

Hove Park School
Valley Campus
Hangleton Way, Hove
BN3 8AA
Contact: 07935293834

Alnoure Academy Arabic Language School
أكاديمية النور مدرسة اللغة العربية



Alnoure Academy

Terms, Conditions and policy

The setting 2016-2017

Admission policy

We welcome all the children in our school and we will not discriminate against children or their families for reason such as race, religion, sex or ability.

Prior to your children commencing the school we must have written information on emergency contact number, special health requirement, parental permission to seek emergency medical advice, consent for photograph.

Opening time, Fees, Holiday

Our day starts at 10:30am finishing promptly at 1.30 pm.

Seven pound per child/per day, every third sibling studies for free. Families with four or five children pay for three children only.

Complaints procedure

If you have any problems or concern about our school, please feel free to discuss the issue with me, at an early stage so that any difficulties do not become obstacles, to a good relationship between the parent and school. If a parent raise a concern about our school we will make and keep a written records of the complaint investigate all written complaint. We will keep a record confidentiality and privacy policy. Any information regarding your child or your family, given to us either verbally or in writing, will be treated as confidential and private. We will not discuss your child with others unless I have permission. All documentation related to your child is stored securely.

Dropping of and collection policy

On arrival children will be recorded in attendance register. We will only release your child from our school to adults, who you have given written permission to collect them, we will, therefore need you to provide us with a list of people authorised to collect.

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We will ensure children do not leave the premises unsupervised if you are delayed, for whatever reason please contacts us and let us know when you expected to arrive. If we have not heard from you and you are very late we will try and make contact with you, we will also attempt to contact the emergency number provided.

Inside and Outside Emergency procedure

We will explain the evacuation to all the children and we will carry out evacuation drills, so the children in our school understand what to do in all emergency eventualities, whether this is inside or outside.

Evacuation from inside the premises to the outside

On the sound of the alarm, the children will be led to the nearest available refuge point. A register and emergency contact details, we will be account for all children present that day. We will cover all eventualities i.e. fire. The school is equipped with fire alarms. We will call emergency services, we will contact parent and inform them of the incident that occurred and they will be asked to collect their child

Outside Emergency Evacuation procedures

In case of outside, children will be led inside, doors will be locked and a register will be taken to check that everyone is inside the building

Equal Opportunity policy

We give all children in our school the opportunity to reach their full potential. We will ensure the individual need of all children is met. No child in our school will be discriminated against in any way. We will challenge any remarks that feel are inappropriate.

Exclusion policy

We operate an inclusive setting, where all the children are welcome regardless of their race, religion, culture, sex, ability or disability, social background etc. There are however certain occasion when it may be necessary to ask a parent to not bring their child to our school for a short period of time, these reason include:

If a child is ill.

If a child has highly infections condition such as impetigo or conjunctivitis.

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If the child has a notifiable disease.

If a child has had about of sickness or diarrhoea within the last 48 hours.

If a child continually demonstrate aggressive behaviour to the other children in our school or inappropriate remark.

If a child continually use inappropriate language (swearing).

If a child is likely to cause harm to other children in school.

We would only exclude a child if their behaviour was very severe and having a continued negative impact on the other children in the school.

Health and Safety policy

The health and safety of your child is important to us and we have therefore documented the following procedures that we have in place to support this we will do a risk assessment of the premises before the children arrive to ensure it is a safe environment for the children.

We have procedure in place in the event of a fire (see separate policy).

We will record any accidents (see accidents policy).

Children will be given instructions about their behaviour while in the community

We will work with the children safety issue.

We will restrain a child if they are putting themselves or other in danger ensuring all visitors have signed in if you have any concern regarding the health and safety of your child, please discuss them with me.

Safe recruitment policy

We have the following systems in place when recruiting staff to ensure they are suitable to be working with children. We will an enhanced D B S on all staff. We will keep a record of all checks used to assess suitability.

Illnesses'-Accident & Incident

Accident & Incident

The safety of your child is paramount and every measure will be taken to ensure they are protected from hurting themselves, however, accidents do happen and the following information details how the incident will be dealt with your child will be comforted and reassured. The extent of your child's injuries will be ascertained and if necessary assistance will be called for, necessary first aid procedure will be carried out on your

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child. We will contact you to inform you of the accident, and if necessary to ask you to collect your child from the school or meet us at hospital.

After every accident, however, minor we will complete a report in the accident book and ask you to sign the report and then provide you with a copy. We have a first aid box which meets the children need.

Medical and Medicine procedure

We are willing to care for your child and happy to give your children non-prescribed medication such as cough mixture, Calpol or Nurefen etc., but only if you have signed a parental permission form for us to do so and there is a health reason to do so.

This permission form will be regularly reviewed to ensure that there are no changes, for example a child may no longer to be able to take some medicine or may need an additional form. All medication given to us will be stored correctly.

We will record and keep written record on all medication administered and request a parental signature at the end of each day. We are willing to care for a child who has Asthma and we will follow those procedures when caring for a child with asthma. We will work with parents of children with asthma to ensure that their children are in a safe and caring environment. We will allow children with asthma immediate access to their reliever medicine whenever they need it. We require parent to provide written information detailing what asthma medicines the child takes and when, what triggers the child's asthma and what to do if the child's asthma get worse. We will obtain written parental permission to seek necessary emergency advice. We will document all procedures that we have carried out and ask that you to sign this record.

Safe guarding children

Managing children Behaviour

Promoting positive behaviour is very important and we will do this by giving a lot of praise for good behaviour. Giving the children individual attention so they feel valued setting a good example, being a good role model. Rewarding good behaviour Giving children certificates for good behaviour. We will help the children understand the rules of the school, which are realistic and we will be consistent in the enforcing of them. However all children will misbehave at sometimes,we have developed several different strategies on how to deal with a child misbehaving and use different ones

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depending on the age/stage of ability of the child and the situation discuss with child and try to get them to appreciate the consequences of their actions on others. We will not humiliate your child. If a child misbehaves we will inform you at the end of the day or ring you later after collection. We will also inform you the matter was dealt with. We would inform you if this occurred and record it in the incident book.

**Alnoure Academy
Head teacher: Dr. Aisha El-Turki
Deputy Head teacher: Mrs. Nacira Dahlab**