



STEWARDS

Parents & Students Handbook

Last Updated: 02nd of November 2024

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Document Purpose

This document serves as a Parent and Student’s guide to Stewards.ONE Online School, providing essential guidelines and useful information about our school and courses. It is designed to help you understand our policies, routines, and support systems, ensuring a smooth and fulfilling experience for both you and your child.

Key Contacts

Name	Role	Contact Details
<ul style="list-style-type: none">Hind AdeagboAisha Sule-Otu	<ul style="list-style-type: none">Head of Online SchoolSchool Administrator	<ul style="list-style-type: none">hind@stewards.one+44 7707 150195, schooladmin@stewards.one

1 Welcome Message

Welcome, Stewards Parents and Students!

I am Hind Adeagbo, the Head of Stewards.ONE Online School, and I am delighted to welcome you to our learning community. At Stewards.ONE, we are on a mission to develop human capabilities that translate into positive personal and social outcomes. We are determined to equip our students with the knowledge and skills to make a significant impact in the world!

Our guiding principles are **Family-First, Love of Humanity, and Learn to Grow**: We believe in the well-being of families, a deep respect for all people, and ensure that learning translates into holistic practical skills and abilities that are relevant in the society. These principles are the compass that directs our journey and keeps us focused on our mission.

Our core value of **Stewardship** however is at the heart of everything we do. Stewardship means taking responsibility and using our skills and abilities to benefit everyone around us. Our goal is to cultivate a sense of service, ensuring that our students not only excel personally but also contribute to their families and communities. This core value of Stewardship is not standalone, rather it is supported by our commitment to **Integrity, Loyalty, Courage, and Excellence**.

- **Integrity**: Acting with honesty and strong moral principles in all our endeavours.
- **Loyalty**: Demonstrating faithfulness and support to our community and mission.
- **Courage**: Facing challenges head-on with bravery and determination.
- **Excellence**: Striving for the highest standards in all that we do.

Stewards.ONE offers three key programs for lower to upper secondary school:

Full-Time School: An immersive and structured online educational program that goes beyond core subjects. Along with core subjects, we offer Character-Building Courses, DeVice (responsible use of electronic devices) and Life Coaching to ensure that students develop not only intellectual strengths but also emotional and spiritual resilience.

Home Education Support: This program provides the flexibility to customise learning paths by selecting individual courses from our full-time curriculum while maintaining the depth and structure required for a meaningful educational experience.

School Enrichment Clubs (“After School Clubs”): Open to students from other schools and home schoolers, these diverse courses enhance learning. Our after-school clubs encourage students to explore their passions, helping them to excel, no matter their current educational path.

I am excited to embark on this journey with you and your family. Thank you for choosing Stewards.ONE, where we grow together towards Stewardship. Insha Allah!

Hind Adeagbo
Head of Online School

2 Mission, Vision & Education Philosophy

2.1 Mission

At Stewards.ONE online school, we are on a mission to develop our students' capabilities in such a way that translate into positive social outcomes.

2.2 Vision

Our vision is to become a premier global online secondary school, renowned for cultivating a world where families and communities thrive through love, service founded on strong human potential.

2.3 Education Philosophy

Our educational philosophy is expressed in detail by the following two articles available at our blog:

2.3.1 [Pick it up!](#)

At Stewards.ONE, we believe that “kicking the can down the road” is no way to approach life’s challenges. In a world filled with pressing issues—from environmental concerns to social justice—we teach our students and their parents that the time to act is now.

2.3.2 [Education with purpose](#)

At Stewards.ONE, we believe education is about inspiring students to live with purpose and make a positive impact on the world. Our curriculum connects each subject to real-world challenges, equipping students with the skills to address issues in healthcare, sustainability, social justice, and beyond. Guided by core values like integrity and service to humanity, we empower students to view their careers as opportunities to uplift society and create a better future for all.

3 Important Term Dates

Parents should be aware of the following dates in our 2024/25 school year.

