaning and what it teaches us. Older children can be asked to read and research information in reliable Islamic books or magazine articles and discuss their relevance to a Muslim.

By asking the children to take on the roles of teachers and discussion leaders, there is a high level of learning and concentration, since a teacher must understand and internalise his/her material in order to communicate it to others. The discussion and questions that follow a presentation encourage the children (and parents) to go back in search of more knowledge.

In this family learning environment, parents get to understand their children better and vice versa. The focus is not so much on Fiqh (though these topics may be included) as on understanding the wisdom and benefits of Islamic teachings, particularly the moral guidance. With this background, the children grow up with clear concepts of right and wrong and of their purpose in life.

This early practice that the children get in explaining Islam to others also strengthens their faith and gives them experience and confidence in conducting da'wah and dialogue among School friends and later on among others, Muslims and non-Muslims, with whom they interact in the course of their lives.

The Family Islamic Circle signifies to the children that it is worth making time for and making the efforts for their Imaan and their Taqwa, as the basis of their success in this world and the hereafter.

Pupil Welfare

Tayyibah Girls School ensures that we safeguard our pupils at all times. Our site is CCTV monitored at all times and people can only access the site when invited via controls in the office and entrance. All visitors are required to show ID and sign in and out.

All staff and volunteers are DBS checked and the school follows the National Safer Recruitment guidelines.

Our named child protection officers are Mrs Amreen Jameer. All child protection concerns are passed onto her.

The school has *3* fully qualified First Aiders and all staff are trained in basic first aid. Parents will be informed of any first aid needs/accidents via a phone call or through the Home/School diary.

Our site is Risk Assessed on a regular basis to ensure the health and safety of all. We also complete risk assessments for trips and activities which require them.

Our Child Protection Policy, Health and Safety Policy are available to read on the school website or on request from the school office.

Pastoral Care

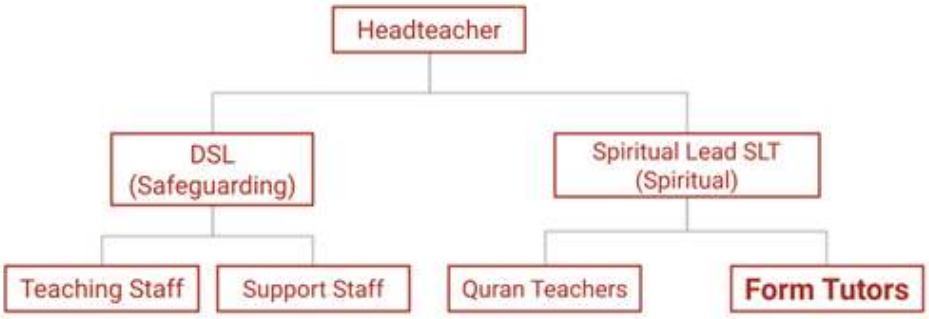
Holistic Care

In addition to the education of pupils, TGS recognises and supports pupils' physical, social, mental and emotional wellbeing within the faith and spiritual ethos of the school. All pupils are assigned a tutor who is the pupils' first port of call for any concerns they may have that are affecting their wellbeing. Tutors are able to refer their tutees for additional pastoral support with the school's dedicated pastoral support worker and/or spiritual lead who are able to give guidance in a mentoring capacity.
Supporting:

- Faith/spiritual character building RIGHTEOUS
- Physical
- Social

- Economic
- Emotional and
- Mental wellbeing …..in person and online.

Pastoral Care at TGS



Pastoral Care for Pupils

Tutors	Spiritual lead/ Pastoral support	External support
Provide (long term) day-to-day support of pupils' wellbeing needs and academic progress.	Supports tutors to give additional help to pupils as mentor/ guide	• Health professionals • Social services • CAHMS • Prevent • DV • Police

The School Day

The school day has been designed to allow for prayer and collective worship, a robust pastoral and enrichment programme. Assembly and prayer time and a shorter Friday allow pupils to pursue their faith commitments outside school e.g. Jummah prayer and madrasa attendance.

The table below provides a summary of the timings for the school day.

Monday, Tuesday, Thursday	**Friday**
AM 8-8:30 **Secondary Quran**	**AM** 8-8:30 **Secondary Quran**
P1 8:30-9:15	**P1** 8:30-9:15
P2 9:15-10	**P2** 9:15-10
Primary Break 10-10.15 **P3 Secondary** 10-11 **P3 Primary** 10:15-11	**Break 10-10.15** **P3** 10:15-11
P4a Secondary lunch 11-11:45 **P4a Primary lesson** 11-11.45	**P4** 11-12:00
P4b Secondary lesson 11:45-12:30 **P4b Primary Lunch** 11.45-12	**12:00 END OF SCHOOL DAY**
P5 12:30-1:15 **Prayer** 1.15-1.30	
P6 1:30-2:30	

WEDS (time)
AM 8-8.30am
P1 8:30-9:15
P2 9:15-10
P3 10-10:45
4a 10.45-11.15
4b 11:15-12
5 12-12:45
6 12:45-1:30 (Prayer)
7 1:45-2:30 (Enrichment)

Enrichment

In addition to the full academic curriculum, the school offers an Enrichment programme developed to augment our academic curriculum and give pupils the opportunity to participate in extracurricular recreational, traditional, cultural and citizenship activities.

