

FAQs

For parents:

What forms should I have filled in and given/emailed to Madani School on my child's first day?

- Madani Schools Federation Admission Form
- ICT Contract of use
- Home School Agreement Policy
- Madani Schools Federation GDPR (data protection) consent form
- Induction Day Reply Slip

My child currently receives Free School Meals, how do I apply for this to continue at Madani Schools Federation?

Even if your child has received free school meals at primary school, you must still fill in the paperwork to receive free school meals at Madani Schools Federation to receive the funding. The application for free school meals paperwork was issued in the admissions pack. Please contact admissions@madani.leicester.sch.uk if you have not yet completed this.

Where can I buy the school uniform?

We have one main school provider, Price & Buckland.
Website: <https://www.pbuniform-online.co.uk/madani>

If you require any further information or have any questions or queries, please do not hesitate to contact Student Services here studentservices@madani.leicester.sch.uk

What websites/apps should I be logging into and using as a parent to support my child at Madani Schools Federation?

MCAS – Shows achievement and behaviour points awarded to your child, and any detentions set. Parents and child will receive logins to access MCAS.
Parentpay – Used to pay for equipment for lessons (e.g. food technology ingredients), trips, load money on for school café and restaurant.

What are the key parental events and where can I find the schools key dates and information on these?

The website is regularly updated with key information, under the Information > Term Dates tab.

Can my child be in the same tutor group as their best friend?

Using the knowledge of the students that has been collated from their Year 6 teachers, we do our best to place each student in the tutor group that is right for them. The Year 7 tutor groups are carefully constructed to allow the

possibility for new friendships to develop and students to be supported in an effective way. There will usually be at least one other member of the tutor group from a student's link primary/junior school, but it should be noted that this is unlikely to always be a 'best friend'.

How many students are there in a tutor group?

On average there are around 30 students in each tutor group.

How will my child know where to go on the first day?

On Transition Day, your child will be given a School Tour and will be informed of their entrance. If they are in doubt, they can always enter via the main reception where they will be redirected.

When are students grouped for the core subjects?

Assessments will be completed by students in term 1. Some core subjects allocate sets in the first year. They are decided with a combination of attainment, teacher feedback and classwork.

What can my child do if they are upset or having friendship issues?

They can talk to any member of staff, their tutor, or go to the pastoral office where their head of year and key stage leader will be based. If this has happened in a lesson, your child must speak to the class teacher so they can speak and action any consequences.

Your child's tutor should be the first port of call, as they have the most contact with your child throughout the week. Please encourage your child to speak to their tutor in the first instance. If there are issues outside of school then please also get in touch.

If I have an academic concern or query about a lesson, who do I contact?

Please contact your child's subject teacher or Head of Department via email. If you would like to see a teacher, please email to arrange a date and convenient time. This can be done by emailing the school office.

If my child is ill and absent from school what do I do?

To report your child being late or absent, please contact the school as soon as possible after that on 0116 249 8080.

For further information please see the Parents Tab > Attendance & Punctuality Section.

If my child is going to arrive late to school what do I do?

Students need to be punctual to school and is an essential part of the Tarbiyyah programme. For further information please see the Parents Tab > Attendance & Punctuality.

My child has a medical condition/needs to take medication during the day.

The parental agreement to administer medicine form (that was sent in the admissions) needs to be filled out and returned by email to office@madani.leicester.sch.uk or returned to main reception, so this information can be added to the school database. Medication must be dropped at main reception, clearly labelled and this will be passed to student reception. The staff member responsible will administer it to your child when they come to student reception at the specified times, or self-administer if possible.

What happens if my child feels unwell during the day?

If your child feels unwell during the day they should go to the Main Reception and will be put in contact with the first aider. Students shouldn't be going to student reception during lesson time.

Sometimes a child just needs a quiet sit down after which they may be able to return to lessons. We do not allow students to contact parents within school time on their own mobile phone.

If I need to contact my child, what is the best way to do this?

Please contact the school via phone or email and the admin staff will pass the information on to them. We do not allow students to have their phone on during the school day, and if they are seen with it out at school, they will have it confiscated. Please support us with this rule.

What do I do if my child needs to leave school for a medical appointment?

- Please provide your child with a copy of the appointment letter, or card (ideally before the date of the appointment)
- Your child must take the appointment letter or card to main reception.
- You should write a note in your child's planner to show their class teacher that they have permission to leave the lesson.
- Your child must go to main reception to sign out.
- Upon arrival back at school, your child must sign in at main reception.

