



29th August 2023

Dear Parent/Carer,

Assalaamu Alaikum / Peace Be Upon You

I hope that you and your family are well and have enjoyed a restful summer.

We are really looking forward to welcoming your son back to school on **Monday 4th September, 2023**.

A new academic year is an opportunity for us to renew our drive to promote good character within a climate of mutual respect. We affirm school as a place of learning: academically, spiritually and socially.

I am writing to confirm arrangements for the start of the new academic year and to share our expectations to support an excellent home-school partnership. Please read the information on the next few pages carefully.

School Opening for the new Academic Year

All pupils in Years 7-11 will return to school, no later than 7.57am on **Monday 4th September. Pupils should be ready for the silent line up in the Sports' Hall at 7:57am.**

School timings will be as follows:

On Monday to Thursday, school will run from **8am** (arrival time no later than **7.57am**) until **3.05pm**. Intervention classes will start at **3.05pm** and finish at **3.50pm**.

On Friday, school will run from **8am** (arrival time no later than **7.57am**) until **12.10pm**. Intervention classes will start at **12.10pm** and finish at **12.55pm**.

Important Guidance

Please read the guidance on the next few pages and help to ensure that your son follows each of these expectations. We will share more information with your son when he starts school.

Term Dates 2023-2024, Attendance and Punctuality

Please find enclosed a copy of the term dates for the new academic year.

We expect the highest standards of attendance and punctuality. Research evidence and national statistics link good attendance to the achievement of academic and social potential. At Eden Boys' Preston, in summer 2022, **pupils who had full attendance achieved on average two grades higher than those who had attendance at 93% or below** (the equivalent of taking a day off every three weeks or a holiday during term time).

As a result, we would urge all students to strive for 100% attendance. Excellent attendance is celebrated and recognised weekly as well as in rewards assemblies.

In line with national rules, the school is not allowed to permit students to take holidays during term time and doing so would result in an unauthorised absence and could result in a penalty notice by the Local Authority.

Lateness to school is not acceptable as **punctuality** is an important expectation in life and lateness hurts learning. Pupils arriving on time helps everyone. The pupils do not miss out on any important messages or learning opportunities. Teachers can concentrate on teaching and learning strategies without having to catch up late comers and the flow of lessons is uninterrupted.



When pupils are late it impacts not just on themselves but on other members of the school community. At our school, we emphasise a team approach to everything we do, and this is a simple way in which pupils can help to serve the school community. Punctuality may seem like a small thing. For example, 'he was just a few minutes late', but it matters a great deal and contributes to the efficient running of a school.

It also matters to the pupil themselves. Missed learning soon adds up. If a pupil is five minutes late to school each day, this means that three school days are missed each year. Pupils often miss important messages and have an unsettled start to the day leading to a further loss of learning. We put great emphasis, therefore on being punctual and we would really appreciate your support in this matter.

Pupils arriving late to school (after 7.57am) without a valid reason will receive an after school detention on the same day. Please support your son and his learning by ensuring he arrives to school no later than 7.57am.

Reminder of time for closing registers

In May 2022, the Department for Education published new attendance guidance for schools. One of the biggest changes in terms of the potential impact on parents, is that schools are now expected to close their registers 30 minutes after the official start time for the school day.

If a pupil is more than 30 minutes late without a very good reason, the pupil will now be marked as an unauthorised late (a form of unauthorised absence). This will affect the child's attendance record and could result in them missing out on rewards in school. In addition, however, unauthorised absences can also lead to legal action being taken by the Local Authority. This can be in the form of penalty notices (fines) and in more serious cases prosecution at magistrate's court.

School Uniform and Equipment

Pupils must wear their full school uniform at all times, including on the days when they have PE lessons.

Pupils must wear plain, black formal shoes at all times. Trainers are not permitted.

Pupils must wear plain black or navy socks.

A plain black/-blue coat can be worn outdoors. Hoodies, denim or leather jackets or those with slogans or logos are not permitted.

Pupils are not permitted to wear jewellery (unless otherwise agreed on grounds of faith) or smart watches.

It is essential pupils attend school with the correct equipment for their school day including:

2 pens (rollerball or biro) with black ink

2 pencils (HB)

A purple pen (rollerball or biro)

An eraser

A 30 cm ruler

A protractor

A calculator

A reading book – this will be provided by the school. If a pupil loses or damages the reading book provided by the school, parents will be informed via text message and charged **£10** via ParentPay.

Pupil ID Badge

Your son will be provided with a **Pupil ID badge**.