Enrichment improves pupils' enjoyment and engagement with school and this can have a positive effect on pupil attainment as *happy children make better pupils*. Learning non-academic skills and taking part in social activities is beneficial to mental and cognitive health. Inshallah it is hoped pupils will develop their cultural capital and 'soft skills' through interactions with different people.

Attendance and Punctuality

Punctuality is an important element of civilised behaviour, so a serious view will be taken of persistent lateness. If a student is late twice in a week, the Form tutor will issue a detention. Any student arriving after 8.00 am is considered late. If there is an unavoidable reason for delay then parents should inform the school by telephone or letter, as soon as possible. The School gates will be closed at 8.20 am. Any students persistently arriving late will be requested to go home, in which case parents will be informed to collect their child.

The proper place for students to be on a school day is in school. If any student is unavoidably absent then a telephone call to the School Office should be made by 8.30am on the morning of the absence. A note, written and signed by the parent, must be brought to school on the student's return.

If a student is likely to be absent for longer than two days a letter must be sent to the school no later than the second day, since the school management follows up absences that have not been notified in this way. If a student is absent due to medical reasons for longer than five days, a doctor's note will be required upon return to school. Where such evidence cannot be produced and persistent absences continue, if we feel we do not have the cooperation of the parent in this matter, the school will seek advice from the Children Social Services and take appropriate action.

Holidays

It is extremely important that parents do not arrange family holidays during term time. Some severe disadvantages of taking leave during term time include:

- Your child's education suffers
- Lessons are missed
- Continuity of project / course work is lost which unnecessarily causes your child anxiety
- You are in breach of your legal obligation to send your child to school

If this is unavoidable, it is the parent's responsibility to check dates very carefully to avoid missing vital elements of your child's lessons and examination courses. Any absence may be authorised by the School Development Committee, but only in exceptional circumstances.

The Department for Education expects us to discourage such practice.

Requests for absence at the start of a term and at a time when examinations are being taken are unlikely to be met with consent.

If you are unable to avoid requesting absence during School Term time, an application must be made in writing to the School Management **not less than 4 weeks** before the absence is due to start using the form at the end of the document. A response will be sent to you within 14 days of receipt of your request. Parents should also consult the additional leave policy which is viewable on the school website.

PROVISION OF FOOD

Tayyibah Girls School is not currently able to provide meals for lunch time.

Parents are asked to provide their child with a packed lunch each day. We do not have a kitchen on site and there are no facilities to heat food.

Snack time is an important part of the school day and parents are asked to send in appropriate healthy snacks (such as fruit or other favourites) for your child.

We respect that every child is an individual and may have specific dietary requirements. Staff will talk with you in depth about your child's individual needs and especially if there are certain foods they are allergic too and we will work hard to ensure that the child's dietary needs are met.

HEALTH AND ADMINISTRATION OF MEDICINES

If your child is ill, please telephone the school as early as possible. It is also essential that the Head Teacher be notified of any infections, illness or disease.

Please, provide the school with all medical information regarding your child e.g. asthma or allergies and what procedure has to be taken. We have a format for this information to be collected and shared with all staff.



If your child is required to take medicine at school, please ensure that it is in the original container from the chemist and that it is clearly named with the following:

- The child's name
- Name of medicine
- The dose
- When to be given
- Any other instructions
- Phone number of parents or adult contact

Parents should complete a medicine form (available from the office) listing these points.

Important Dates 2025 – 2026

AUTUMN TERM	
Friday 2nd September	Pupils Return
Friday 24th October	**Last day before half term holiday**
Monday 3rd November	Pupils Return
Monday 19th December	**Last day of term**

SPRING TERM	
Monday 5th January 2026	**INSET DAY**
Tuesday 6th January 2026	Pupils Return
Friday 13th February	**Last day before half term holiday**
Monday 23rd February	Pupils Return
Friday 21st March	**Last day before Eid ul Fitr holiday**
Monday 23rd March	Pupils Return
Friday 27th March	**Last day of term**

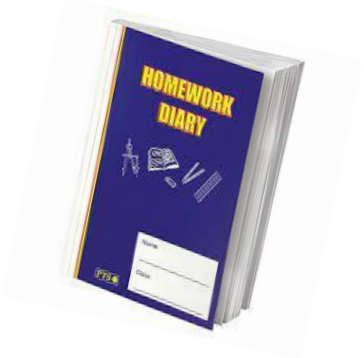
SUMMER TERM	
Monday 13th April	Pupils Return
Monday 4th May	**May Day Bank Holiday**
Friday 22nd May	**Last day before half term holiday**
Monday 1st June	Pupils Return
Friday 26th June	**Day of Aashoora Bank Holiday**
Friday 17th July	**Last day of School Year**

WEDNESDAY 2nd SEPTEMBER 2026	**START OF NEW ACADEMIC YEAR**

Communication

HOME/SCHOOL DIARY

Communication is of the utmost importance between home and school and is implemented in the following ways:



- Home/School Diary to share daily news between parents and staff. This will be filled in at the end of each day to provide you with some information on what your child has been doing at school. Please feel free to add any comments about your child's evening activities or any information that you think may be relevant to us. If you have any questions and wish to speak to a member of staff, please contact the school to make an appointment

- A Termly School Report specific to each pupil identifying progress.

