Parent Portal (IBEAMS) Policy

Madrasah Noor Lancaster — Part of the Lancaster Islamic Community Hub

Charity Number: 1208606

Date: 2026-02-02

> **Purpose:** Madrasah Noor uses the IBEAMS Parent Portal to support effective, secure, and transparent communication between the Madrasah and parents/carers. The portal exists to support the best interests of the child by ensuring accurate records, timely communication, and a strong partnership between home and Madrasah.

1) Purpose of the Policy

Madrasah Noor uses the IBEAMS Parent Portal to support effective, secure, and transparent communication between the Madrasah and parents/carers. This policy explains how the system is used, its benefits, and the responsibilities of all parties involved.

The Parent Portal exists to support the best interests of the child by ensuring accurate records, timely communication, and strong partnership between home and Madrasah.

2) Scope

This policy applies to:

- All parents and legal guardians of children enrolled at Madrasah Noor
- Authorised Madrasah staff responsible for maintaining student records

3) What is the Parent Portal?

The Parent Portal is a secure online system, powered by IBEAMS, that allows parents to access key information relating to their child's attendance, reports, and Madrasah communications. The portal is accessed via a web browser and is protected by individual login credentials.

4) Uses of the Parent Portal

Madrasah Noor uses the Parent Portal for the following purposes:

- Recording and displaying attendance information
- Publishing term reports and results (when released)
- Sharing important notices and updates
- Managing parent and emergency contact details

The portal is not used to manage homework or informal messaging.

5) Benefits of the Parent Portal

The Parent Portal provides several benefits, including:

- Improved communication between parents and the Madrasah

- Accurate and up-to-date attendance records

- Easy access to reports without the risk of loss or delay

- Reduced reliance on paper-based systems

- Greater parental engagement in a child's Islamic education

6) Access and Security

- Access is restricted to parents/carers using a registered email address

- Parents are responsible for keeping their login details secure

- Login credentials must not be shared with unauthorised individuals

- Any concerns regarding unauthorised access must be reported to the Madrasah office immediately

Madrasah Noor reserves the right to suspend portal access if misuse is identified.

7) Accuracy of Information

- Parents are responsible for ensuring their contact and emergency details are kept up to date

- The Madrasah will take reasonable steps to ensure information displayed is accurate

- Any discrepancies should be reported to the Madrasah office for review and correction

8) Appropriate Use

Parents must use the Parent Portal responsibly and in accordance with its intended purpose. The portal must not be used to:

- Attempt to access information relating to other students

- Share content inappropriately

- Circumvent Madrasah procedures or safeguarding processes

Misuse may result in restricted or withdrawn access.

9) Data Protection and Privacy

- All personal data is processed in line with UK GDPR and Data Protection legislation

- Information accessed via the Parent Portal is confidential

- Data is used solely for educational, safeguarding, and administrative purposes

- Access is limited to authorised users only

10) Technical Availability

While reasonable efforts are made to maintain availability, Madrasah Noor is not responsible for:

- Internet connectivity issues

- Device or browser compatibility issues

- Temporary outages related to third-party services

11) Review of Policy

This policy will be reviewed periodically and updated as required to reflect changes in systems, legal obligations, or Madrasah procedures.

Jazākumu Allāhu khayran and thank you for your support.

Mowlana Nawaz, Head Teacher.