



KD Grammar School for Boys

An independent secondary school
Headteacher Mr A. Hussain BSc Hons PGCE NPQH

EDUCATING
TOMORROWS LEADERS

2nd November 2018

Dear Parents/Guardians,

Assalamu'Alaikum

RE: New School Entrance and Attendance Procedures

I sincerely hope and pray that you are in the best of Health and Iman, Insha'Allah.

Further to my letter of 11 October 2018, I would like to update you on a few important matters:

1. School Entrance

From Monday 5th November, ALL students are expected to use the new entrance on Alexandra Road (where the new pedestrian guard rail has been constructed) for entering and leaving the school in the morning and after school. The gate at this entrance will open at 8am. No student will be allowed in the school building before 8am.

Due to parking restrictions, parents CANNOT park their cars on Alexandra Road under any circumstances. You need to continue to drop off and collect your son from the safety of Gowan Road.

2. Attendance

According to the school's attendance policy, you need to ensure that your son attends school regularly and on time. Students cannot take holidays during term time. In exceptional circumstances, parents can request a leave of absence during term-time by filling in an application form (from the school office) and submitting it as early as possible (minimum of 2 weeks). I strongly advise you not to make any bookings until the leave has been authorised. The final decision will be made by the Headteacher to authorise the exceptional leave.

Example of exceptional leave are:

- A death of parent/carer or sibling of the student
- Life threatening or critical illness of parent or sibling of the student
- Parent/ carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Any unauthorised leave taken will be subject to a penalty of £50 per day. Students will not be allowed to return to school until the fine has been paid.

We are grateful for your support in these matters. JazakAllah Khair for your understanding and cooperation.

Walikum'Assalam

Mr A Hussain
Head Teacher

Hartley Hall, Alexandra Road South, Chorlton-Cum-Hardy, Manchester, M16 8NH
Tel: 0161 860 7676 • Fax: 0161 860 0011 • E-mail: admin@kdgrammar.co.uk • www.kdgrammar.co.uk

In association with



Member of A.M.S

KD is a school under the Manchester Islamic Educational Trust (MIET LTD)
Registered in England No. 03544402 Registered Charity No. 1073862