- It is vital that parents make sure that the School has up to date addresses and phone numbers at all times.

THE ROLE OF PARENTS AND CARERS

Tayyibah Girls School recognises that parents play a vital role in the promotion of acceptable behaviour in school and the importance of positive home/school liaison, encouraging opportunities to discuss students' individual needs with carers. The school expects parents and carers to:

- Inform the school of behavioural problems they may be experiencing at home.
- Inform the school of any health issues or medication that may affect a student's behaviour. This includes any changes in or withdrawal of medication.
- Inform the school of any change of routine which may affect a student's performance or behaviour.
- Inform the school if they seek external advice or support for behavioural difficulties.

Parents are very welcome to visit the school at any time. We ask parents to phone ahead to ensure staff are available.

Overview of Tayyibah Girls School

School Uniform

We at Tayyibah Girls School believe that a school uniform is required as an integral part of school discipline:

- It looks smart
- Wears well
- Contributes a sense of belonging
- Gives a common purpose
- Promotes a feeling of pride

We require that all students wear the uniform at all times and we encourage them to maintain a good standard of clean and tidy dress in school. Parents are expected to fully co-operate in this regard by ensuring their daughter attends school in full uniform. The school is **not willing to compromise** on any issues regarding uniform.

PRIMARY UNIFORM:



- Navy Blue Pinafore
- White long sleeve polo shirt/blouse (Preferred Knee Length)
- Navy blue trousers/leggings
- Burgundy cardigan or V-neck sweater
- White Amira Hijab
- Flat black shoes. High heels are strictly forbidden.

Uniform can be purchased from any local supplier but must be in accordance to the guidance.

SECONDARY UNIFORM:



- Navy blue Abaya
- Black trousers
- Burgundy cardigan or v-neck sweater
- Burgundy PE top
- Navy blue hijab
- Burgundy PE hijab
- Black PE joggers
- Black flat shoes

Uniform to be purchased from:
https://price-buckland.co.uk/tayyibah-girls-school-london

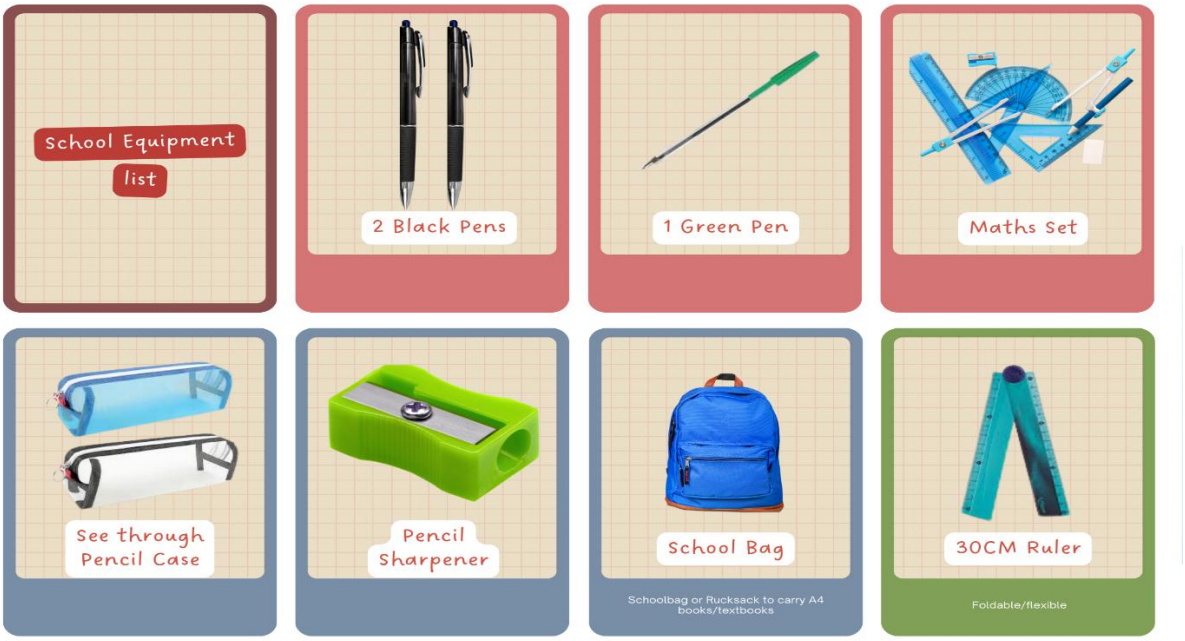
- Trainers must be brought in on PE days for outdoor activities
- Jewellery is forbidden with the exception of a watch and ear stud.
- **Make up is PROHIBITED. If a student brings make up into the school, it will be confiscated and parents will be requested to come and collect the items.**
- **If a student repeatedly brings make up into the school, the items will be confiscated and returned back to the parents at the end of the academic year.**

We strongly recommend that all school uniform be clearly labelled for ease of recognition in the event of loss. Items unclaimed are placed in a charity container and distributed to a charity at the end of the academic year

Uniform checks will be carried out regularly and students not wearing the correct uniform will be sent home. If a student is attending school without uniform, a note must be provided from the parent, giving a valid reason why the child is attending without uniform.