- School Begins: 30th of September 2024
- Fall Half Term: 28th of October 2024 – 1st of November 2024
- Winter Break: 23rd of December 2024 – 6th of January 2025
- Spring Half Term: 17th of February 2025 – 21st of February 2025
- Ramadan Eid ul Fitr 1446: 28th of March 2025 – 1st of April 2025
- Spring Break 2025: 7th of April 2025 – 21st of April 2025
- UK Bank Holiday 2025: 5th of May 2025 – 5th of May 2025
- Summer Half Term 2025: 26th of May 2025 - 30th of May 2025
- Eid-ul Adha 1446 / 2025: 6th of June 2025 – 10th of June 2025
- End of School Year 2025: 25th of July 2025
- School Wide End of Term Exams
 - Week of December 9th
 - Week March 17
 - Week of July 8th
- End of term report issued last day of each term

4 Self-Enrolled and Supplementary Courses

In addition to the courses you have enrolled your child, we offer a range of supplementary courses. These supplementary courses are optional and help our students achieve a positive education outcome. Below is an outline of both aspects of our school classes designed to ensure your child gets the most out of their time at Stewards.ONE.

4.1 Self-Enrolled Courses

Each student's enrolment is unique, and they can access their enrolled courses as per their timetable which is available through the student portal.

- **Accessing Enrolled Courses:** Your personal timetable, which lists the exact timings of all your enrolled courses can be found in your student portal. It is essential that you regularly check this timetable to stay informed about class times, assignments, and any changes to the schedule.
- **Joining an Enrolled Course:** Students should join their classes on time, using the links provided in their portal. It's important to be punctual and ready to engage, as online sessions are interactive and designed to maximise learning.
- **Participation in Enrolled Course:**
 - Cameras must be turned on to foster a collaborative and respectful learning environment.
 - Mics should remain muted unless otherwise instructed by the teacher, but students are encouraged to actively participate in discussions and activities when prompted.

By following your individual timetable, you'll be able to make the most of your learning journey, ensuring that you keep up with the course material and stay connected with both your peers and instructors.

4.2 Supplementary Courses (Recommended for All Students)

All students enrolled in at least one course at Stewards.ONE can join any of the supplementary classes which currently consists of Daily Dhikr, Religion and Scientism, Career Mentorship, and Spiritual Warfare. Students will be automatically enrolled on these courses, and it will show up as a separate class on their timetable in [Dreamclass](#). These free courses will commence on the 2nd of December 2024 and are optional for students to attend. We however encourage parents to support their children in attending these courses as they are a vehicle to developing the core Stewardship capabilities. An outline of the supplementary courses is provided as follows:

4.2.1 Daily Dhikr

The Daily Dhikr session at Stewards.ONE Online School is more than just a ritual—it is a daily practice that draws from the rich tradition of Islamic Daily Remembrance of the Divine, Allah, which holds a significant place in Islamic teachings, as it serves to strengthen one's connection with Allah and bring peace to the heart. In the Qur'an, Allah reminds us of the importance of dhikr:

"Verily, in the remembrance of Allah do hearts find rest." (Surah Ar-Ra'd, 13:28)

These supplications cover various aspects of life—seeking protection, guidance, forgiveness, and blessings for the day ahead. Some of the core elements include:

- The recitation of Ayat al-Kursi (Surah Al-Baqarah, 2:255), which provides protection and reminds us of Allah's sovereignty.
- Reciting Surah Al-Ikhlās, Surah Al-Falaq, and Surah An-Naas three times each for spiritual protection and refuge from harm.
- Saying SubhanAllah (Glory be to Allah), Alhamdulillah (All praise is due to Allah), and Allahu Akbar (Allah is the Greatest) as forms of praise and remembrance.
- Seeking forgiveness and asking for Allah's mercy and guidance in all aspects of life.

We invite all our students to embrace this tradition and carry the tranquillity of the Morning Dhikr into their studies and beyond.

4.2.2 Religion and Scientism

At Stewards.ONE, we recognise the importance of exploring the relationship between religion and modern scientific thought. The **Religion and Scientism** course is designed to help students critically engage with the philosophical debates between faith and reason, particularly in the context of contemporary issues. Through this course, students will explore how scientific advancements, and religious beliefs can coexist and inform one another. Grounded in the philosophy of Stewardship, this course encourages learners to develop a balanced worldview that respects the spiritual and the empirical, enabling a deep understanding of both Islamic tradition and scientific inquiry. By the end of the course, students will be able to navigate complex discussions with confidence, rooted in faith and informed by reason.

