



## AL-HIKMAH KIDS ACADEMY

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### SCHOOL POLICIES

- **Academy Responsibilities:**

- The Academy will provide a safe, inclusive, and Islamic learning environment.
- High-quality educational programs aligned with the student's grade level will be delivered.
- The Academy will communicate regularly with parents/guardians regarding progress, activities, and any concerns via reports, WhatsApp, meetings, or email.
- Student information will be handled in strict confidentiality.
- The Academy will provide necessary academic and holistic education support to facilitate each child's development.

- **Parent(s)/Guardian(s) Responsibilities:**

- Support the student's education and ensure regular participation in all activities.
- Ensure punctuality and consistent attendance according to the Academy's calendar.
- Promptly notify the Academy of changes in contact details or any other important updates.
- Collaborate with the Academy on addressing challenges related to the student's progress.
- Ensure the student follows the Academy's Islamic code of conduct, rules, and etiquette.
- Parent(s)/guardian(s) agree to promptly respond to any communication from the Academy and actively participate in parent-teacher conferences or meetings, as required.

- **Student Responsibilities:**

- Attend classes punctually and participate actively in all activities.
- Complete homework, projects, and assessments by the set deadlines.
- Show respectful behaviour to teachers, staff, and peers.
- Take responsibility for their own learning and seek help when needed.
- Follow all policies related to attendance, behaviour, dress code, and academic integrity.

- **Islamic code of conduct and etiquette**

- Students must uphold Islamic manners at all times.
- Girls from year 3 are required to wear hijab when cameras are on (mandatory).
- Students must speak respectfully, use Islamic greetings, and avoid inappropriate language.
- Honesty, patience, and humility are expected.

- **Technology and online etiquette**

- Students must log in on time and be prepared for lessons.
- Mics should remain muted unless asked to speak. Cameras must follow the Academy's policy.
- Recording of lessons is not allowed unless permitted.
- Students should work in a quiet, distraction-free space.

- **Academic honesty policy**

- a. All work submitted must be the student's own.
- b. Plagiarism, cheating, or dishonesty will result in disciplinary action.
- c. Integrity and sincerity (ikhlas) are encouraged in all efforts.

- **Safeguarding and online safety**

- Students must only use approved platforms.
- Any concerns (e.g., cyberbullying) must be reported immediately to the concerned staff.
- Inappropriate content or behaviour will not be tolerated.

- **Attendance policy**

- Students must be logged in on time for all scheduled classes.
- Absences must be reported in advance by parents/guardians.
- Students are responsible for catching up on missed work.

- **Parental involvement**

- Parents/guardians are expected to monitor younger children during class time.
- Participation in meetings and regular communication with the coordinators is required.
- Parents must not complete work for students but may provide encouragement and structure.

- **Disciplinary process**

- Disruptive or inappropriate behavior will be addressed with reminders or meetings.
- Repeat issues may lead to temporary suspension or expulsion based on severity.

- **Term and Termination**

- This agreement remains valid during the child's enrollment.
- Withdrawal must be formally communicated to the Academy.
- Parents who skip a monthly payment (e.g., due to holiday) may not re-register for 4 months.

- **Payment policy**

- Yearly payments must be made by the 1st of September.
- Monthly payments must be made by the 1st of each month or access is denied.
- Termly payments must be made by the term start.
- All payments are non-refundable once processed.
- Fees remain the same regardless of school holidays.

- **Refund policy**

- No refunds are issued for cyber attacks or unforeseen events beyond our control.
- No refunds will be issued for mid-term withdrawal.
- If a teacher is absent, alternative work or a substitute teacher will be arranged.

- Parents/guardians are kindly requested to read the terms and conditions of our school policy carefully.

JazakAllahukhairan,  
Al-Hikmah Kids Academy