



10 December 2025

Dear Parents/Caregivers

It is with pleasure that I inform you of the organisation for next year.

Also enclosed is information pertaining to staffing, term dates, where to purchase uniform items, and stationery. Should you require further information, the Administration Team will be back at school from [Wednesday 28 January 2026](#).

The staff and I are very excited about the coming school year as we have many fantastic events and opportunities organised for our students.

New Staff

I would like to welcome the following staff to our community.

Miss Arisha Khan is warmly welcomed to the Year six teaching team here at Iqra School. She comes to us from Maramarua School and has experience teaching various year levels including year 5 and 7. She will be a welcome addition to our growing senior school.

Mrs Nurul Zulkefli joins the teacher aide team at Iqra School. She has experience working with children and has tutored students of various ages in the past. Nurul has many strengths in teaching, one is understanding needs within the classroom and tailoring lessons to suit the students.

Mrs Ayesha Anees we welcome back to Iqra School after taking a year off to look after her young family. She has experience in various year levels having been a reliever in the past and has taught Year three at Iqra School previously. She is a creative, enthusiastic and passionate teacher who will foster a warm and stimulating learning environment for all her unique learners. She will be our Year 3 teacher in Room 3 for 2026.

Rania Jouili is a passionate and dedicated community leader with strong expertise in Arabic, Quran, and Tajweed, combined with proven skills in teaching, mentoring, and creative programme delivery. She is a well-known figure in Auckland's Muslim community, actively involved in Quran memorisation initiatives, youth programmes, and cultural activities. She will be a welcome addition to the Special Character team as she helps to grow the children academically, spiritually, and personally.

Ahmed Parkar is a passionate Islamic studies teacher with a background in providing comprehensive instruction on diverse aspects of Islam. He has in-depth knowledge of Quranic studies, Hadith, Seerah and Fiqh. I am sure the students will learn much from his engaging teaching and learning as he joins the Special Character team.



Teaching Staff 2026

Senior Management

| | | |
|-----------------------|----------------------------|---------------------------------|
| Mrs. Leanne Chartrand | Principal | leanne.chartrand@iqra.school.nz |
| Mrs Zainab Farooqi | Assistant Principal | zainab.farooqi@iqra.school.nz |
| Mrs. Ghada Smaik | Special Character Director | ghada.smaik@iqra.school.nz |

Teachers

| | | | |
|----------|---------|--|-------------------------------|
| Year 1 | Room 1 | Miss Neetika Sharma - Team Leader Y1-3 | neetika.sharma@iqra.school.nz |
| Year 2 | Room 2 | Miss Zoha Qadri | zoha.qadri@iqra.school.nz |
| Year 3 | Room 3 | Miss Ayesha Anees | ayesha.anees@iqra.school.nz |
| Year 4 | Room 4 | Miss Sajdah Nazif | sajdah.nazif@iqra.school.nz |
| Year 5 | Room 5 | Mr. Thomas Rutten | thomas.rutten@iqra.school.nz |
| Year 5 | Room 6 | Miss Fazleen Azim - Team Leader Y4-5 | fazleen.azim@iqra.school.nz |
| Year 6 | Room 7 | Miss Arisha Khan | arisha.khan@iqra.school.nz |
| Year 6 | Room 10 | Miss Shebna Pareed | shebna.pareed@iqra.school.nz |
| Year 7-8 | Room 8 | Mr. Anzar Chida - Team Leader Y6-8 | anzar.chida@iqra.school.nz |
| Year 7-8 | Room 9 | Miss Zainab Farooqi - Assistant Principal | Zainab.farooqi@iqra.school.nz |

CRT

| | | |
|---------------------------|-----------------|--------------------------------|
| Classroom Release Teacher | Madiha Chida | madiha.chida@iqra.school.nz |
| Classroom Release Teacher | Christine Erson | christine.erson@iqra.school.nz |