He must wear his ID badge in school each day. It is part of the school uniform.

The ID badge will be needed by pupils to confirm their identity, move around the building, access work that they are printing/copying and pay for food in the canteen.

Pupils must not damage, deface or lose their ID badge. If a pupil loses or damages his ID badge, parents will be informed via text message and charged **£5** via ParentPay.

Exceptional School Culture and Behaviour

The school expects all pupils to **behave well at all times**, treat others with **respect** and ensure that they **do not disrupt the learning of other pupils**.

Last year, we introduced and reaped the benefits of the three phases of development. These have resulted in pupils entering their school in a purposeful, calm and orderly way, ready to make the most of their lessons.

1. Morning line ups
2. Break and lunchtime line ups
3. Lesson changeover transitions and Enhanced Rewards and Behaviour System (ERBS)

This year, we will continue to focus on fully embedding the routines and also improving the teaching and learning experiences to fully maximise learning and progress leading to even better outcomes and improved life chances for our young people.

Of course, we recognise that our pupils need time to relax and talk with each other and they will continue to do so during social times and through our enhanced extra-curricular offer for 2023-24. We also know that some pupils experience more difficulty with self-regulation than others and will continue to support them as they adapt to our expectations.

Our Tarbiyyah mentoring programme remains an important dimension of our work to foster pupils' personal development in a faith context. Please also be assured that through our Enhanced Rewards and Behaviour System we will achieve a balance between praise and sanctions so that school is a positive and nurturing place for everyone.

With this letter, I have included a reminder of our Enhanced Rewards and Behaviour System (ERBS), together with information about Class Charts, an online platform giving parents access to their child's behaviour records.

Our ERBS provides greater clarity to pupils, staff, and parents about how rewards can be earned. We are keen to celebrate our pupils' successes, achievements and accomplishments. Rewards are a great motivator for the vast majority of our pupils who behave well and demonstrate the STAR values – Service, Teamwork, Ambition and Respect. Our rewards system amplifies the types of behaviour we wish to promote, in accordance with our faith ethos. In the coming year, we are increasing the rewards that pupils receive for exceptional attendance, behaviour, and attitude to learning. We hope that you will reinforce the praise that your son receives in school.

Rewards alone do not guarantee exceptional behaviour standards, which is why our ERBS also sets out clear consequences for any pupil disrupting the learning of others, being rude, disrespectful towards adults, or failing to follow a reasonable instruction in a timely way.

Please be assured that we will always make reasonable adjustments for boys who have particular needs and difficulties: we do not intend the school to be punitive, but rather to espouse a positive mutually supportive culture. Within this spirit, the consequences that we have decided upon are straightforward and proportionate.

Pupils who exhibit repeated 'disruptive' and/or one off 'red line' behaviours will be removed from lessons to spend the day in our Reflection Room. In there he will have access to online learning and will remain until 3:50pm. Where a pupil requires additional support, their Head of Year and/or other appropriate staff, will use this time to have productive conversations about our behaviour expectations, and how we can prevent negative behaviours from recurring. Our goal is to help pupils to make good choices that will set them up for success, not only in school but in their future lives. To do this, we are striking a balance between supporting pupils and identifying their needs while retaining the high behaviour standards that are an indispensable aspect of an outstanding school.

Mobile Phones and Wellbeing

The school does not allow pupils to bring a **mobile phone** into school, unless there is an exceptional reason which is agreed in advance with your son's SLT link. This is an important rule because having mobile phones in school often leads to considerable harm to welfare and disruption to learning.

To protect pupils' wellbeing, please also note that high-energy sugary drinks must not be brought into school.

Safety on the Internet

Each year, a small number of pupils **use the internet at home** in an unsafe or harmful way.

Often, this is because parents have not taken steps to ensure that the internet is safe or that their child understands what they are allowed and not allowed to do. Sometimes, parents have wrongly assumed that their child understands the risks or that they are too sensible to put themselves and others at harm.

This puts your child and others at risk of great harm – and can cause a lot of upset and worry. **It is the responsibility of parents to ensure that they are aware of how their child uses the internet (and social networking) at home – and that they use it in a safe manner.**

Please discuss the importance of safer internet use with your child.

Take steps to make your child is **safe on the internet**, by:

- Thinking carefully whether your child is mature enough to have a device of their own.
- Setting filters so that your child is not exposed to harmful content.
- Making sure that your child does not have any devices in their bedroom overnight.
- Only allowing your child to use the internet whilst under supervision.
- Going through the rules about when and how your child may use the internet.
- Contacting the school if you need advice and support in making the internet at home safer.

