



# LIGHTBEAM

## ACADEMY

*Nurturing Our Children To Follow The Prophetic Way*

# Code of Conduct

July 2017

## LightBeam Academy Code of Conduct

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LightBeam Academy operates a class system, which means that the child will progress with the rest of the class. If a pupil is absent for a week then he/she will join the class from wherever the class has progressed to, and he/she will have to make up the missed lessons in his/her own time, therefore it is vital that attendance is maintained.

- ❖ Assignment of teachers: Please note that the assignment of teachers will be done according to class and not the personal choice or preference of the parents/guardians.

### Attendance

It is **essential** to attend all classes on time.

- ❖ All absences **MUST** be authorised by Parents/Guardians. Pupils will not be granted permission without an authorisation letter.
- ❖ If a child fails to attend class for 2 weeks or more continuously without prior notification, it may lead to the child's name being struck off the register. Re-admission to the Academy will be required along with a re-registration fee.

### Behaviour

- ❖ LightBeam Academy is an educational institution which aims to connect children to Higher Realities. We expect our children to abide by the loft standards of the Islamic faith. We seek to nurture our students in the highest ethics of our tradition and place great emphasis on kindness, mercy, forgiveness, generosity, patience and love.
- ❖ Any behaviour which goes against the spirit of our faith will be checked and students will be reminded of their duties towards fellow students and teachers.
- ❖ The use of abusive language, swearing and fighting will not be tolerated and in extreme cases a child may be expelled from the Academy. In such a case the teacher's investigation/recollection of events will be favoured, considered binding and accepted over that of the student.
- ❖ No Mobile phone devices or similar items are allowed in the classes. Students who need to carry a mobile are asked to leave their phone in the safe box at the reception.
- ❖ Possession of any dangerous items such as pen-knives, knives, cigarettes, matches, cigarette-lighters found in the child's possession will be confiscated by the teacher.
- ❖ If a child is found possessing chewing gum or sweet they will be immediately confiscated.

- ❖ No food items are permitted whilst classes are taking place. It is the parent's responsibility to inform the Academy of any medication or specific needs your child may have.

## Homework

From time to time, homework will be set for the children, which the children are expected to complete in their own time. In order for your child to make progress, it is vitally important that all homework is completed on time.

## Uniform

The Academy has guidelines for student's uniform. Boys will be expected to wear white Shalwar Kameez or Jubba with a navy blue hat and girls will wear a white Abayah with navy blue hijab. Uniforms are expected to be plain (without logos) and clean.

## Valuables

- ❖ Possession of valuable items such as costly footwear, gold or silver jewellery, expensive watches, electronic games, mobile phones or pagers is strictly prohibited in the Academy. These items are liable to be dangerous (Health and Safety reasons) or may be lost. The Academy does not take responsibility for such incidents.
- ❖ If such items are found in possession of a child, the teacher may confiscate these for the sake of security and will only be returned to the Parent/Guardian.

I understand and agree to the Code of Conduct as detailed in LightBeam Academy's Code. I will ensure that my child(ren) understands the code and will abide by it.

Signed: {Parent}.....

On behalf of child:.....

Relationship to child:.....

Date:.....