Special Character and Teacher Aides

| | | |
|----------------------------|---------------------|---------------------------------|
| Special Character | Fatima Sabe | Fatima.sabe@iqra.schoolz |
| Special Character | Diana Nazzal | Diana.nazzal@iqra.school.nz |
| Special Character | Rania Jouili | Rania.jouili@iqra.school.nz |
| Special Character | Sarah El Hodayssi | Sarah.elhodayssi@iqra.school.nz |
| Special Character | Ahmad Parkar | Ahmad.parkar@iqra.school.nz |
| ESOL/maths teacher aide | Yanti Nurhayati Roi | Nurhayati.ro.@iqra.school.nz |
| ESOL/maths teacher aide | Naeylah Zarrin | Naeylah.zarrin@iqra.school.nz |
| ESOL/maths teacher aide | Nurul Zulkefli | Nurul.Zulkefli.@iqra.school.nz |

Administration

| | | |
|-------------------|-----------------|-------------------------------|
| Executive Officer | Samar Ahmad | Samar.ahmad@iqra.school.nz |
| Administrator | Wiwin Aliloedin | Wiwn.aliloedin@iqra.school.nz |
| Caretaker | Milo Auvaa | |

Start Date and Procedures

The first school day is **Monday 2 February** for all year levels. School commences at **8.30am** and finishes at **3.30pm**. Please note that dismissal is at the back gate behind the building.

Students are to be in full uniform and have their stationery brought to school for Monday, named.



House Captains and Head Students

The system of House Captains and Head Students are roles that involve leadership, responsibility, and a strong sense of community. Here's a breakdown of these two roles:

Head Students

- **Role and Responsibilities:**
 - The Head Student is a senior year 7 or 8 student who represents the entire student body, acting as a liaison between students and the school administration.
 - Head Students have broad responsibilities that include overseeing student councils, organizing school-wide events, and helping to maintain discipline and order in the school.
 - They work closely with teachers, school leaders, and the school board to ensure that student voices are heard and to help implement changes or new initiatives.
 - They also act as representatives at school events, ceremonies, and official functions, promoting the school's values and acting as role models.
 - Head Students are expected to embody the values of the school and demonstrate exemplary academic performance, behavior, and involvement in extracurricular activities.

They often have a visible leadership role in the school, leading assemblies, student meetings, and making announcements to the student body.

House Captains

- **Role and Responsibilities:**
 - House Captains are senior year 6,7 or 8 students who are elected to lead one of the school's houses. Each house is a group of students from all year levels, and these houses compete against one another in various academic, sports, and cultural activities throughout the school year.
 - The role of the House Captain is to represent and lead their house, fostering a sense of teamwork, spirit, and cooperation.
 - They often oversee the organization of house events, coordinate with teachers or faculty members, and motivate their peers to participate in competitions and other house activities.
 - House Captains also play a key role in encouraging good behavior and discipline within their house, ensuring that students adhere to the school's values and rules.
 - House Captains are expected to possess strong leadership, communication, and organizational skills. They should be role models for their peers, displaying responsibility, initiative, and the ability to work under pressure.



Deputy House Captains

- **Role and Responsibilities:**
 - House Captains are senior year 4 or 5 students who are elected to lead one of the school's houses on behalf of the junior students. Each house is a group of students from all year levels, and these houses compete against one another in various academic, sports, and cultural activities throughout the school year.
 - The role of the Deputy House Captain is to represent and support the House Captain in leading their house, fostering a sense of teamwork, spirit, and cooperation.

Class Captains

- The children are encouraged to put themselves forward for this voluntary role – they can prepare for this by saying why they would make a great Class Captain. For example, “I am reliable and responsible and try my best to help others.” It would be great if you could discuss this with your child, so they are clear and confident. Each class will vote for their Class Captain. The Class Captain will receive a badge for the term. Each term a new Class Captain will be voted. Voting will take place within the first couple of weeks of school.

