



MARIAM ALBATOOL SCHOOL
PARENTS' HANDBOOK

It is important that prospective parents read and understand what is written here.

Assalamu Alaikum wa Rahmatullah

BRIEF DESCRIPTION OF OUR SCHOOL

MARIAM ALBATOOL SCHOOL is an independent primary school for boys and girls aged 3 to 11. We strive to provide a caring and welcoming atmosphere. Great care is taken to provide for the social, moral and educational needs of the individual child. We ensure that the children are educated in an Islamic atmosphere that not only safeguards their Iman (faith) but also strengthens it at such a crucial age. Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all National Curriculum subjects. This will help them develop true Islamic values and thereby make positive, moral, and social contribution to the society they live in. A particular aspect of our school is the strong promotion of pupils' spiritual, moral, social, and cultural development, coupled with pupils' understanding of fundamental Maltese values. We ensure that the National Curriculum and the Islamic curriculum complement each other, preparing pupils both for this life and the next.

Students from 6 years old are encouraged to perform salaah together at school.

INTRODUCTION

We welcome you to MARIAM ALBATOOL School and hope that your children's time at our school will be a happy and important period in their life, insha'Allah. We will do all we can to make this so. There are certain guidelines and rules that enable the school to function successfully and those that apply to parents are contained in this guide. Parents are responsible for reading this thoroughly.

As MARIAM ALBATOOL School offers a unique education which includes both the Maltese National Curriculum together with Islamic and Arabic Curricula, we attract several applicants sometimes larger than what we can cater for, so we expect those of you who are fortunate in obtaining a place at our school to ensure that your child abides by our rules.

All rules and guidelines must be followed by all parents. By taking up a place at MARIAM ALBATOOL School you agree to abide by all the rules and guidelines of the school.

UNIFORM

The school has adopted a comfortable dress code for our students; therefore, the school sportswear kit will be the uniform for our students throughout all school days.

For Boys and Girls:

JOMA MABS sportswear: royal blue T-shirt and tracksuit jacket, navy jogging trousers. JOMA bermudas, shorts, undervests, cotton T-shirt, summer cap and rain jacket may be added but are not mandatory. White/black socks, white/black sport shoes and one-piece white/grey hijab complement the uniform. Students from Yr2 should wear bermudas instead of shorts.

Please note: White or Black sport shoes are a part of the uniform. If your child is not wearing sports shoes they do not conform to the uniform code and will not be allowed to join the class. You may be asked to bring the proper school clothing or to take the child home. *Upon an occasional mishap a student may be excused ONLY upon presenting a written explanation note from the parent.* **Uniform is sold at FULL MARKS SPORTING 288 Triq Haz-Zabbar FGURA Tel:21677262**

For health and safety reasons children are not allowed to wear jewelry,

Timing

The school gates open at **7.00am** every day. Children arriving before this time will be completely on their own without any adult supervision.

School starts at 07.45am. Any child arriving after this time is late.

School hours: Monday to Thursday: 07.45am to 2:15pm - Friday (only): 07.45 am to 11:45 am.

When dropping off your children to school please **DO NOT** enter the school from the upper gate. **ENTRANCE TO THE SCHOOL BY VEHICLES** for drop-offs and pick-ups is from **LOWER GATE ONLY** and cars should park in the outside yard. **NO VEHICLES ARE ALLOWED IN THE LOWER INNER YARD.** This is for the safety of your children, our students.

School ends **Monday - Thursday** at **2.15pm**. Parents must be at school by this time to collect their children. On Friday's parents must be at school by **11:45 am**.to collect their children.

Arrival and Registration:

- All children should be ready to come into school at 07.45 a.m. and line up in the playground to be escorted to class, every morning,
 - The teacher will accept a late comer ONLY upon the presentation of an approval note issued from the office.
- *It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in or out at the secretaries' office.*

Lateness:

Pupils who arrive late without an unjustifiable reason will be marked as unauthorized absent.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve. Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. Persistent lateness also may result in disciplinary action by the Head of School.