Equipment

Please ensure your child gets into the habit of bringing the following items to school every day.



Please ensure your child brings the correct exercise/text books for her lessons every day, including her homework diary. We highly recommend that you provide your daughter with a strong bag to carry her belongings. Bad backs can be caused by incorrect posture brought about by carrying heavy books in inappropriate bags.

Electronic Gadgets

Electronic gadgets like MP3 players, Smart Mobile phones, non-smart mobile phone, iPods etc are **not permitted** on the school premises.

If a student is found carrying such an item, the item will be immediately confiscated. Parents will be requested to come to school to collect the phone

- If a student is found carrying or using such an item on the school premises, the item will be immediately confiscated.
- The item will only be returned to the parents personally. Parents will be informed about this through a letter from the school.
- If a student repeatedly brings the item to school, it will be confiscated and return back to parents at the end of the term.
- If a student is suspected of taking photos or videos of staff or students, then the item will be confiscated. The item will only be returned after a member of the school leadership team has viewed and deleted the photo or video.
- If pupils need to be contacted during the school day, parents should contact the school office and leave a message with the School Admin Team. If out of necessity a pupil is required to bring a mobile phone to school, **parents need to gain consent from the school (form available in the school office). If consent is given the student will be allowed to bring a non-smart phone.**

Chewing Gum

The chewing of gum is not allowed anywhere in the school premises.

Litter and the Like

In order to keep our School looking clean, we need pupil cooperation. Pupils should avoid marking walls, desks, and abusing School property or equipment. Any damage to School property will result in a Fine and an appropriate sanction.

Valuables

Pupils are discouraged from bringing valuables or large sums of money to the School. The School accepts no responsibility for the loss of such items.

Our Curriculum

All pupils study a broad and rigorous curriculum which prepares them for quality 6th form courses and beyond.

Currently the following subjects are offered at the various levels:

Primary (Key Stages 1 & 2)	Secondary (Key Stages 3 & 4)	Sixth Form (AS & A Levels)
English	English Language & Literature	English Literature
Mathematics	Mathematics	Mathematics
Science	Physics	Biology
Computing	Chemistry	Chemistry
History	Biology	Psychology
Geography	Computing	Geography
Citizenship/PSHCE	History	Religious Studies
Islamic Studies	Geography	Computing
Quran	Islam &Citizenship(PSHCE)	Turkish
Art	Islamic Studies	Urdu
Languages -Arabic	Art	
P.E	Languages -Arabic	
	P.E	
	Quran	

Building Blocks – Primary

In primary, a strong emphasis is placed on Literacy to secure a sound basis for other subjects.

Speaking and listening skills are promoted by encouraging discussion and debate in English as well as other subjects like Citizenship, PSHCE. Emphasis is placed on phonics. Computing and PSHCE are taught as curriculum subjects as well as being integrated across the curriculum.

PSHCE is taught through Islamic Studies, Science and assemblies. Children are able to make sense of their learning through shared learning intentions.
Incorporation of creative thinking skills provide opportunities for children to apply learning and engage more actively and positively in the curriculum.
Educational visits are being linked to the curriculum.

Secondary

In secondary, subject specialised teachers set higher targets for students to achieve above national average. To provide a smooth transition from primary to secondary subject specialised teachers play a vital role in avoiding unnecessary repetition of curriculum and set

targets to help teachers lay a firm foundation for secondary i.e. rights and responsibilities taught in PSHCE in Primary, are further developed into the study of Human Rights in Secondary Citizenship. Work related learning (WRL) is also taught in PSHCE in order to give our students basic skills for their future search for employment.

Extra-curricular activities

We have introduced extended school services with various clubs running for our students. At present we are running the following clubs: Creative Science, English Boosters, French, Arabic, Tajweed, Homework club, sporting games, Islamic plays and Nasheeds.

Homework

Homework is an *essential* part of our school approach helping students learn, think and work effectively.

Purposes:

- Encouraging pupils to develop the skills, confidence and motivation needed to study effectively as independent learners.
- Consolidating and reinforcing understanding, skills and attributes developed at school.
- Extending school learning through a range of learning activities sustainable in and beyond the classroom environment.
- Encouraging and sustaining the involvement of parents', carers and other adults in the management of pupils learning
- Encouraging stakeholder partnership through keeping parents involved and informed about the work pupils are doing.
- Managing particular demands, such as research project work and GCSE coursework.

Amount and types of Homework:

Homework is usually set relating to the topic being taught in class. It may involve a range of tasks that support student learning in each subject.

- Activities set will be varied and could include reading, investigating, and research, preparing a presentation or problem solving.
- Homework tasks are set according to pupil ability; hence all pupils are expected to complete their homework on time
- In years 10 and above homework is driven by the needs of the course. Students should also spend time reading over the day's notes and revising their learning.
- Homework policy has further details (https://www.tayyibah.org.uk/policies/)

Examinations

Year 10 & Year 11 GCSE exams June.