First day of school Monday 2 February 2026

| | |
|-----------------|--|
| 8.30am | Students in their classrooms |
| 9.00am-9.30am | Whole School assembly in Hall and new students' certificates |
| 9.30am | Students in their classrooms |
| 10.30am | Interviews for year 7,8 students interested in being Head Students |
| 11.30am-12.00pm | Assembly Y4-8: Discussion how Houses are run with House Captains and Deputy House Captains |
| Afternoon | Students in classrooms |
| 3.30pm | End of school day |

Wednesday 4 February: Voting for House Captains in house meeting today

Voting in class for Class Captains today

4:30-5:30pm Meet the Teacher (start in hall, move to classrooms)

Friday 6 February Waitangi Day- Holiday

Monday 9 February: Announce 2 Head Students, 7 House Captains and 10 Class Captains in whole school assembly, 8:35am

Wednesday 18 February: Voting for Deputy House Captains in house meeting, 8:35am

Monday 23 February: Announce 7 Deputy House Captains at whole school assembly, 8:35am

**Term Dates****2026 Academic Year**

| | |
|---------------|------------------|
| Term 1 | 2 Feb- 2 April |
| Term 2 | 20 April- 3 July |
| Term 3 | 20 July-25 Sept |
| Term 4 | 12 Oct- 11 Dec |

School Day Structure Y1-3

The timetable for students runs as follows:

| | | |
|--------------------|------------------------|---|
| Block One | 8.30am-9.30am | Monday: 8:30am - 9:00am House meeting/ Activity Time |
| | 9.30am-10.00am | |
| Interval | 10.00am-10.20am | Wednesday: 3:00pm Assembly, hall |
| Block Two | 10.20am-11.20am | |
| | 11.20am-11:50am | |
| | 11:50am-12.20pm | |
| Lunch | 12.20pm-1.00pm | |
| Block Three | 1.00pm-2.00pm | |
| | 2.00pm-3.30pm | |

School Day Structure Y4-5

The timetable for students runs as follows:

| | | |
|--------------------|------------------------|---|
| Block One | 8.30am-9.30am | Monday: 8:30am - 9:00am House meeting/ Activity Time |
| | 9.30am-10.30am | |
| Interval | 10.30am-10.50am | Wednesday: 3:00pm Assembly, hall |
| Block Two | 10.50am-11.50am | |
| | 11.50am-12:20pm | |
| | 12:20pm-12.50pm | |
| Lunch | 12.50pm-1.30pm | |
| Block Three | 1.30pm-1:45pm | |
| | 1.45pm-3.30pm | |

School Day Structure Y6-8

The timetable for students runs as follows:

| | | |
|--------------------|------------------------|---|
| Block One | 8.30am-9.30am | Monday: 8:30am - 9:00am House meeting/ Activity Time |
| | 9.30am-11.00am | |
| Interval | 11.00am-11.20am | Wednesday: 3:00pm Assembly, hall |
| Block Two | 11.20am-12.20pm | |
| | 12.20pm-1:00pm | |
| | 1.00pm-1.20pm | |
| Lunch | 1.20pm-2.00pm | |
| Block Three | 2.00pm-2.15pm | |
| | 2.15pm-3.30pm | |



Curriculum

Iqra School ensures that there is an hour a day taught in each class for Reading, Writing and Maths. As well the NZ curriculum is taught including Science, Social Science, Physical Education, the Arts, Technology, NZ History.

Science is timetabled twice a week so that the children have an opportunity to build on what they already know and grow in their understanding in this area.

Iqra School is teaching structured literacy and structured numeracy with more explicit teaching and learning for our students.