Illness and Medical Appointments

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- The school office should be informed during the morning of the first day of a child's absence through illness and then each morning, if appropriate, of the absence. Proof of medical appointment is to be presented to the office.

Authorized and Unauthorized Absence

Please be informed that following an absent day or days a child is required to present a medical certificate which includes the date when the child will be fit to return to school. Otherwise, they will be marked as absent. Sick children not presenting a medical certificate will not be allowed in the classroom. If a child is absent for less than three days in a month due to personal reasons or if not feeling completely well for the day, the parent may ask for an absentee form wherein the reason the child missed school is specified. Upon presenting a reasonable cause the child will be marked as excused. (class teachers will have copies of the forms).

The first day of school for Primary and Kindergarten students for the current scholastic year is Wednesday 25th September 2024 Kg1 students will be commencing in groups of 5. List of classes and commencement dates will be forwarded in the beginning of September.

BEHAVIOUR

At MARIAM ALBATOOL School we expect the highest standards of behaviour from all children. We believe in rewarding good behaviour and we will be introducing awards throughout the year for children who reach high standards.

We particularly do not tolerate aggressive or violent behaviour. Any child who exhibits such extreme behaviour is immediately sent home to reflect on how they have behaved and how they should behave in future.

EMERGENCY CONTACTS

You must provide the school with 2 emergency contact numbers, and these must be kept up to date. It is of the utmost importance for us to be able to contact you at any time during school hours.

Insha'Allah there will never be an emergency involving your child but if there is and you have provided incorrect numbers or failed to update changes then you are responsible for further distress to your child. ***Any change of address must also be given to the school.***

COLLECTING SICK CHILDREN

If you are called to collect your child due to sickness (or any other reason) you must come immediately. We do not call you frivolously and we expect you to either collect your child yourself or to arrange for a friend or relative to do so. If this is the case kindly provide us with the ID card no. of the person collecting the child. The child will be handed over to the person collecting the child only upon presentation of an Identification Card.

SCHOOL BOOKS

All students are expected to have ALL requested textbooks. **Photocopying of textbook pages will not be done, so if your child does not have a book, he/she will not be able to follow the lesson or do the school/homework.** The booklist has already been given to current students.

ISLAMIC / ARABIC BOOKS are available from the secretaries' office. **ONLY students who have**

settled full payment for scholastic year 2023/4 and paid the deposit for 2024/25 may buy the books. All books and copybooks must be covered and labeled with the child's name. We would like to remind you that the first page of any Islamic/Arabic book open from left to right and therefore label is to be placed correctly (back cover). **THE SCHOOL IS NOT RESPONSIBLE FOR ANY MISSING BOOKS THAT ARE NOT LABELED.**

ISLAMIC/ARABIC BOOKS COST €10 EACH. (Levels 1-3 has 4 books - 3 for Arabic language and 1 for Islamic Studies and levels 4-6 has 2 books for Arabic language and 1 for Islamic)

ILLNESS

If your child is ill **DO NOT** send them to school. They need to be kept at home and looked after or possibly to visit a doctor. If they have a virus then it will spread to others if they come to school. We will unfortunately have to forbid attendance of any child who is obviously sick or ill.

FIRST AID

As in all school accidents happen and minor injuries may occur. If your child has an accident whilst at school, it will be recorded. If children receive first aid you will be informed by a message or telephone call.

In case of any serious injuries, we will call you to advise that you take your child to see a medical doctor.

MEDICINES

We are unable to dispense non-prescription drugs of any kind.

SPECIAL EDUCATIONAL NEEDS

Our Special Educational needs policy is based on early recognition followed by regular monitoring and assessment. An IEP (individual education plan) will be written. Parents are fully informed at every stage and are invited to discuss IEP's. Every child is valued and given the same opportunity.