The School expects pupils to sit all exams at the school. If a pupil sits a GCSE exam at an external centre, then the school will not enter the pupil for any examination at Tayyibah Girls School.

If a parent wants their child to sit an exam early or do an exam in a subject which is not provided by the school, please contact the Head Teacher to discuss the matter.

Reports and Assessments

Assessments in each subject are carried out on a regular basis and the grades are input on the school management system (Bromcom). Parents can view the progress of their children via this route.

At the end of each term, Mother's Mornings are organised. Mothers are invited to meet their child's tutor to review the progress of their child and to discuss progression relating to any education and pastoral needs.



Reports will be uploaded on **Bromcom (MCAS)** one week prior to the mother's morning and your attendance and participation at Mother's Mornings meetings is compulsory.

Merits

For pupils to develop good character, **RIGHTEOUS** qualities are awarded with merits, for which pupils are rewarded with certificates and tokens of appreciation. ***(See Appendix 1)***

House Points

The school has 4 houses named after the 4 daughters of the Prophet (saw). At the end of each term, pupil merits are converted into house points to celebrate and recognise their achievements. Winners of the house award are given a special treat for their combined efforts. Pupils are assigned a house each year (Fatima, Umm Kulthum, Zaynab, Rukayya) to give them an opportunity to earn rewards for all houses. ***(See Appendix 3)***

Demerits

Where pupils fall short of our RIGHTEOUS expectations, they are reminded of expected behaviour and warned of a demerit. If the pupil persists then they are demerited and given 15-minute lunchtime detention.
Where pupils are demerited more than 3 times in a week, they are issued an after school detention. Further demerits lead to escalation and use of the report system, parental appointments, internal exclusion. Severe cases of misbehaviour may result in fixed term suspension or permanent exclusion. ***(See Appendix 2)***

DISCIPLINE

The school has a very strict disciplinary code.

Some School Rules

1. Pupils must behave in a respectful manner with all members of staff.
2. Pupils must behave well with each other.

3. No bullying of any kind.
4. No stealing.
5. No cheating.
6. All bags must be placed under the table.
7. Coats and abayahs must be hung up on the coat rack.
8. Lunch box must be put in the correct places.
9. No eating or drinking in class.
10. No running in the school building
11. Correct equipment and textbooks must be brought to school
12. No damaging school property.
13. Pupils are not allowed to write in any of the textbooks.
14. No throwing equipment across the classroom.
15. You must not leave the classroom without the teacher's permission.
16. You must complete all homework and coursework by the given dates, unless you provide a valid reason signed by a parent/guardian.
17. Pupils are not allowed to bring in any mobile phones/walkmans/CD's/audio or video cassettes/inappropriate magazines.
18. All students are required to respect and listen to their class prefect/monitors.
19. Keep all areas of school clean and tidy. Do not drop litter.

This list is not exhaustive.

All children are admitted up to the end of the academic year only. Re-admission of the child is dependent upon her overall performance, attendance and behaviour.
The moral and academic education of the children can only be taught with the co-operation and support of parents and/or guardians.

Rewards and behaviour

At Tayyibah Girls School we expect the very highest standards from our students in terms of uniform, behaviour, discipline and respect for one another.

Verbal praises as well as stickers are used throughout the school to acknowledge student effort. Certificates are also handed out for effort, hard work and behaviour as well as excellent attendance.

Sanctions

Detentions may be given out on Wednesdays after school for 45 minutes. These will be given out to students breaking school rules. Parents are expected to co-operate with the school in carrying out sanctions for the benefit of their child's discipline.

If your daughter is given an after school detention, arrangements must be made for her to be collected at the later time of 3:15pm. The detention cannot be changed to a lunch/break time detention, however if necessary it can be deferred to the following week. A request for this must be made in writing to the teacher issuing the detention.

Exclusion

Tayyibah School has a zero tolerance behaviour policy.

We maintain the right to exclude pupils whose behaviour defies the rules and regulations of the school, the rights of children to learn in a safe environment and adults to carry out their responsibilities.
Severe misdemeanours may result in temporary or permanent exclusion. Where possible, parents will always be informed of the consideration to temporarily expel their child.