4.2.3 Career Mentorship

Career Mentorship course is a key element of Stewards.ONE's commitment to practical capability development. This course provides students with insights into various career opportunities, both within traditional fields and emerging industries. By offering mentorship, real-world examples, and personalised guidance, we ensure that learners are equipped to make informed decisions about their future careers. Aligned with our stewardship philosophy, this course emphasises the importance of aligning personal gifts and talents with societal needs. Students will explore career options that not only suit their skills but also allow them to contribute meaningfully to their communities. Whether they aspire to entrepreneurship, STEM fields, or creative industries, this course will guide them towards purposeful career development.

4.2.4 Spiritual Warfare

The **Spiritual Warfare** course at Stewards.ONE delves into the internal and external challenges faced by individuals as they strive to live a life of integrity and faith. Grounded in Islamic teachings, this course equips students with the spiritual tools to combat negative influences, both from within (nafs) and from external forces. Through reflection on Qur'anic guidance and prophetic traditions, learners will explore concepts of spiritual resilience, self-discipline, and moral clarity.

5 Attendance & Absence

5.1 Attendance Requirements

- Students are expected to attend all scheduled live online classes.
- A minimum attendance rate of 97% is required for each subject.
- Attendance is taken at the beginning of each live class session.

5.2 Absences

5.2.1 Excused Absences

- Illness or medical appointments (with appropriate documentation).
- Bereavement.
- Religious observances.
- Other circumstances as approved by the school administration.

5.2.2 Unexcused Absences

- Any absence that does not meet the criteria for an excused absence.

5.2.3 Reporting Absences

- Parents/guardians must notify the school of any absence.
- Notification should be made through the designated absence reporting system.
- Parents can send a message to schooadmin@stewards.one or the school WhatsApp number (+447707150195) specifying student's full name and class.

5.3 Late Arrivals and Early Departures

- Students are expected to be present for the entire duration of each scheduled class.
- Consistent late arrivals or early departures may be treated as partial absences and affect the student's attendance record.

5.3.1 Participation Expectations

- Students' camera must always be turned on.
- Active engagement in class discussions and activities.
- Completion of assigned tasks and homework on time.
- Contribution to online forums and collaborative projects.
- Timely response to teacher communications.

5.3.2 Consequences of Poor Attendance or Participation

- Students with attendance below 97% will receive a warning letter
- Continued poor attendance may result in:
 - Parent-teacher conference
 - Academic probation
 - Potential impact on grades or course credit
 - In severe cases, review of the student's enrolment status

5.3.3 Support for Students with Attendance Issues

- Teachers will contact students and parents to discuss any emerging attendance concerns
- The head of school may be involved to address any underlying issues affecting attendance
- Individualised support plans may be developed to help improve attendance and participation

5.3.4 Policy Breach and Remedial Action

- Failure to comply with the Attendance and Participation Policy may result in:
 - Review of the student's suitability for the online learning environment

5.3.5 Login into your Learning Management System (Dreamclass)

- Students must log in to the Learning Management System daily: <https://stewards.one/dreamclass>

6 Homework

Homework, projects and assignments are an important part of your child's education and skill acquisition. These assignments are key to your child's learning and progression and should be taken seriously. When your child is assigned homework, you will get a notification on Dreamclass.

Please make sure your child's homework is submitted on time and uploaded correctly to the appropriate page on Dreamclass: <https://stewards.one/dreamclass>

7 Fees and Financial Information

At Stewards.ONE, we are committed to providing high-quality education while offering flexible payment options to support families. Below is an outline of our fees, payment plans, and financial assistance opportunities.

7.1 Tuition and Fees Structure

Our tuition is designed to cover the full range of services and support offered to students, including access to our online learning platforms, academic resources, and personalised coaching. Fees are structured based on the program of study and the level of support your child receives.

- Full-Time Program: £3,950.00 per term/year, payable over 10 months
- Home-Ed Support Courses: Fees vary by course (See website)
- After School Club: Fees vary by activity (See website).

7.2 Scholarships and Financial Assistance

- Needs-Based Financial Assistance: Available to families facing financial challenges, subject to assessment.
- Details of the application process and eligibility criteria can be obtained by speaking to the Head of Online School.
- Examination Fees: External exam fees may be charged for certain qualifications or certifications.
- Field Trips and Special Events: Fees for optional educational trips and events will be communicated in advance.

7.3 Payment Deadlines and Late Fees

It is important that payments are made on time to ensure the uninterrupted progress of your child's education. Payment deadlines will be clearly communicated at the start of each academic year or term. A late fee may apply to overdue payments, and in some cases, a delay in payment may result in a temporary hold on your child's access to the learning platform.

