



23rd May 2025

We are sending home important documents related to attendance, punctuality and fees. It is vital that you read these documents and as they are regularly updated.

Enclosed is a copy of our Standing Order mandate with our bank details and the breakdown of fees.

Please sign, date and return the Parent School agreement (school copy only) and the Medical and Data sheet for your child (returns are required even if no changes apply), to ensure re-enrolment of your child.

Kind regards

Administration.

.....

I, parent/carer of..... in Year

1. Accept the school's aims, values, policies and procedures, and will positively support the school
2. Support the school's policies and guidelines on learning, behaviour, attendance and uniform
3. Will ensure that my child attends schools punctually every day during term time, unless there is a good reason for absence (as set out by the school attendance policy, e.g. illness) and notify the school in the event of absence.
4. Have updated and signed the Medical and Data forms and returned them to school in the envelope provided and will ensure to update the school as and when there are changes to my child's medical condition or medication or contact details.
5. Have read and understood the fees updates as per Fees policy (isams).
6. Will make payments on time as per policy dates/school website (if monthly payments are made, a STO will be set up as of August 2025)
7. Understand that the only acceptable payments are annual, termly and monthly.

Signature_____ Date_____

Students follow the Code of Conduct by:

School Copy

- Participating in worship and whole school religious events
- Attending punctually every day
- Attending lessons on time
- Looking smart in the correct uniform
- Being calm and purposeful at the beginning of a lesson
- Well equipped with books, pens, pencils, ruler, rubber, sharpener, a scientific calculator
- Being well informed and optimistic about the future
- Taking part in extra-curricular opportunities, representing the tutor group, house and the school
- Having positive body language, good eye contact and by speaking clearly and positively
- Listening carefully to the teacher and the views of others
- Being kind in our words and actions- we don't use swear words, abusive or prejudicial language
- Following the instructions of adults quickly as they will be keeping students safe and focussing on their achievement,
- Looking after the learning environment, putting litter in the bin and keeping work areas clean and tidy
- Engaging in lessons and completing set tasks and homework
- Being considerate to the local community when we travel to and from school
- Being where we should be
- Speaking to an adult if we are worried about something
- Acting safely, keeping ourselves and others from harm
- Reporting any concerns we have to a member of staff.
- Walking on the left side of corridors, stairs and doorways
- Following the school's (internet) Acceptable Usage Policy
- Using technology safely by adjusting our privacy settings, by only writing positive messages to other students and by reporting anybody who makes you feel uncomfortable online.
- Not bringing weapons, drugs or vapes into school. These both may lead to permanent exclusion.
- Not engaging in any selling or buying of good services on or offsite the school to the school community.

I have read the above and agree to uphold the values, policies and procedures of Hazrat Khadijatul Kubra Girls School.

Print Student's Name _____

Signed (Student) _____

Signed (Parent) _____

Date: _____

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Print Student's Name _____

Signed (Student) _____

Signed (Parent) _____

Date: _____

Dear Parent/carer,

Assalaamu alaikum warahmatullahe wabarakatuh

Re: Student fees for the academic year 2025-2026

We pray that you are in the best of health and Imaan.

Firstly, we would like to express our gratitude for your continued support and dedication to Hazrat Khadijatul Kubra Girls School.

This letter is to inform you that student fees for the academic year 2025-2026 will increase to £3100 per student + VAT. A 10% discount applies to each sibling.

While we are committed to keeping our fees as low as possible, increase cost of running the school such as wages, resources and utilities have necessitated the fee increase.

Parents have the option to pay in full, termly or 10 monthly instalments **only**. Monthly instalments **must** be paid via Standing Order. Payments can be made via bank transfer. Alternatively, there is a 1.5%, 1.7% and £1.50 charge for cash, card and cheque payments respectively.

For further information on our breakdown and Fees Policy please follow the link, <https://hkkg.bham.sch.uk/fees/>

We thank you for your ongoing support and understanding.

Wassalam aleikum

Moulana Hafiz Abdur Rob Foyzi
(Chairman)

School Fees

Fees for Academic Year 2025-2026

The fees payable is £3100 +VAT. Parents have three options to pay the fees:

1. Payment in full by 15th August 2025. For new pupils, payment is payable upon acceptance of offer.
2. Termly instalments (see website)

TERM	Amount due (inc VAT)	Due date
Term 1	£1240	15 th August 2025 (Upon acceptance of place) Deposit
Term 2	£1240	20 th December 2025
Term 3	£1240	15 th March 2026

3. 10 monthly instalments of £372.00 via **standing order** payable on the 15th of every month. Monthly fees could be higher if any payments have been missed. Please contact the fees department for further information.
4. Parents who wish to pay in cash or by cheques will incur a transactional fee of £1.50 per cheque, a 1.5% of the cash sum or a 1.7% transactional fee of the card payment sum.