Staff and their qualifications

All staff have Enhanced DBS checks

The Staff Team 2025/2026

Role	Name	Qualifications
Executive Head Teacher	Ashraf Patel	BA (Hons) Economics, PGCE Business Studies & Economics
Spiritual Lead/SLT	Quratulain Aboo	Islamic Theology (Alima)
Primary Teacher	Nasima Begum	
Primary Teacher/SLT	Amreen Jogiat	BSc Computer Science
Primary History & TA	Nusrat Jahan Choudhury	Islamic Theology (Alima)
Primary English & PHSCE	Ghaniyat Yusuf	BA (Hons) Law and Sociology
Primary Maths & TA	Fatimah Thawa	Level 3 Diploma in Child care
Geography/SLT	Maryam Al-Sadik	BSc Mathematics
Maths Teacher	Fatima Al-Sadik	BSc Mathematics
Maths Teacher	Kulsum Maljee	BSc Mathematics
English Teacher	Aisha Singh	BA (Hons) English Language & Literature
English Teacher	Nazia Haleem	PGCE Secondary English BA (Hons) English Language & Linguistics
English Teacher	Aisha Malik	BA (Hons) English Language & Journalism
Science Teacher	Dina Attab	PGCE Science
Science Teacher	Sumaiya Solkar	BSc Pharmacology, PGCE Science
Science Teacher	Rehana Sabir	BSc Chemistry
History	Nurima Choudhury	BA Business & Marketing; QTLS (Trainee)
Islamic Studies Teacher	Sanaa Malik (Maternity Cover)	Islamic Theology (Alima)
Islamic Studies Teacher	Fatima Aswat	Islamic Theology (Alima)
Computing teacher	Rukhshana Boolaky	Diploma in Computer Education, BEd - Computer Studies PGCE
Arabic Teacher	Hanan Ismail	M.B; Bch Bachelor of Medicine and Surgery
PE Teacher	Lisa Farmer	
Maths TA	Lina Douari	BA Student
Art & Crafts	Afshan Hussain	BSc Fashion Technology
Teaching assistant	Husna Bakhtiyar	Islamic Theology (Alima)
Teaching assistant	Sumaiya Lohiya	

Administration Staff

Role	Name
Administrator	A Shaikh
Administrator	H Begum
Accountant	Y Bismillah
Site Manger/Caretaker	

Key Policies

SAFEGUARDING CHILDREN

The school has a duty of care to ensure the welfare and safety of its pupils. In cases where staff have cause for concern that a child may be subject to ill-treatment, neglect or other forms of abuse, they are required to follow the school's Child Protection Procedures.

UNDERSTANDING BULLYING

Although the school accepts that there may be rare occasions when bullying can occur, a whole school policy has been adopted which demonstrates the school's commitment to taking any reports of bullying seriously and dealing with them effectively in order to ensure that Tayyibah remains a caring, welcoming and safe environment for all members of its community, encouraging mutual respect for each other's race, gender, age, belief and background.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY

Tayyibah aims to provide an education for pupils of all abilities and use our best endeavours to remove barriers to learning by providing high quality teaching differentiated for individual pupils. Parents are encouraged to discuss their child's needs with the school so that their needs can be met positively.

Should a pupil be diagnosed as SEN once admitted, the school will support parents to have the child assessed by the appropriate authorities and follow the SEN code of conduct which includes preparation of individual educational plans (IEP). The IEPs will be shared with parents and reviewed termly. The school will also support parents in liaising with outside agencies such as speech therapists where applicable

HEALTH AND SAFETY

The school recognises its responsibility for the safety and well-being of all under its care. To achieve this, the school environment will be constantly assessed and any risks reported and recorded. Where any persons are involved in an activity that could result in personal injury or high levels of stress the school will evaluate the situation and minimise the risk.

Tayyibah Girls School will endeavour to ensure that all in their care (staff, pupils etc.) are not exposed to unreasonable risks, and recognises that responses to physical danger and psychological stress will differ in individuals, and the support available will reflect these needs.

- The school will ensure that students' achievements are positively recognised.
- The school will inform parents of any concerns they may have about a student's behaviour with a view to working with them to promote positive change.
- The school will support staff in the maintenance of good classroom management skills.
- The school will adopt a programme of positive behaviour management in which students are given a clear expectation of appropriate behaviour. This will be supported by attention to the effects of the physical environment and teaching strategies.
- The school will record incidents of physical restraint and/or time out for students.

- The school will offer training in attitudes and approaches to behaviour management.

Our full Health & Safety Policy is available from the school office.

COMPLAINTS PROCEDURE

Head teacher, School Staff and the Shura at Tayyibah Girls School are committed to maintaining a positive partnership with parents. Sometimes issues happen which make children or parents unhappy. It is important that parents and carers feel able to raise concerns and do this in the best way.

In most cases, concerns and complaints can be resolved by talking to staff at the school. Sometimes parents may wish to raise a more formal complaint.

The following describes procedures used by our school for dealing with general complaints.

Typically, there are four main stages involved in raising concerns or making a complaint.

The Formal Complaints Procedure
Stage One: Initial Approach

It is important that parents contact the school first with their concerns and make an appointment to talk to the Form Tutor or the subject teacher. Most problems can be sorted out in this way easily and informally. However, the staff member may feel it more appropriate to refer the complainant to a more senior or experienced member of staff who will try to resolve the concern informally.

Every effort will be made to resolve the issue but if the complainant remains dissatisfied a **complaint form** will have to be filled in.

Stage Two: Complaint Heard by Headteacher

If you are still unhappy, the next stage is to raise a formal complaint either by arranging and appointment to see the head teacher or by putting your concerns in writing to complaints@tayyibah.org.uk The head teacher or their nominated representative) will then investigate the concerns and respond within agreed timescales. An acknowledgement will be made of the concern/complaint within seven school days. The headteacher/or their nominated representative will respond to the issues raised within 21 school days of receiving the complaint. If it is not possible to meet these timescales, then the headteacher will contact the complainant to discuss reviewing these.

If the concern or complaint is against the headteacher, in the first instance the complainant will need to write in confidence to the Executive Headteacher at the school. The Executive Headteacher will seek to resolve the issue informally before, if necessary, moving to Stage 3.