Special Character subjects are scheduled as follows:

Arabic 45 min / day Tuesday-Friday

Integrated Quran and Islamic Studies 45 min/ day

Extra-Curricular

There are a number of user-pay extracurricular activities after school. In Term 1-4 the school is looking to offer:

Mondays- soccer for girls with parent volunteers 3:45pm - 4:45pm

Tuesdays- tennis lessons (Bryan Dunn) 3:45pm - 4:45pm

Wednesdays- chess with Chess Power and karate (parent volunteer) 3:45pm - 4:45pm

Thursday- soccer for Y1-3 boys with Jibreal (soccer coach) 3:45pm -4:15pm and for Y4-8 boys 4:15pm-5:15pm

Saturday- archery (teacher led) 11:30am - 12:30pm

For information of how to register and the costs please see reception for a Sports Booklet.

Attendance Dues and Caregiver Portal

- Iqra School is a state-integrated school. The proprietors of integrated schools can charge attendance dues. Our proprietor collects attendance dues, which are a condition of enrolment at Iqra School authorized under the Education and Training Act 2020. Attendance dues are not a donation and are not eligible for a tax credit.
- At Iqra School, attendance dues are set at \$1000 per year per student. Third and fourth students may have a 50% discount (conditional that all dues are paid in full). Please check with the administrator for the discount.
- Payments must be through Ezy pay our third-party provider. The link to this exists in the caregivers' access portal
- Payments are to be made in full before the school year begins (by 2 February 2026) through EzyPay. Families who wish to pay by instalments need approval from the proprietor in the first instance. Then they are to complete a **direct debit form** for weekly, monthly or termly payments. Please see the admin office for the direct debit form. **Without completion of the direct debit form the full amount is expected by 2 February 2026.**



With the Caregivers Access Portal, you can:

- View your child's details
- Check attendance
- Access school reports
- Explore the school calendar
- Make payments online "Ezypay"
- View announcements and activities
- Communicate with teachers

How to access the portal

To access the portal please follow these simple steps:

1. Visit the Iqra School website
2. Click on the Caregiver Portal button located at the top right corner of the homepage.
3. You will be directed to the Helix Caregiver site. Enter your email (the email registered in the Student Management System at Iqra School).
4. If this is your first time accessing the portal, click on "Forgot/ Reset Password".
5. You will receive an email with instruction to set up your password.
6. Once you have completed these steps you can log in using your email and the new password you set.

Setting Up Payments Through Ezypay

We have partnered with Ezypay, a third-party provider to make the payment process easier for you. We believe this portal will make it easier for you to stay connected with your child's education and the school community. If you have any questions or need assistance, please don't hesitate to contact reception.

A transaction fee will be added to each payment as per below:

- The transaction fee for using Visa/ Mastercard which is 2.9% of the amount scheduled
- Should the customer use a bank account as a payment method, the transaction fee would be 1.2% of the amount scheduled.
- Payments are to be made in full before the school year beings (by 2 February 2026). Families who wish to pay by instalments need approval from the proprietor in the first instance.



Term dates 2026

Term 1- 2 February- 2 April

Term 2- 20 April- 3 July

Term 3- 20 July- 25 Sept

Term 4-12 Oct-11 Dec

Stationery 2026

- Parent purchase stationery packs before the start of the school year. Having stationery ready to go by day one supports your child's ability to create good learning habits and a readiness for learning.
- Iqra School stationery can be purchased at The Warehouse Stationery at 13 Rata Street, New Lynn, Auckland. It is recommended to purchase it online and collect it from the shop.
- Scan below the bar codes for the year level of your child to have the list in bulk.

Buy List Online



Year One

Buy List Online



Year Two

Buy List Online



Year Three

Buy List Online



Year Four

Buy List Online



Year Five-Eight

Special Character stationery 2026

The stationery cost for years **1-8** for special character workbooks and texts (Arabic books) is **\$60**.

The Modesty & Protection programme runs every second year and costs **\$40** for every odd year (Year **1,3,5,7 and year 8**).

The total cost for year 1,3,5,7,8 is \$100.

