

SCHOOL CONTRACT

This contract must be read, completed and signed before any child is enrolled at the School. If more than one child is being sent to the School, one contract must be filled *per child*. This contract is between the School and the parents/guardians of the child. The term 'Father/Mother' will refer to the Legal Guardian of the child when relevant.

Name of School (please circle)	Brondesbury College OR Islamia Girls School
Child's full name	
Child's date of birth	
Father's full name (IN PRINT)	
Father's Signature	
Father's Occupation	
Father's contact number	
Mother's full name (IN PRINT)	
Mother's Signature	
Mother's Occupation	
Mother's contact number	
Address	
Second Address (if parents/guardians live separately)	
Emergency Contact Please detail <i>Full Name</i> , <i>Relationship</i> to child and <i>Telephone Number</i>	

TERMS & CONDITIONS

This contract will be read in conjunction with the School Policies and agreement to this contract will mean agreeing to and supporting the School Policies. A child will only be considered a student of our School if this contract is signed. This contract specifically refers to the following:

- Complaints Policy
- Drugs Educations & Prevention Policy
- Homework Policy
- Medical Questionnaire (Appendix 1)
- Parents & Visitor Behaviour Policy
- Punctuality Policy
- Students Behaviour Policy
- School Fee Terms and Conditions
- School Photographs Consent Form (Appendix 2)
- School Trips Policy
- Uniform Policy

You, the parents/guardians of the above child hereby undertake and agree as follows:

General

1. That you have read and support the School Policies currently in force: (with such amendments as may be notified from time to time) is a condition of your child's continued enrolment at the School; that the Policies shall apply throughout your child's time at the School, irrespective of age.
2. That your child shall attend the School regularly and punctually, and shall not be absent during term time, except in the case of illness, without the prior permission of the Head Teacher. Any holidays taken outside of the normal School holidays will incur a daily fee as detailed in the Punctuality Policy. Any holidays taken during term time which has not been authorised by the Head Teacher may result in temporary or permanent exclusion of your child.
3. That you support the School in setting a high Islamic standard in all that it tries to do.
4. That your child will not indulge in any propagation of beliefs which contradict the Quran and Sunnah: the principles on which the School is founded. The School's decision on the matter is final.
5. That you support your child with regards to homework and other opportunities for home learning as set out in the Homework Policy and catered for during the Extra Curricular lessons established by the School.
6. That the School may at any time require your child to be withdrawn from the School if in the opinion of the Head Teacher your child is unable or unwilling to profit by the education offered.
7. That both parents/guardians will attend Parents Meetings/Evenings and other appropriate meetings and discussions about your child's education.
8. That you will become familiar with and become actively involved in your child's life and activities at the School.
9. That both parents/guardians will adhere to the Parents & Visitor Behaviour Policy.
10. That any complaints or concerns will be dealt with in accordance with the Schools Complaints Policy.
11. That you will provide your child with the School uniform which shall be worn on all School occasions.
12. In accordance with the School Trips Policy, to allow your child to travel to all School trips unless in exceptional circumstances it is agreed with the Head Teacher that your child may be excused.
13. That the School cannot accept liability for personal property loss or damage on the School premises.
14. That you will make your child aware of the School policies and ensure your child adheres to them and always follow the rules of the School.

Behaviour and Conduct

15. Not do anything that might compromise the integrity and the good name of the School, its staff and trustees or bring them into disrepute. Instances could include broadcasting complaints without at first following the school Complaints Policy, or it could be disclosure of information to third parties. In such cases, your child's place in the school will become immediately void. Under such circumstances any fees already paid may be reimbursed at the sole discretion of the School in accordance with the School Fee Terms & Conditions.
16. That in the event of grave misconduct by your child or who, in the Head teacher's opinion, is exercising a harmful influence in any way, in accordance with the Schools Behaviour Policy, the Head Teacher shall have the right to suspend or expel your child immediately. In the event of such suspensions or expulsion a portion of the School Fee or other charges may be refunded to you in accordance with the School Fee Terms & Conditions.
17. That your child will not bring into School any unauthorised books, leaflets, recordings, videos, discs or publications which contradict the principles on which the School is founded.
18. That you will notify the School of any disputes which may arise between your child and other students- inside or outside the School – which may bring harm to the good name of Muslims generally and the School specifically, and hinder its objects.

Fees

19. In accordance with the Fee Terms & Conditions to pay to Islamia Schools Limited, the School Fees and other chargers as fixed from time to time, in accordance with the Policy.
20. Any financial agreements in respect of the School fees agreed with Islamia Schools Limited are private and confidential and as such shall not be disclosed to other parents or relatives and third parties.
21. That if the School fees and other changes are not paid, the School shall be entitled to exclude your child from School, and that in such case your child shall be considered as having been withdrawn without notice, and a term's fee in lieu of notice shall be payable.
22. That before withdrawing your child from the School otherwise than with the consent in writing to the Head Teacher, you will give in writing to the Head Teacher, one full Term's notice of such withdrawal, or, in default to pay one Term's fees in lieu of notice.

Health

23. As parents/guardians you shall at all times be primarily responsible for the health of your child. You will ensure your child is vaccinated whenever the medical officer of the School so requires, and to cause your child to be withdrawn from the School for such time as the medical officer or Head Teacher considers necessary.

Medical & Health Questionnaire (one questionnaire to be filled per child)

1. Basic information:

Full name of child	
Date of birth	
Medication (if any)	
Disabilities (if any)	
GP's Name	
GP's Address	

2. Please answer the following:

Has your child visited his/her GP during the last year?	
If yes, what was he/she suffering from?	
Is your child receiving medical treatment? If yes, please name the medication and dosage	
Does your child require assistance/ special care during School hours? Please give details	
If necessary can your child be given paracetamol by the School?	
In the case of emergency, can the School contact his/her doctor?	
Is there anything else you would like to inform the School about	

3. **Where** and **when** did your child have pre-School development checks?