7.4 Refund Policy

In the event of withdrawal or transfer from Stewards.ONE, fees are refunded after one month on a pro rata basis. The amount refunded will depend on the timing of the withdrawal and the circumstances surrounding it. Detailed information on our refund policy can be found on our website. <https://stewards.one/acceptterms/>

For any questions or further assistance regarding fees and financial information, please contact our school admin (schooladmin@stewards.one). We are here to help and ensure that all families feel supported in managing their financial commitment.

8 Parental Collaboration

8.1 Why Parental Collaboration Matters

Parental Collaboration is an essential part of the Stewards.ONE educational experience. The Parental Collaboration period applies to students only in our Full-Time School programs. The goal of Parental Collaboration is to integrate parents into the educational process by having them engage their children in activities that extend beyond the traditional classroom. These activities, which can range from prophetic sports like archery and wrestling to practical skills such as woodworking, sewing, or even community service, are designed to reinforce the values and skills that students learn at Stewards.ONE. By leading these activities, parents help to create a learning environment where education is not confined to the school but is a shared experience at home, ensuring a deeper connection and reinforcing important life skills.

8.2 How Parental Collaboration Works

Activity Selection and Planning:

- Parents, in consultation with their children and the school, select a mutually agreed-upon activity that reflects the student's interests and the parent's expertise or passions.
- The selected activity should be enriching, practical, and designed to develop both skills and character, contributing positively to the student's overall growth.

Implementation:

- Parents are responsible for guiding their children through the chosen activity during dedicated periods on the timetable reserved specifically for Parental Collaboration.
- These sessions are interactive and hands-on, encouraging students to apply what they've learned in a real-world context, whether it's mastering a new skill or participating in a cultural or religious practice/

Integration with School Curriculum:

- While led by parents, these activities are integrated into the student's broader educational plan and are assessed as part of their overall grade.
- The activities should align with the school's values and educational goals, ensuring a seamless connection between home-based learning and the school curriculum.

8.3 Commitment and Expectations

Participation in the Parental Collaboration subject is mandatory and directly impacts the student's overall grade. Consistent and meaningful engagement from both parents and students is crucial.

Impact on Student Grades:

- Lack of participation or failure to engage meaningfully in the Parental Collaboration subject may negatively affect the student's academic standing. This underscores the importance of active parental involvement in the educational process.

Parental Involvement:

- We understand that every family has its own schedule and commitments, which is why the Parental Collaboration program is designed to be flexible. However, it requires parents to actively plan and execute the chosen activity with their child, ensuring regular participation and progress.

9 Pastoral Care

At Stewards.ONE Online School, we view every child as an amanah (trust) from God, and their well-being is central to our mission. Our approach to pastoral care is rooted in the principles of Stewardship, ensuring that from the moment a student joins us, they are supported by a dedicated team committed to nurturing their spiritual, emotional, and academic growth.

We aim to meet each student with encouragement and mercy, striving to enable them to flourish as individuals who embody prophetic values and contribute positively to society.

The core team surrounding each student includes their Life Coach, Head of Online School and DeVice Instructor all of whom provide holistic support. However, at Stewards.ONE, pastoral care extends beyond specific roles—every staff member is committed to nurturing the students' character.

We believe that pastoral care is a partnership between the school and the family, aligned with the Qur'anic principle of shura (mutual consultation). Together, we work to create a nurturing environment where every student can grow in their deen (faith), excel academically, and develop into a compassionate and responsible member of the society.

Pastoral care sessions are problem solving, constructive discussions that create a solution-focused positive outcome. If a student or parent has a complaint or any other grievance, that should be addressed through our complaint's procedure.

To book a session a pastoral care session please email schooladmin@stewards.one with your request and a booking form will be emailed to you to find an appointment at the best time.

10 Useful Contacts

At Stewards.ONE, maintaining open and effective communication between the school and families is a top priority. We encourage parents and guardians to reach out whenever they have questions, concerns, or need assistance.

This section provides the essential contact details for various school departments and staff members who are here to support you and your child throughout the school year.