The total cost for year 2,4,6 is \$60.

All special character books can be purchased from reception with cash or bank transfer. Please see reception to collect your child's special character books on January 28,29 or 30th, 2026.



Special Character Donation 2026

A kind donation of \$100 is requested from each child to support the equipment and resources of the Special Character department at Iqra School. This is not compulsory. This can be paid by bank transfer.

BYOD for year 6-8 in 2026

Iqra School will be running a BYOD (Bring Your Own Device) programme for students in Year Six, Seven and Eight in 2026. While any device meeting our minimum specifications is welcome, **we highly recommend that families choose a Chromebook as their first-choice device.** Chromebooks offer excellent battery life, seamless integration with Google classroom, automatic updates, and industry-leading malware protection. Should you prefer another device type please ensure it meets the requirements below. Our vision is that Iqra School students acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process, including research, problem solving, content creation, communication and collaboration. Students and families may already have a device that meets these requirements, may upgrade a current device to meet these requirements, or may purchase a new device to meet these requirements. All students will be expected to bring to school such a device for 2026.

Our minimum requirements are:

| Device | Windows Laptop/Netbook | Mac Laptop | Windows Tablet | iPad/ iPad Mini Tablet |
|----------------------|------------------------|------------|---|---|
| Operating System | Windows 11 | Mac OS 12 | Windows 11 | iOS 15 |
| Minimum Battery Life | 4 hours | 4 hours | 4 hours | 4 hours |
| Required Accessories | Headphones | Headphones | Headphones Protective cover External keyboard | Headphones Protective cover External keyboard |

Software Requirements:

- **Google Apps & Google Drive:** All students will have access to Google Workspace- Google Docs, Sheets, Slides, Gmail- and cloud storage via Google Drive at the start of the year
- **Anti-virus:** Windows machines must have up-to-date antivirus (Windows Defender is built in to Windows 10+)
- **Latest Google Chrome:** All devices must have the latest version of Google Chrome installed for full compatibility with our web-based tools and resources.

Note: Devices not meeting these minimum specifications include all smartphones and eReaders (e.g. Kindle, Kindle Fire, etc.). While Chromebooks are our preferred device choice due to their implicitly, security and tight integration with our learning platforms, any device meeting the above specifications- including Windows laptops, MacBooks or tablets - will be fully supported.

Additional Points:

- A protective case/ sleeve is required. It is also a good idea to use a backpack that has an internal, padded sleeve for protecting the device when not in use.
- Headphones (for private listening) are required.
- All iPad and other tablet users are required to have an external keyboard as these devices are limited in their ease of content creation without one.



- Anti-virus software must be installed for Windows 10 machines, Windows Defender will be already included
- An extended warranty (including theft and hazard insurance) is strongly recommended
- All students will have access to cloud storage via Google Drive

All student users are reminded that personal devices used at Iqra School are bound by the Cybersafety agreement signed by students and parents upon entry to the school. A copy of this agreement can be found with the classroom teacher.

Please know that having the device available in the Year 6-8 class next year does not mean that it will be used each period or even daily. The Year 6-8 programme will continue to be taught in the same manner it has been taught with class discussions, face to face interactions, group work and personal attention from our great staff.

We look forward to this exciting programme in the Senior School for your child and we know the programme will be delivered with excellence and differentiation to meet the needs of your child.

The key points of the BYOD Agreement are as follows:

Educational Use Only: Devices will only be used when instructed by the teacher for educational purposes.

Focused Work: Students will adhere to assigned tasks and remain focused on their work during class time. Devices will not be used before or after school.

Restricted Websites: Access to chat rooms and non-educational websites during class time is strictly prohibited.

No Device Use During Breaks: Students are not permitted to use their devices during lunchtime or designated break periods.

Research Guidelines: When conducting research, students will strictly follow the teacher's instructions and focus solely on the assigned topic within the given time frame.