What is not included?

Annual fees do not include non-educational leisure trips, GCSE examination fees, textbooks, lunch and school uniform.

GCSE fees are payable in January. An invoice will be issued to parents in December.

Discount

Parents who have more than one daughter at our school are eligible for a sibling discount whereby a 10% discount is applied to the annual fees of each younger child.

Withdrawal

Once enrolled, if a pupil is withdrawn, parents/carers must give a term's notice and fees are payable. The term's notice must be given in writing. A 'Terms notice' means notice given before the first day of a term and expiring at the end of that term.

In such case, if that notice is not given, the full terms fees are payable. It is expected that in every case, parents or the authorised carer will consult with the senior leadership team before a notice of withdrawal is given.

Late fee payment

Late fees are subject to administrative charge of £50. If fees are paid more than 8 days late, your child may be suspended until payment is made.

Fee Schedule			
	Fees	VAT	Fees + VAT
Annual	£3,100	£620	£3,720
Termly	£1,033.3	£206.7	£1,240
Monthly	£310	£62	£372

Sibling Fee Schedule			
	Fees	VAT	Fees + VAT
Annual	£2,800	£560	£3,360
Termly	£933.3	£186.7	£1,120
Monthly	£280	£56	£336

Resource List

All pupil exercise books must be purchased on the first day of every academic year. Therefore, we ask that you send your child in with £15.00 for their initial set of books. Each pupil will be given a school planner free of charge. A table has been attached for future reference for additional costs throughout the year;

Stationery Requirements

You can purchase the following items from the school at a discounted price

Description	Items	Estimated Cost (Year 7-9)
Squared maths exercise book	1x£1	£1.00
Lined exercise books	13x£1	£13.00
Art sketch book	1x£1.00	£1.00
	<u>Total</u>	£15.00

The following items are not sold by the school and will need to be purchased for your daughter:

<u>Description of item</u>	<u>Estimated Cost</u>
Scientific Calculator	£15.00
Maths set (basic geometry set)	£5.00
Dictionary (pocket size)	£5.00

Planners are provided by the school. If your daughter loses her planner, the replacement planner will cost £5.

Pupils should ensure they have at all times, all the necessary stationery equipment required. Every item should be clearly labelled.

Attendance and Punctuality

Why attendance matters?

As a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable for your child.

Students who are persistently absent (90% attendance) have **lower GCSE grades** and worse **academic outcomes**, are more likely to be **unemployed** and more likely to struggle with **mental health problems**.

If you are unsure if your daughter is too ill to attend school, please read the following **NHS advice**: [Is my child too ill for school?](#)

If you have any concerns regarding your child's attendance, please get in touch with the school for support. The parent portal and school website have useful information on how to support your child to attend school.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	54 lessons
90%	19 days	4 weeks	114 lessons
85%	29 days	6 weeks	174 lessons

Parents

- Parents are responsible for ensuring that their daughter attends school regularly & punctually.
- If your daughter is prevented for any reason from attending school, parent should notify the school by 9 am the latest, on the first day of absence by telephone (0121 773 7496).
- Parents must try to keep all medical or dental appointments for pupils outside school hours. If pupils need to leave school during the day to attend medical appointments, they must bring with them a medical appointment letter before the appointment day. They must be collected by an authorised person and must sign out. Where this is not possible, parents/carers **MUST** contact the school when pupils arrive home safely. Prior permission from the head teacher will be required before pupil can leave school without parental supervision.
- The head teacher may, at its discretion exclude any pupil for **persistent** irregular attendance or lateness.

Extended Leave

The law states that families do not have the right to take children out of school during term time. **From August 2024, the fine for school absences is £100 payable within 21 days.**

As of August 2024, new stricter government guidance are in place. This includes removal of the holiday code of absence. We would like to remind all parents, especially parents in years 10 and 11 that **holiday requests**, including **Umrah** requests during term time, will **not be authorised**.