10.1 Contact Information

#	Reason for Contact	Contact Details
1	Stewards.ONE Online School Website	<ul style="list-style-type: none"> https://www.stewards.one/online-school
2	Stewards.ONE Learning Management System	<ul style="list-style-type: none"> https://www.stewards.one/dreamclass
3	Report student absence	<ul style="list-style-type: none"> schooladmin@stewards.one
4	Request technical support	<ul style="list-style-type: none"> schooladmin@stewards.one
5	Send a WhatsApp message to school admin	<ul style="list-style-type: none"> +44 770 715 0195
6	Make a complaint	<ul style="list-style-type: none"> Head of Online School: hind@stewards.one
7	Contact a teacher	<ul style="list-style-type: none"> https://www.stewards.one/dreamclass
8	Feedback and concerns	<ul style="list-style-type: none"> schooladmin@stewards.one
9	School Policies	<ul style="list-style-type: none"> https://stewards.one/wp-content/uploads/2024/09/STEWARDS_ONLINE_SCHOOL_POLICIES_03092024.pdf

11 Appendix: Assessment & Grading Method

11.1 Best Practice Criteria and Proof Points for Each Capability

Each capability element, such as Integrity, Courage, Critical Thinking, and Leadership, has a set of defined best practice criteria—standards that represent high performance in that area.

Proof points are tangible actions or outcomes that demonstrate mastery of each criterion. For instance, in Integrity, a proof point might be consistently submitting original work, while in Leadership, it could be effectively guiding a team through a group project.

11.2 Assessment Against Best Practice Criteria

Each student undergoes an initial assessment at the start of the term or program. This assessment evaluates them against the best practice criteria for each capability.

Teachers and Life Coaches observe and measure students' performances in class, on assignments, and through their interactions, recording where they meet or exceed criteria and identifying any gaps.

Assessments are both qualitative and quantitative, utilizing rubrics, self-assessments, and feedback from peers and instructors to paint a comprehensive picture of each student's current capabilities.

11.3 Identifying and Documenting Gaps

After assessment, a Capability Profile is created for each student, highlighting their strengths and areas for improvement in each capability. This profile serves as a roadmap for their development journey.

Gaps—criteria where students fall short—are documented and analysed. For instance, if a student struggles with Resilience in the Character Development pillar, this would be marked as an area to address.

11.4 Embedding Gaps into Daily Lessons and Activities

The curriculum is designed with built-in flexibility to adapt to each student's needs. Identified gaps are funneled directly into the day-to-day lessons and activities, ensuring that students receive targeted support.

Lessons are adjusted, emphasizing practice and reinforcement of specific capabilities. For example, a lesson might incorporate more group work to strengthen Teamwork or role-playing scenarios to build Courage.

Life Coaches and instructors coordinate to introduce personalised exercises and reflection tasks that address individual gaps while integrating seamlessly into the broader lesson plan.

11.5 Proof-Based Progress Tracking and Feedback Loops

Throughout the term, students engage in activities and tasks specifically designed to demonstrate proof points. These activities provide tangible evidence of whether students are closing the identified gaps.

Feedback is an ongoing process. Teachers provide timely input, reinforcing positive development and encouraging continued effort in areas needing improvement.

Progress in each capability is revisited regularly, with assessments scheduled to track students' growth against their initial Capability Profile.

11.6 Personalised Development Plans and Life Coaching

Each student receives a Personal Development Plan (PDP) based on their Capability Profile, created with input from their Life Coach. This PDP identifies priority areas and sets short-term and long-term goals for mastering specific best practice criteria.

The Life Coach meets with students regularly to review progress, provide guidance, and suggest adjustments to the PDP as needed, ensuring it remains aligned with the student's evolving needs.

11.7 End-of-Term Evaluation and Reflection

At the end of each term, students undergo a comprehensive evaluation to measure progress against the best practice criteria in all capabilities.

Evaluations use updated proof points to confirm growth and maturity levels, allowing instructors to make adjustments for the following term.

Students engage in a reflective exercise, discussing their achievements and areas for future growth with their Life Coach, reinforcing accountability and self-awareness.

11.8 Iterative Curriculum Adjustment Based on Group Trends

Trends in students' performance across capability areas are also used to refine the curriculum. If many students face gaps in a particular capability, this insight helps instructors adjust teaching methods or content.

The curriculum remains dynamic and responsive, evolving with each term to ensure it effectively meets the needs of students and supports their holistic development.

This end-to-end approach ensures that every aspect of the Stewards Curriculum is linked to measurable standards and proof points, making it both comprehensive and tailored. The SCMM's structure offers students clear guidance and support, preparing them not only academically but with the character and career readiness necessary for true stewardship.