PARENTS' DAYS

There are two days set aside each year as Parent's Days when you can come and get an up- to-date assessment of your child's progress. One takes place in the autumn term and the second one in the spring term. In addition to these there are meet the teacher' mornings at the beginning of the first term.

ORIENTATION MEETINGS

Orientation meetings between parents and teachers will be held at the beginning of each scholastic year. Schedule of meetings will be forwarded to you in September. **It is important that all parents attend.**

PACKED LUNCHES AND SNACKS

Packed lunches should consist of healthy foods and drinks. Not crisps and fizzy drinks. Food cannot be reheated at the school, so please do not request it. Your child should eat a healthy and filling breakfast at home before coming to school, and not try to catch up later at **snack time.**

HOMEWORK

For Years 1 - 6 homework is given at the teacher's discretion. Wednesday is a no-homework day, so no homework is given, unless the teacher deems it appropriate that a child uses this day for missing work. All homework is compulsory, and it is the parent's responsibility to ensure that it is completed and returned. Always check your child's bag as some children have the habit of claiming that there is no homework, posted on TEAMS. This is usually unlikely and may not be true. If your child fails to complete and return 2 consecutive homework sets or 3 non-

consecutive homework sets, you must see the teacher to discuss the problem.

COMPLAINTS PROCEDURE

Everyone aims to ensure a successful and rewarding time for the child. If, however, you are dissatisfied please talk to the child's teacher or any of the administrative staff who are available most of the time.

ALBATOOL Fees Policy

ALBATOOL School is one of the few independent schools in Malta to offer low fees without compromising the quality of education delivered.

School fees are payable even when your child is unavailable to attend school due to sickness or for any other reasons. You will have to give at least a month's advance notice prior to withdrawing your child from the school. Failure to do so will result in school fees being due for that term.

- The fees are as follows: **€1,500 for KINDERGARTEN** for the entire year; for payments made via option 1 and 2, with a discount of 10% for each sibling.

- **€1,800 for PRIMARY** for the entire year; for payments made via option 1 and 2, with a discount of 10% for each sibling.
- Payment can be made in cash, cheque, or bank transfer. **If opting for a bank transfer a copy of this must be given to the office.**
- In addition to the school fees, we require a one-time non-refundable registration fee of €300 upon admission to the school.
- Fees for school trips and other activities may be chargeable to which parents will be notified in advance.
- Please find the school BOV account details should you prefer to pay online:

**BANK OF VALLETTA 212/215 MARINA STREET PIETA
PTA 9041 MALTA
MABS BANK ACCOUNT NO: 40010083035
IBAN: MT7VALL22013000000040010083035**

Option 1: Full year payment in September benefit of €50 credit.

Option 2: 3 payments of €500/600 (accordingly) at the beginning of each term

| Payment | Due date |
|-------------------------|-----------------------------------|
| 1 st payment | 1 st week of September |
| 2 nd payment | 2 nd week of December |
| 3 rd payment | 1 st week of April |

Option 3: 10 payments of €150/180 (accordingly) paid at the beginning of each month from SEP - JUN - 10% discount for siblings does not apply when opting for this option.

| Payments | Due date |
|--------------------------|-----------------------------------|
| 1 st payment | 1 st week of September |
| 2 nd payment | 1 st week of October |
| 3 rd payment | 1 st week of November |
| 4 th payment | 1 st week of December |
| 5 th payment | 1 st week of January |
| 6 th payment | 1 st week of February |
| 7 th payment | 1 st week of March |
| 8 th payment | 1 st week of April |
| 9 th payment | 1 st week of May |
| 10 th payment | 1 st week of June |

CLOSING REMARKS

All parents will receive a copy of this guide. Do please keep this guide in a safe place for reference. You might refer to it later. Kindly make sure you read it all the way through. The information in here is especially important and to later claim that you did not know something that is written here will not be accepted.

IMPORTANT: Please note that the above may be subject to change should the authorities or the school deem it appropriate to do so.

Jazaakumullahu Khairan

Ms. Simone Palmier Arab
f/The School Administration