School Locker

Your child may wish to borrow **a small locker** at the school. The locker is available to borrow, it has dimensions of 100cm by 40cm by 60cm, and may be used by your child to store their PE kit or school books.

The loan of the locker comes at a total cost of £25 for the full 5 years (non-refundable). If you wish for your child to make use of the locker during Year 7 to 11, please make payment online, by clicking on to www.parentpay.com. The deadline for payment is 27/10/2023.

Bus Service

The school will continue to provide a subsidised bus service at a reduced cost for pupils travelling from Blackburn and Burnley. These services will be dependent upon the behaviour and conduct of all pupils and the adherence to the school's behaviour expectations.

Further information including details of the payment schedule and expectations of behaviour and conduct is attached. Please read this carefully and go through it with your son.

Free School Meals and Financial Support

This year, the school will continue with its **financial support for pupils** who are registered for 'free school meals'.

If you feel your child should be registered for 'free school meals', please apply via <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals>.

If you have any concerns or queries, or need support in any way, please contact the school.

Mellors

The school's catering provider, Mellors, offers a wide selection of tasty and nutritious meals to our pupils. We work closely with Mellors to try to ensure that school meals continue to provide good value. Despite significant increases to the costs of food, energy and wages, the price of school meals has not increased during the last two years. However, due to these increasing cost pressures, Mellors has had to review its prices.

From 1 September 2023, the price of a meal deal will increase by 5p to £2.55. The meal deal includes a hot meal, dessert and drink. This represents an increase of 2%, which is significantly lower than the high rates of inflation seen over the last year.

Thank you for your continuing support to ensure that we can continue to provide your child with a healthy meal each day.

Reporting Queries or Concerns

If you have a query or a concern about your son's learning or welfare, please help us to resolve any concerns as quickly as possible for you by contacting the correct person (as outlined below):

- For Year 7s, Moulana Safvan Yusuf (Head of Year) or Mrs Halima Ismail (Assistant Principal)
- For Year 8s, Mr Muhammad Hassan (Head of Year) or Mrs Halima Ismail (Assistant Principal)
- For Year 9s, Moulana Ashraf Isap (Head of Year) or Ms Bashira Patel (Assistant Principal)
- For Year 10s, Moulana Nadir Ahmed (Head of Year) or Moulana Usman Kothia (Vice Principal)
- For Year 11s, Hafez Mohammad Mulla (Head of Year) or Mr Warren Morley (Assistant Principal).

We really appreciate your support and thank you for your continued understanding throughout the coming year. Please remember the school in your prayers.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Nafisa Patel', with a long horizontal stroke extending to the right.

Mrs Nafisa Patel
Principal

SCHOOL TERM AND HOLIDAY DATES

2023 - 2024

(All dates are inclusive)

AUTUMN TERM 2023

Staff Inset Day - 1	Friday 1 st September 2023
Re-open (for students) on	Monday 4 th September 2023
Mid Term Closure	Monday 23 rd October - Friday 27 th October 2023
Closure after school on	Friday 22 nd December 2023
Christmas Holiday	Monday 25 th December – Friday 5 th January 2024
Number of openings	35 + 40 = 75

SPRING TERM 2024

Staff Inset Day - 2	Monday 8 th January 2024
Re-open (for students) on	Tuesday 9 th January 2024
Mid Term Closure	Monday 12 th February - Friday 16 th February 2024
Closure after school on	Thursday 28 th March 2024
Easter Holiday	Friday 29 th March – Friday 12 th April 2024
('Eid ul Fitr 1445*)	(Wednesday 10 th April 2024)
Number of openings	24 + 29 = 53

SUMMER TERM 2024

Re-open on	Monday 15 th April 2024
May Day Closure	Monday 6 th May 2024
Mid Term Closure	Monday 27 th May - Friday 31 st May 2024
'Eid ul Adha 1445* holiday	Monday 17 th and Tuesday 18 th June 2024
Closure after school on	Friday 19 th July 2024
Number of openings	29 + 33 = 62
TOTAL NUMBER OF OPENINGS	190

Staff Insets : two full days and six twilight sessions

* Please note – 'Eid holidays may be revised slightly depending upon sighting of the new moon

Eden Boys' School, Preston – final (August 2022)

Enhanced Rewards and Behaviour System

The Enhanced Rewards System

Daily rewards

- Each teacher will praise pupils for complying with the code of conduct.
- Achievement points will be awarded to pupils for demonstrating the STAR values throughout the day.
- Each form tutor will aim to award at least 1 pupil with achievement points during tutor time.
- Each class teacher will aim to award at least 3 pupils within the lesson.
- Each head of year will aim to award at least 5 pupils from their year group during social times.

