

Head teacher: Br. M A K Saqib
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Al-Hijrah
Primary School
مدرسة الهجرة الابتدائية



Parent Handbook

Bringing out the best

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Part of the Al-Hijrah Trust. Registered Charity No. 1018850



Parent Handbook

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WELCOME TO AL-HIJRAH PRIMARY SCHOOL

As-salaamu 'alaikum wa-rahmatullahi wa-barakatuhu

At Al-Hijrah Primary School we make provision for children who wish to learn in an Islamic environment and respect the Islamic ethos, regardless of their geographical origin or mother tongue. The school reflects an atmosphere of tolerance and understanding between children of different nations and backgrounds.

At present we have pupils from 25 nations, but they experience the universal nature of Islam firsthand by learning to live together in peace and harmony.

At Al-Hijrah Primary School we feel true education is the harmonious development of physical, mental and spiritual abilities. Al-Hijrah is unique in many ways as it prepares children to meet the intellectual and social demands of adult life within an Islamic environment. This goal is achieved by developing clearly defined standards of practice and behaviour which enable children to acquire the right attitude to work and to develop an ethos of continuous learning within Islamic parameters.

We aim to offer children a good quality Islamic and academic education that allows them to develop a love for their faith and a life-long desire for learning, Insha'Allah.

Our staffs are committed to providing a caring, safe and mutually respectful Islamic environment that allows each child to realise their own potential and become an outstanding Muslim, Insha'Allah.

This booklet is designed to give parents the necessary and relevant information about Al-Hijrah Primary School. It will help you, as a parent, to understand the social and educational aspects of your child's formative years.

With the help of Allah (SWT) and with the support of parents and the community, we hope that Al-Hijrah Primary School will continue to provide an environment in which learning takes place with confidence, creating a path to achieving excellence in an Islamic environment.

AIMS OF AL-HIJRAH PRIMARY SCHOOL

Al-Hijrah Primary School has **5** main aims. These are to enable young children to become:

1. Dedicated Muslims;
2. Confident, happy individuals;
3. Successful, independent learners;
4. Responsible citizens;
5. Effective contributors.

We hope to achieve this through the implementation of the school's Mission Statement and by inculcating a strong and harmonious Islamic ethos that is evident within the school.

MISSION STATEMENT

- To provide a broad and balanced education which is consistent with legal requirements integrated with a good quality Islamic education that allows pupils to develop a love of their faith and a life-long desire for learning.
- To create a stimulating, safe and secure environment where all members of the school community can work to their full potential, feel valued and respected regardless of race, colour, disability or gender.
- To nurture in pupils tolerance of opinions, values and attitudes which are different from their own.
- To enable pupils to realise their full intellectual, and physical potential.
- To take account of the learning needs of each child and to provide a learning environment that ensures the highest possible standards of achievement.
- To promote the growth of Islamic values including relationships based on tolerance, consideration and open-mindedness.
- To develop in pupils a knowledge and understanding of themselves – intellectually, personally and socially.
- To develop in pupils the ability to take responsibility for themselves, appropriate to their age.
- To develop in children an understanding of their role in society and encourage them to take responsibility for the impact they have on their environment.
- To equip the children with the foundation skills, attitudes and expectations necessary to prosper in a changing society and to encourage creativity and ambition.
- To develop effective liaison with parents, external agencies and the local community.

ADMISSION POLICY

Visiting the School

The Head Teacher is pleased to welcome parents who wish to make an initial visit at a mutually convenient time organised by the school.

Our main opening hours are **Monday – Friday, 8.30 am until 5.00 pm**; however, School Tours are conducted during normal school hours.

Tours are available throughout the academic year (normally every fortnight on Tuesday), during which small groups of prospective pupils and their parents usually have the opportunity to see the school, meet pupils and teachers.

All admission enquiries should be addressed to the Admissions Officer; **Sr Saemah Akmal**, Telephone: **(0121) 773 7979**.

Open Days/Evenings are held throughout the year and parents may, at this point, register their child for admission.

Admission for Year 1 – Year 6

In order to register a child for a place, the Admission Form should be completed with a **passport size photograph** and returned together with a photocopy of the child's full birth certificate.

The selection process for entry for **Year 1 – 6** is based on three sources of information:

1. An Entrance Examination;
2. A meeting with the parents and;
3. A reference from the pupil's present school (if applicable).

Entrance Examination

The Entrance Examination is designed to suit all year groups within Primary. Entrance tests are held throughout the academic year. Candidates sit papers in Literacy and Numeracy based on the National Curriculum. An hour is allocated for each paper and the cost of administration of admissions is **£30** which is non-refundable.