Gaming Restrictions: Playing non-educational games, including Minecraft Educational, during class is not allowed.

Consequences for Breach: Any violation of these rules may result in the suspension of device usage for a minimum of two weeks, applicable to both private and school devices, and including Computer Science classes.

The children will take responsibility for bringing their device to school fully charged and return it home at the end of each day.

Attendance

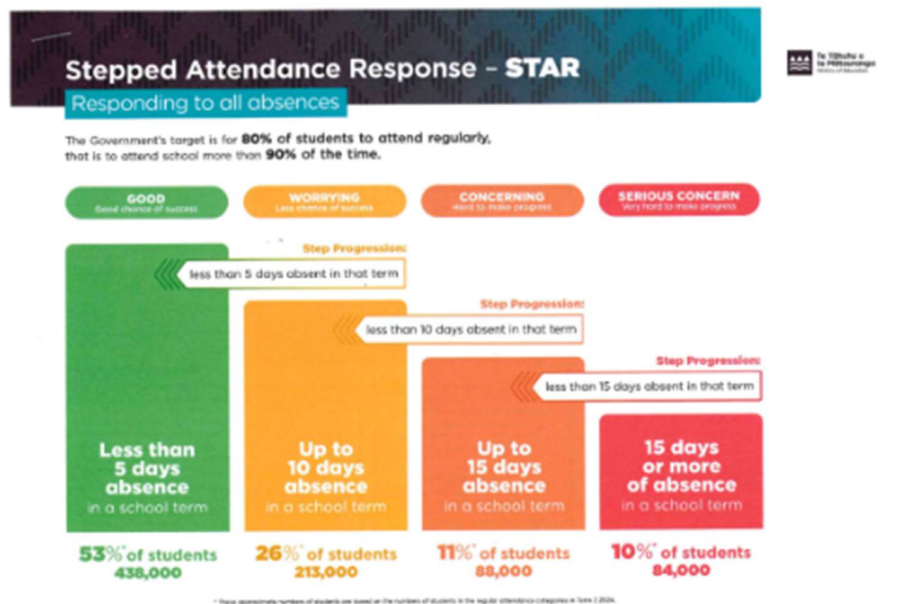
Please know the Government has a target of 80 percent of students present for 90 percent of the term by 2030. On 26 September the Associate Minister for Education, Hon David Seymour, announced a Stepped Attendance Response (STAR). The STAR provides guidance to schools and communities to address every absence early. Read the press release at:

[16 September 2024: No child left behind with STAR system – Beehive.govt.nz](https://www.beehive.govt.nz/news/16-september-2024-no-child-left-behind-with-star-system)

Some examples of how interventions could work are:

- 5 days absent: The school to get in touch with parents/guardians to determine reasons for absence and set expectations.
- 10 days absent: School leadership meets with parents/guardian and the student to identify barriers to attendance and develop plans to address this.
- 15 days absent: Escalating the response to the Ministry and steps to initiate prosecution of parents could be considered as a valid intervention.

I have included a chart below of how the STAR works. Iqra School will be looking to implement STAR as we go forward.



Please note: do not email your child's teacher if your child is unable to attend school or will be late, you should email:

admin@iqra.school.nz or phone (09) 825-0041



Students Own IT Equipment

Please find below the protocols of our IT Programme, for Years One to Year Eight.

The following protocols apply:

- No smartwatches to be used within class time
- No use of texting/calling functions of devices within the class
- No connection with any social networking sites while on site at Iqra School
- No mobile phones at school
- Our cyber-safety agreement will apply to all devices used at school Any images or material on such equipment/devices must be appropriate to the school environment.

Uniforms

A reminder that the Iqra School uniform is compulsory for students in Year One to Year Eight. As a reminder shoes must be black and hijab are white without embellishments. Parents will be contacted if a student is not in correct uniform.

For new uniform requirements, please contact NZ Uniform in New Lynn.