Stage Three: Appeal to Executive Headteacher

If you are still unhappy after raising the complaint at Stage 2, you would need to inform the Executive Headteacher in writing. You may be asked and have the right to meet with the

Executive Headteacher and explain your case. The Executive Headteacher will listen to you and will inform you in writing of his decision.

Stage Four: Appeal to School Governing Body (Shura)

The complainant needs to write to the Governing Body giving details of the complaint, why you are unhappy with the Executive Headteacher's findings and ask that a complaints hearing be arranged with the Shura.

The Shura will meet between 11 and 21 school days from the receipt of your letter. You will have the right to be accompanied by one other person to meet the Shura. An Independent observer will form part of the Shura Panel that will consist of at least three people who have not been directly involved in the matters detailed when investigating your complaint. The Shura findings will be final and you will be informed in writing about the committee's findings within 7 school days from the date of the hearing, Insha-Allah. The complainant, the Proprietors, Headteacher and the person complained about should all be given a copy of any findings and recommendations.

Number of Formal Complaints 2024-2025: 1

The following policies/documents are available on the school website (www.tayyibah.org.uk) or on request from the school office:

- Admissions
- Behaviour
- Curriculum
- Anti-Bullying
- Safeguarding
- Health and Safety
- Particulars of Academic performance during the preceding academy year
- School Visits Policy

WITHDRAWAL OF CHILD FROM SCHOOL

Any Parents(s)/Carers wish to withdraw their child from the school at any time will need to provide at least half a term's notice. Failure to do so might in parents losing their deposits. Parents are requested to complete a Pupil Leaving Form, which is available from the School Office. Parents are also requested to make an appointment with the Head teacher if they are considering to withdraw their child.

Virtues of Knowledge which is learnt and Taught for the sake of Allah

Mu'awiyah (May Allah be pleased with him) reported: The Messenger of Allah said, "When Allah wishes good for someone, He bestows upon him the understanding of Deen." *[Al-Bukhari and Muslim]*

Abu Hurairah (May Allah be pleased with him) reported: The Messenger of Allah (PBUH) said, "Allah makes the way to Jannah easy for him who treads the path in search of knowledge." *[Muslim]*

Abu Hurairah (May Allah be pleased with him) reported: The Messenger of Allah (sallallahu alayhi wasallam) said, “The world, with all that it contains, is accursed except for the remembrance of Allah that which pleases Allah; and the religious scholars and seekers of knowledge.” *[Tirmidhi]*

APPENDIX 1

TGS MERIT CHART

Tayyibah	Code	Examples
Respect	R	*Respect Knowledge* Respect for staff, books, equipment and classroom
Inner qualities	I	*Virtues of a Believer* Prayer, honesty, generosity, integrity, justice, sincerity, integrity, humility, forgiveness.
Giving	G	*Giving support in school* Sharing or lending something, enjoining good, being kind, helping picking up litter, greeting visitors, smiling
Helping yourself (Self- regulation)	H	*Self-control* Self-regulation, self-control, time management being responsible, focus amid distraction, being organised
Top	T	*Above and beyond* Outstanding achievement or homework Outstanding presentation Participation Confident speaking Extra work/ study
Effort	E	*Perseverance* Consistent punctuality/ attendance Equipment/ uniform
Overcoming setbacks	O	*Resilience -'Bounce back'* Courage, trying again, learning from failure, not giving up, strength after criticism.
Universe (Citizenship)	U	*Good citizen/ Out of school service* Green activism/ looking after the environment. Community work Helping vulnerable or needy
Steering (Leadership)	S	*Taking initiative* Modelling good behaviour, positively leading others

Earn merits for yourself	***Reward***	***House Points***
100 merits = Bronze Award	Certificate	5 points
250 merits = Silver Award	Certificate + treat	10 points
450 merits = Gold Award	Certificate + badge	15 points
700 merits = Diamond Award	Certificate + HT meeting + enrichment	20 points
1250 merits = Platinum Award	Certificate + EHT meeting + voucher	50 points

DEMERITS

APPENDIX 2

Demerit	Examples	Code
Respect	*Rudeness to staff* Loss damage to school property Losing property/ equipment Disrupting teaching and learning	DR
Inner qualities	*Dishonesty* Hypocrisy, selfish, greedy, proud, disrupting prayer	DI
Giving	*Harming others* Stealing, wasting	DG
Helping yourself (self-regulation)	*Breaking School and Classroom rules* Uniform Infringement Shouting out or talking out of turn Lack of focus/ discipline	DH
Top	*Underachievement* Below expected standard Not completing task or homework	DT
Effort	*Poor effort*	DE
Overcoming setbacks	*Disaffection* Complaining, blaming others, not taking responsibility, making excuses	DO
Universal	*Poor behaviour out of school* School name into disrepute	DU
Steering (leadership)	*Not being a team player*	DS

