Official Parent Handbook

Standards, Procedures, and Essential Information for Tanzeel Families

Newham & Tower Hamlets
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01. Drop-Off & Collection Protocols

Parents may arrive at most **10 minutes** before class begins. To respect host school rules and maintain safety, parents must queue quietly in single file on the ground floor. Students are released exclusively to parents or designated authorised guardians.

Late Collection & Duty of Care: A late collection fee of **£5 per 15 minutes** applies. If a child remains uncollected for more than **1 hour** with no contact from emergency guardians, our statutory duty of care requires referral to Local Authority Social Services.

02. Attendance, Punctuality & Illness

Students must maintain at least **95% attendance**. Absences due to illness must be notified to the school coordinator via SMS/WhatsApp before **8:30 AM** with the student's full name. Term-time holidays are strongly discouraged. 3 consecutive unapproved weeks of absence results in forfeiture of the student's seat.

03. Uniform & Islamic Grooming Standards

Group	Required Attire	Specifications
Girls (Under 10)	White Scarf / Hijab + Modest Abaya or Long Dress	Loose-fitting, modest length covering ankles.
Girls (Ages 10+)	Plain Black Jilbab / Abaya + Plain White Scarf	Plain black full-length jilbab with white scarf pinned modestly.
Boys (All Ages)	Plain White or Neutral Thawb / Jubbah	Clean, modest thawb with trousers underneath. White prayer cap encouraged.

Strictly Prohibited: Hair fades, skin fades, step-cuts, and *qaza* (partial shaving of the head) are strictly prohibited in line with Islamic adab. Boys may not wear jewellery or chains.

04. Homework, Diaries & Academic Assessments

Daily home practice reinforces classroom learning:

- **Level 1 (Ahsanul Qawaid):** Children must practise **10 minutes every evening** (e.g. before bed) reading their assigned page out loud to a parent.
- **Level 2+ (Juz Amma & Full Quran):** Students must dedicate **20 minutes daily** to recitation and revision.
- **Learning Diary:** Parents must review daily logs, listen to recitation, and **sign the learning diary weekly**.
- **Assessments & Reports:** End-of-term examinations evaluate tajweed and Islamic studies. Parents receive written reports and attend consultations.

05. Healthy Eating & Nut-Free School Policy

Tanzeel is a **100% Nut-Aware school**. Nuts or nut-based foods are strictly banned.

Permitted Snacks: Fresh cut fruit, wholemeal sandwiches, wraps, water, and diluted natural juices.
Strictly Prohibited: Crisps, chocolates, sweets, candy, chewing gum, and fizzy/carbonated beverages. Any prohibited items will be confiscated.

06. Behaviour, Islamic Adab & Positive Discipline

Tanzeel maintains a four-stage disciplinary procedure:

1. **Stage 1 (Gentle Naseeha):** Teacher gives a gentle, private verbal reminder.
2. **Stage 2 (School Coordinator):** Coordinator consultation, record in file, and phone contact with parents.
3. **Stage 3 (Headteacher Meeting):** Formal meeting with parents and written Behaviour Plan.
4. **Stage 4 (Exclusion & Appeal):** Fixed-term suspension or permanent exclusion. Parents have **5 working days** to appeal in writing to Centre Management.

07. Community Fees, Ramadhan & Withdrawals

Fees are set at a subsidised community rate of approximately **£2.50 per hour**. During Ramadhan, timetables are shortened to 2 focused hours per weekend session. A mandatory **4 weeks written notice** is required for any child withdrawal.

08. Statutory Policies & Governance

Tanzeel operates under strict statutory safeguarding standards including Enhanced DBS checks for 100% of staff and volunteers, on-site Designated Safeguarding Leads (DSL), certified Paediatric First Aiders, and 24/7 CCTV surveillance recording audio and video strictly accessible by authorised law enforcement.

For any queries or formal complaints, parents can contact our Head Office directly at info@tanzeel.co.uk.

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