Can my child bring a bike into school?

Yes. We encourage students to walk or cycle to school to stay healthy. Students must bring a bike lock to secure their bike at school using the bike racks available. Students may not cycle on the school premises and must wear a helmet. They should observe safe cycling rules on the roads as they approach and leave school.

How does the school canteen operate?

We have a breakfast club, break time refreshments and school canteen on site. They serve breakfast items from 7.30am– 8.00am, hot and cold snacks during break, and serve nutritious food during lunchtime; there's something for everyone's taste.

The cashless system means that students don't need to worry about carrying loose change, as they just need their school ID to pay for food.

School ID will be sorted in the first half of term all admission forms so we can ensure any dietary needs are identified and catered for. Please use the online service Parentpay to add more money on their account. If you have any queries please contact the studentservices@madani.leicester.sch.uk.

What happens if my child loses something at school?

Losing things at school is unfortunately, part of school life. Chances of reuniting students with their belongings increase dramatically if they are clearly labelled. In a large school it can be hard to differentiate individual's property especially when all students wear the same uniform! a clear name tag makes returning items much easier.

If your child has lost something they should check to see if it has been handed in to lost property by their Head of House. They should also retrace their steps and return to the classrooms/ changing rooms they have been to that day to see if they have left it there. They should do this on the day that they discover the loss. If this proves unsuccessful, it is sometimes worth checking with lost property again, after a few days.

For students:

Will I make new friends?

Of course you will make new friends! Everyone will be in the same boat. If you are the only student from a primary/junior school coming here, we will make sure you have a chance to meet new people in the same situation as you. All the tutor groups are mixed up so there will be many students who don't know others in their tutor group.

How long will it take to find my way around the school?

It should not take too long for you to find your way around. You will be given a map outlining the subjects on each floor and there will be a tour on your first day.

If you are lost around the school feel free to ask anyone in the corridors and they will be happy to help. We fully appreciate it will take a couple of weeks to find your bearings around the school.

What happens if I am late for lessons?

When you start school, we know that you won't know your way around and if you are a bit late your teachers will understand. After a couple of weeks, however, we will expect you to be on time for lessons in the same way as the older year groups. Students have up to 1-2 minutes for movement time in-between lessons. There is a school announcement system (similar to a school bell) that will inform students of the period and lesson they should move to, and a second announcement that they should be in lesson.

Where are the toilets?

There are a set of student toilets on each floor. You will not be allowed to go to the toilet during lessons, unless for known medical reasons, so make sure you go before form time, at break or lunchtime.

When will I get my student planner?

You will be given your student planner during morning registration on your first day of term. A free water bottle will be provided also. You are allowed to fill the bottle with water or diluted juice. No fizzy drinks are permitted.

What if I get stuck doing classwork or home learning?

Your teacher and tutor are always there to help you. If you are stuck with something in class or with your extended learning you can speak to your teacher or tutor and ask them to explain it again. Your fellow students are also on hand so don't forget to ask them too. Please don't be scared to ask questions in lessons, as we can guarantee there will be other students wanting to ask the same question! The teacher won't necessarily know you need help unless you tell them. Top tip, don't leave your home learning until the last possible day to complete it so if you have any questions or need help, you have time to find the teacher.

How much home learning will I get?

It may vary a little, but on average there will be a couple of pieces of homework set each day. Your child is expected to record these in their planners. Parents and carers should monitor student home learning.

The planner is a vital communication tool between home and school. If you parents/carers wish to update us about any absence or other information, you can use the planner to write in a note.

Will I need my PE kit on the first day?

No we don't expect students to bring their PE kit on their first day.

What if I forget something?

Teachers will be understanding in the early weeks of the term. Each form time tutors will do an equipment check to ensure students have their equipment found on the information tab: school planner, rough book, pencil, pen, and reading book. You are bound to make mistakes in year 7, just try and learn from them! If you pack your bag the night before, this will help organise you and ensure you have everything for the next day.

What clubs are there for Year 7 students (Enrichment)?

Madani Schools Federation provides a wide range of opportunities for students to get involved in.

The extra-curricular clubs are great for students wanting to expand their knowledge and understanding of a particular subject. Further information can be found under the Information for Students tab > Enrichment