4. Does your child have any medical condition or problems or allergies? Please give details, including treatment and names of any specialist:

5. Does your child suffer from any of the following?

Measles	Yes/No	Asthma or bronchitis	Yes/No
Mumps	Yes/No	Recurrent ear infect	Yes/No
Chickenpox	Yes/No	Febrile convulsions (fits)	Yes/No
Whooping cough	Yes/No	Speech defect	Yes/No
Hearing defect	Yes/No	Impaired vision	Yes/No
Bedwetting	Yes/No	Dyslexia	Yes/No

Other (please detail)

6. Has your child had any operations? If so, please give details of procedure, doctor, hospital and dates

7. Has your child had the following immunisations? Give dates if known.

Diphtheria	Yes/No	Date:
MMR (Measles, Mumps & Rubella)	Yes/No	Date:
BCG (Tuerculosis)	Yes/No	Date:
Hib (Haimophilus influenza)	Yes/No	Date:
Rubella	Yes/No	Date:
Tetanus	Yes/No	Date:
Pre- School Booster (Diphtheria, Tetanus & Polio)	Yes/No	Date:
Pertussis (Whooping cough)	Yes/No	Date:
Polio	Yes/No	Date:

APPENDIX 2

School Photographs Consent Form

Introduction

1. In this policy, 'photography' includes photographic prints, transparencies, video, film and digital imaging and 'in School' is whenever and wherever Students are the responsibility of the School. 'Parent' means anyone with parental responsibilities for a Student.
2. Student's photographs add colour and interest to articles promoting School activities and initiatives, and they can increase Student motivation and staff morale as well as help celebrate the School's achievements. During their time in School, it is normal for Students to be legitimately and properly photographed for various reasons, such as:
 - Curricular, assessment, security, registration, training or travel reasons. These are stored securely and cannot be used for any other purpose.
 - Photography on School trips/activities may be used in the curriculum and displayed within the School, on the website, at parents' evenings or in newsletters to illustrate the work of the School.
 - The press and media may be invited in exceptional circumstances to cover public events celebrating success.
 - Class photographs are taken yearly by the School and may be displayed in corridors as a historical record. Individual and group photographs are optional at parents' request.
3. As a parent/legal guardian, your permission is required to photograph your child. Our policy is to obtain your permission when your child first starts at the School, for the duration of their time as a student at the School.
4. Should you decide not to grant permission, we ask that your child assists us in respecting your wishes, by withdrawing from photographs and informing the member of staff involved. As you will appreciate, in a busy environment with many Students, it is possible for a teacher to forget who must not be photographed. Please note that we may not be able to comply with your request if the record is needed for National Curriculum purposes.
5. Photographs and video images of Students and staff are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images requires the consent of the individual concerned or in the case of Students, their legal guardians. Photographs taken by the media are also usually exempt from the Act, but where it does apply, permission should be sought by the photographer.
6. An event attended by large crowds is regarded as a public area so the permission of everyone in a crowd shot is not necessary. People in the foreground are also considered to be in a public area, but where individuals are identifiable in the photograph, their consent should be obtained. The problem of identification can be avoided by not using photographs of individual children, only group or whole class shots, or by ensuring that faces are out of focus or Students are partly or wholly turned away from the camera.
7. For the purposes of in-house publicity material sent to enrolled students and parents, such as Newsletters, the School will identify Students by name and by photograph, to celebrate their achievements.
8. Where publicity material is available to the public at large, such as the School prospectus or website, we will take more care to avoid the potential risk of misuse, by adhering to the following rules where Students can be identified from the image:
 - If the child is named, the School will avoid using their photograph.
 - If a photograph is used, the School will avoid naming the child.
 - Only images of children in suitable dress will be used in order to reduce the risk of inappropriate use. This is a judgement for the Head Teacher to make. With activities such as athletics, the content of the photograph should focus on the activity, not on a particular child, and should avoid full face and body shots.
 - Images will be stored securely and used only by those authorised to do so.
 - The image of a child who is subject to a court order will never be used.
 - Parental consent will be sought.

Filming Events

9. Staff may photograph or record school events such as plays, for school use. Where the content is suitable, the recordings may be made available for parents and Students for a fee. If a commercial photographer is used, the Head Teacher or event organiser will ensure that content is appropriate and no unsupervised access to Students is given.
10. Parents wanting to photograph or film an event in which their child is involved, must request permission from the Head Teacher or event organiser beforehand. Anyone taking images without permission may be asked to leave the premises and their equipment confiscated.

Camera Phones in School

11. The School forbids the use of mobile phones or any photographic devices during normal School hours, unless explicit permission has been obtained.

Using Images in Newspapers

12. Newspapers will want to include the names of Students in photographs that they intend to use. The School will inform parents that the photograph will appear in a newspaper and obtain further consent. Personal contact details will never be released. Journalists will neither be allowed to approach or photograph Students in School without its permission, nor to interview Students without additional and specific parental consent.

Reporting Concerns

13. Staff, parents and Students should report the use of inappropriate images involving the School, Students or staff to the Head Teacher.

Authorisation

Please delete as appropriate and sign and return this document to the School.

I **give / do not give** permission to the School for photographs/video of my child to be taken in accordance with this Policy for using photographs.

Signed(Parent/Guardian):	
Full name (in print)	
Date:	