Meet the Teacher Evening

On Wednesday 4 February, 4:30pm-5:30pm we will hold our annual 'Meet the Teacher Session' for Parents and Staff here at Iqra School. We will start in the hall and then parents will move to their child's classroom and hear from the teachers.

I encourage parents/caregivers to attend these sessions in order to meet the teaching staff as well as other parents.

Parent Interviews

These will be held in Term One and Term Three:

Term One **31 March & 1 April 4:00-7:30pm**

Term Three **23 Sept & 24 Sept 4:00-7:30pm**

Bookings are made online through the Helix Learning Platform. Guidelines on how to do this will be emailed to all parents.



Information sessions

On **Wednesday 11 February** 3:45pm-4:30pm, we will be holding an information session about how Structured Literacy and Numeracy and Special Character is taught at Iqra School. This will be an opportunity to meet some of the staff, gain more of an insight into the teaching and learning at Iqra School plus some information about the new structured reading and maths programme and how you can help at home.

Parents Email Addresses and Details

If you change your email address, cell phone number or address please ensure you email admin@iqra.school.nz to ensure that we can update your child's details. Please note that we do send a lot of correspondence by email. Most communication is through Skool Loop.

A reminder to parents that students should be picked up at 3.30pm. The teachers are not able to supervise your child at this time and you are expected to collect your child promptly.

Food Allergy Management

At differing times, we have children attending our school with allergies, the most common being peanuts, tree nuts, dairy, egg, fish and shellfish. They can also be associated with bee stings and certain medications.

Allergic reactions can be so severe that they may be life threatening and PROMPT EMERGENCY TREATMENT IS REQUIRED.

At Iqra School, we aim to work in partnership with families to provide a safe environment for children with food challenges through education and awareness. We follow the Australasian Society of Clinical Immunology and Allergy (ASCI) researched guidelines for avoiding food anaphylaxis in schools. These guidelines have been developed by specialists in NZ and Australia with the child in mind as some of these allergies will be lifelong.

There are some key strategies that will minimise the risk of accidental ingestion of food allergens listed below. For school age children with an allergy, an essential step is to develop strategies for avoidance in the wider community as well as at school.

Measures to take to ensure safe eating practices for food allergic children:

- ☐ Clear labelling on lunch boxes, eating utensils and drink bottles
- ☐ No trading or sharing of food, drink bottles or eating utensils
- ☐ Children with food allergies eat lunches and snacks that have been prepared at home or provided by parents as appropriate foods
- ☐ All children wash and dry hands after eating
- ☐ We request that classmates please do not bring whole nuts and peanut butter to school or whole eggs and egg sandwiches



□ Be mindful, however, that even the best intentioned people can forget. Therefore, it is better to focus on the above measures.

We thank you for your support.

Term 1 2026 dates

- 28,29 Jan 2026 call back days for all staff
- 2.2.26 First day of school
- 4.2.26 Meet the Teacher evening
- 6.2.26 Waitangi Day- holiday
- 11.2.26 Special Character, Maths and English Parent information session
- 16.2.26 PAT testing week
- 17.2.26 New Lynn Library visits y1-8 this week TBC
- 2.3.26 Curriculum Survey
- 17.3.25 New Lynn Library visits Y1-8 this week TBC
- 19.3.26 Eid- board approved offsite learning
- 20.3.25 Eid- board approved offsite learning
- 24.3.26 Eid celebration at school
- 31.3.26 Lockdown exercise with Harrison & Tew, 8-12:30pm
- 31.3.26 Parent teacher interviews evening
- 1.4.26 Parent teacher interviews evening
- 2.4.26 Reports sent home, last day of Term 1, uniform free day
- 20.4.26 First day Term 2, 2026

Students should always remember to aim high and always give their best effort.

I personally wish all Iqra School families a wonderful, safe holiday with friends and family.

**Leanne Chartrand
Principal
Iqra School**