Demerits	***Stage***	***Sanction***
1 demerits	1	Same day lunchtime detention
(1) 3+ demerits in a week	1*	Same day lunchtime detention + inform parents
(2) 3+ demerits in a week	1	Same day lunchtime detention + after school detention
(3) 3+ demerits in a week	1	Lunch + after school detention parental appointment
(4) 3+ demerits in a week	2*	Lunch + after school detention, isolation, parents informed
(5) 3+ demerits in a week	2	Lunch, after school detention, isolation parent appointment
(6) 3+ demerits in a week	2	Lunch, after school detention, isolation yellow report
(7) 3+ demerits in a week	2	Lunch + after school detention parents informed
(8) 3+ demerits in a week	3*	Lunch + after school detention, isolation, parent appointment
(9) 3+ demerits in a week	3	Lunch, after school detention, isolation, orange,, red report etc

***NB Further sanctions may be issued earlier at the discretion of the headteacher and SLT.**

SERIOUS INCIDENTS WILL RESULT IN END of YEAR DEDUCTION of HOUSE POINTS

HOUSE POINTS

APPENDIX 3

Achievement	House Points	
Muslimah Award (Quran/ Islamic Studies)	Gold 15 Silver 10 Bronze 5	Term
100% Attendance + No Lates	15	Term
House Award	15	Term
Arabic	10	Term
Arts	10	Term
Citizenship	10	Term
English Award	10	Term
Geography	10	Term
History	10	Term
I.C.T	10	Term
Maths Award	10	Term
P.E.	10	Term
Science	10	Term
Prefect duty	10	Half term
English Reading	10	Half term
Student of the Term (1 per class) Most merits*	20	Half term
Sports Day	Gold 15 Silver 10 Bronze 5	Each event
Student of the Year Most merits*	20	Annual

***tie breaker: attendance, lates, uniform, teacher vote.**

REQUEST FOR LEAVE DURING TERM TIME FORM

To: The Head Teacher of Tayyibah Girls School Date_____

I request consideration of a grant of leave of absence from school during term time for:

Child's Full Name	Class	Mum Address	Dad Address *(if different)*

For the period	From:	To:
The **exceptional** circumstances and reason for this request are:		

Signature of 1st Parent/Carer(s)		Print Name	
Signature of 2nd Parent/Carer(s)		Print Name	

For Office Use Only

Current Attendance %		Last Year's Attendance %	
Number of school sessions taken as leave during term time (*this academic year*)			

Agreed/Not Agreed Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.
Reason to accept/decline *(please delete)* **request**:

Signed Headteacher:		Date:	

Home-School Agreement

School's Educational Responsibilities

We acknowledge our responsibility to support parents in their task of nurturing their children towards an Islamic Personality.

Therefore the School will:

- provide a friendly welcome to your child and a secure, stimulating, moral environment in which to learn;
- ensure that your child is valued for who he is and helped to make good progress in their spiritual, moral, emotional and academic development;
- Treat your child with the dignity and respect they require;
- Do our utmost to provide the best possible education we can for your child, through enthusiastic teaching, which is rooted in our belief, our values and our skills;
- Ensure that the education provided for your child is tailored as best as possible by using good assessment recording and tracking strategies;
- Provide you with information about your Childs progress and provide you with opportunities to talk to teachers;
- Keep you well informed about School policies and activities through regular letters and newsletters;
- Set, mark and monitor homework suitable to your Childs needs;
- Contact you if there is a problem with your Childs attendance and punctuality;
- Inform you of any concerns regarding your Childs behaviour, work or health;
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.

(on behalf of Governing Body)
September 2022

Parental Responsibilities

As parents/carers, we acknowledge that we are the primary educators of our children and have an irreplaceable role to play in supporting our children learning at Tayyibah Girls School.

Therefore I/We will:

- Ensure that my child attend the School every day, on time and suitably equipped;
- Ensure that family holidays are taken outside term time;
- Inform the School of any concerns;
- Support the values of the School community and encourage my child to do her best;
- Give my child opportunities for home learning and support my child in the completion of homework;
- Check and sign my Childs planner on a weekly basis;
- Ensure that my child attend extension classes as timetabled;
- Support the School's policies for behaviour including after school detentions;
- Attend all parents evening and discussions about my Childs progress;
- Ensure my child behaves in an appropriate manner that upholds the School's code of conduct on the way to and from the School;

Name (please print): ……

Signed ……**(Parent/Carer)**

Date ……

Pupils Responsibilities

I acknowledge the different and unique talents which I have been given and my responsibility to use them wisely:

Therefore/I will:

- Attend the School regularly and on time;
- Wear the School uniform correctly and bring all the equipment I need every day;
- Take care of all School equipment, help keep our School free from litter and respect the School environment and property;
- Share my feelings honestly and politely and show consideration for others in the School;
- Behave sensibly so that we can be happy and safe as we learn;
- Try to think for myself and take responsibility for my actions;
- Attend extension classes as timetabled;
- Do all my class work and homework to the best of my ability;
- Keep my planner up to date by:- entering all homework and any other information that is necessary, and by signing it every week;
- Observe all the School rules and treat everyone with the respect they deserve;
- Travel directly to the School without stopping at shops in the surrounding area and/or congregating in the local area;
- Mobile phones should be switched off at all time on the school premises

Name (please print): ……

Signed ……..

Date ……

طيبة

tayyibah

girls school

Information contained within this booklet is correct at time of publication but may change during the school year.

September 2025