The school will only allow an extended period of absence of two weeks during term time in **exceptional** circumstances. Weddings and holidays do not count as exceptional circumstances. Medical information will be requested where necessary.

A **Leave request Form** must be completed via the parent portal. Parents may be asked to speak to the senior leadership to discuss the reasons for absence before a decision is made. Application must be made well in advance and before any travel arrangements are made.

Should pupils not return to school after this period, they may be removed from school roll, unless the pupil is unwell on return, for which a medical note from a GP will be required. If there have been airline errors which cause a delay for return, official documentation will be required, e.g a letter from the airline.

Umrah and Hajj

Leave for umrah will only be considered in Ramadan and only once during pupil's time in school.

A maximum period of 3 weeks leave will be granted for Hajj. This leave is given only once during their secondary phase. For such leave a period of six-week notice is required.

For all absences, pupils are expected to catch up on missed work.

Where school is not informed of any leave undertaken, pupils may be removed from school roll.

Punctuality

"By time. Indeed, mankind is in loss. Except for those who have believed and done righteous deeds and advised each other to truth and advised each other to patience" (Quran 103: 1-3).

Most of the acts of worship prescribed in Islam, such as prayers, zakat and hajj are tied to specific time periods and their acceptance are linked to adherence to the prescribed time as well.

We believe that teaching students, the vital skill of punctuality and reliability is important for them to achieve their full potential in school but also to support them for the wider world where punctuality is very important for employers and further education settings.

Department for Education data show that students who arrive **late** in the mornings have **lower GCSE grades** than those who attend on time.

It is imperative that we encourage our students to attend school on time and we need your support and cooperation to ensure the best outcomes for our students.

If in a school year your child is late every days...	Your child would have lost ...	Or they would have missed
5 minutes	3 days from school	19 lessons
10 minutes	6 days from school	38 lessons
15 minutes	9.5 days from school	57 lessons
20 minutes	13 days from school	76 lessons
30 minutes	19 days from school	114 lessons

How can you help?

Consequence of being late	How to help your child
<ul style="list-style-type: none"> Gets the day off to a bad start Increases stress and upset for the child Can lead to the child feeling embarrassed and singled out Affects the child's overall confidence Disrupts the learning of other class members Creates bad habits which could lead to poor attendance Confusion for your child as work or activities might have been started 	<ul style="list-style-type: none"> School gates open at 8 am. Drop your child off early Don't be Late Through the Gate! Make sure school bags are packed the night before Go to bed early and switch off screens at least 1 hour before bedtime Make sure that your child gets up with plenty of time to eat and get ready

Being late doesn't only affect your child, it disrupts other children in the class as well as the teachers trying to teach a lesson.

Our Procedures for absence

By law, a school has to take a register of all pupils first thing in the morning and during the afternoon. If your child attends after 8.40, she will be marked as late. If she arrives after the register has closed (9am) without a satisfactory reason, this will be classified as unauthorised absence (U code). However, if you do think you are going to be late, please do not keep your child off school for the rest of the day. Being late and in school is better than being absent and missing out. If your child is late for a genuine, unavoidable reason please phone the school office.

1. Parents must contact the school before 9 am of the day of absence to give reason for the absence. The school may ask to see medical note or evidence if absence is sporadic or recurring.
2. Students with attendance rate of 92-88 % will be invited for an informal **meeting** with parents to discuss potential barriers to attendance and to provide support.
3. If absence persists, parents are invited for a **formal meeting** with the leadership to discuss potential **referrals** to services and multi-agency support.
4. Following support from the school, if absence persists or parents are not engaging with the support available, the school will impose **fines** of and possible **exclusion**.

Unauthorised absence

Parents who go on an unauthorised holiday and/or take leave without following the school's leave request procedure (at least 4 weeks before travel) will be fined £100. This fine applies to any unauthorised absence.

Our procedures for lateness

The school gates are open from 8 am onwards and we expect all students to arrive punctually.

1. **One incident of lateness** will trigger an automatic break-time **detention**
2. **Three late** instances will result in an after-school detention.
3. The school has a maximum threshold of 5% lateness. This is equivalent to 10 incidents of lateness over a whole year.
4. If your child reaches the 5% threshold or has a concerning cumulative lateness (minutes of lateness), you will receive a letter of concern, invited for a meeting to agree on targets and will be fined.

The iSAMs parent app has daily attendance and punctuality updates.

<https://hkkg.bham.sch.uk/policies/>