Weekly rewards

- Positive postcards will be sent home by the Head of Year acknowledging when a pupil has reached the following **Achievement Point thresholds: 50, 100, 150, 200** etc.
- Star of the week (postcard from each teacher – for exceptional work and focus during the week).
- The top 10 pupils with the highest number of STAR points in each year group will receive a certificate and positive text message home. Their names will also be displayed on the screens around school.

Half-termly rewards (each half term during a rewards assembly)

- Outstanding Character
- Outstanding Work Ethic
- Outstanding Achievement
- 100% attendance
- Hifz Award

Termly Rewards (each term during a rewards assembly)

- Bronze Award - 150 Achievement Points: Certificate and badge presented in assembly
- Silver Award - 300 Achievement Points: Certificate and badge presented in assembly
- Gold Award - 600 Achievement Points: Certificate and badge presented in assembly
- Principal's STAR Awards
- Shining Stars trip
- Golden ticket- pupils with zero behaviour points will be rewarded a termly treat.

Annual Award (Star Diploma ceremony will take place for each year group)

- A points-based system, rewarded through achievement points for excellent attendance, behaviour and service to the community

The Enhanced Behaviour System

Rationale

- Every pupil has the right to learn without disruption
- Teachers have the right to teach without disruption
- Pupils are either in lessons to learn or they are not
- Pupils who require additional support to self-regulate their behaviour should receive support quickly.

Ready to learn: non-negotiable behaviours

- Non-negotiable behaviours are categorised into two categories: disruptive and red line

Disruptive Behaviour during Line Up: 1 verbal warning (collective) 2nd warning (D2 logged by office) results in centralised detention	
<ul style="list-style-type: none"> Failure to comply with line up expectations Failure to comply with transition expectations Late to school (D2) Failure to comply with the uniform code (D2) 	
Disruptive Behaviours: 1 warning (name on the board and log D1 at the end of the lesson); 2nd warning results in centralised detention (tick name on the board and log D2 at the end of the lesson); 3rd time means referral to the Reflection Room	
<ul style="list-style-type: none"> > Arriving 4 or more minutes late to lesson (without a note from a member of staff) > Chewing/eating in class > Disturbing others/out of seat without permission > Failure to speak to peers with respect > Failure to speak to staff with respect > Failure to speak to visitors/supply staff with respect > Head on desk/slumped in chair > Refusing to follow instructions from staff > Talking over the teacher/ answering back > Walking off from a member of staff > Using headphones/Bluetooth headsets without permission > Failure to behave sensibly around the school (such as pushing or horseplay that can be a precursor to fighting) > Littering in the classroom or around the school 	
RED LINE Behaviours: Immediate referral to Reflection. Behaviours* may lead to an immediate suspension/ permanent exclusion	
<ul style="list-style-type: none"> Refusing to handover a mobile phone when visible in school Truancy from lessons Walking out of a classroom Failure to attend a detention Rude language or swearing at someone Cheating in exams/assessments Graffiti or obscene/offensive language or depictions Damaging equipment/property Dangerous or unsafe behaviours* Bullying (physical child on child abuse)* Bullying (verbal child on child abuse)* Homophobic language or behaviour* Racist language or behaviour* 	<ul style="list-style-type: none"> Sexist or misogynistic language or behaviour* Cyber bullying* Having alcohol, cigarettes/e-cigarettes, drugs or other illegal substances in school* Theft or bringing in stolen items* Aggressive or threatening behaviour towards a member of staff* Aggressive or threatening behaviour towards peers* Fighting, physically aggressive or threatening violence* Extortion* Bringing a weapon into school* Bringing the school into disrepute* (through social media or within the community)
<ul style="list-style-type: none"> Throughout the day if a pupil accumulates disruptive behaviours (in class, out of class, late to school, line up are all included), this will mean a referral to the Reflection Room until 3:50. Parents will be informed about this via text message Pupils will be moved out of line up the next morning 	

- Pupils must not debate with the teacher's decision and must make their way straight to the Reflection Room.
- Once pupils have had the opportunity to complete the Reflection Room booklet, they can ask to discuss with the Pastoral Manager/ Head of Year or teacher at a later point in the day.