Reference

It should be understood that Al-Hijrah Primary School may contact the child's previous school (with parental agreement) in order to discuss the candidate's progress.

Disclosure

Parents must disclose to the Head Teacher *before* admission any feature of the child's personality, physical and mental health that may affect his/her fitness for education and membership of the school. This includes disclosing to the Head Teacher details of any Special Educational Needs (SEN) and learning difficulties.

Failure to do this may result in the withdrawal of the place offered. Similarly, if the child has been involved with Social Services, this must also be disclosed immediately.

Admission for Reception

The selection process for entry into **Reception** is based on 3 sources of information:

1. An interview with the parents/guardians and child;
2. The child's assessment made by a senior member of the Reception staff and;
3. A reference from the pupil's present school/nursery, if applicable.

The principal importance is the initial interview with the parents/guardians and child. The academic potential of the child is considered to be of less importance than the sympathetic and wholehearted support of the parents in the aims and ideals of the school.

Unsuccessful Applications

It may be that as a result of the interview and/or test, we will advise that the best interests of the child may not be served by this school. Parents will appreciate that we are a school that requires and expects good standards of appearance, behaviour and motivation. Due to lack of funds and resources, we regret the school cannot accept pupils with SEN.

Pupils who have failed one paper can be given another opportunity to re-sit the test if desired. Where pupils have failed both papers, they will be given the opportunity to re-sit after a term.

Deferment of Place

Our admissions procedure is ongoing and pupils are accepted throughout the academic year. However in appropriate cases, admission may be deferred until the beginning of a new term. If parents wish a deferment they should indicate so when accepting the offer of a place.

Offers of Places

Confirmation

Offers of places are confirmed verbally to parents in accordance with the 'Fee Agreement' between Al-Hijrah School and the parents/guardians of the child.

Confirmation of acceptance will be given verbally, but only following a visit by the parents/guardians and child, and the completion of the Admission Test (where applicable).

Registration

Parents will be asked to register within 14 days in order to secure their place. Registration involves paying a deposit which is one term's fee in advance and includes a non-returnable one-off Registration Fee of **£100**.

Parents will also be required to complete a *Fee Payment Agreement Form*.

Waiting List

A waiting list of unsuccessful applications will be held for 6 months from the date of receipt and then discarded. If places become available before then, offers will be made in accordance to earliest application received.

In the event of oversubscription (i.e. more applications than available places) the school will make offers in accordance to earliest application received.

Appeals Procedure

Parents have the right to appeal against the refusal of the school to admit their child and should put their appeal in writing to the Head Teacher within 14 days of receiving the letter of refusal.

Data Protection

The school (through the Head Teacher, as the person responsible) may obtain, process and hold personal information about a child including information such as medical details. Parents are advised to give consent for this for the purposes of assessment and if a place is later offered, in order to safeguard and promote the welfare of the child.

ANTI-BULLYING

Al-Hijrah Primary School is a caring community where bullying is regarded as totally unacceptable throughout the school. Through the ethos of the school and our Islamic tarbiyyah, our aim is to prevent, as far as possible, any instances of bullying before they occur by discussing the subject freely and openly.

It is accepted, however, that there will be some instances of bullying behaviour. Whilst accepting that there are many possible definitions of bullying, we have defined it as follows:

Deliberate and hurtful behaviour towards an individual or individuals repeated over a period of time.

This behaviour may be categorised in 3 main ways:

1. Verbal – e.g. name calling, spreading rumours, persistent teasing;
2. Physical – e.g. pushing, kicking, hitting, etc or any form of violence or threats;
3. Emotional – e.g. tormenting, threatening ridicule, humiliation, or exclusion from groups or activities.

Why it is Important to Respond to Bullying

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. Bullying can cause stress and can affect a child's health.

Aims of Anti-Bullying at Al-Hijrah School

At Al-Hijrah Primary School we aim to:

- Ensure that all pupils are welcome, treated with respect and that they feel safe in all parts of the building;
- Ensure all teaching and non-teaching staff, pupils and parents have an understanding of what bullying is;
- Ensure all teaching and non-teaching staff know what the school policy is on bullying, and follow it when bullying is reported;
- Build a partnership of parents, staff and pupils, to raise awareness of the issue of bullying;
- Take bullying seriously – pupils and parents should be assured that they will be supported when bullying is reported;
- Identify and deal with incidents of bullying consistently and effectively.

Signs & Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Parents should be aware of these possible signs and inform the school if they have any concerns. If your child:

- Is frightened of walking to or from school;
- Does not want to go on the school/public bus;
- Begs to be driven to school;
- Changes their usual routine;
- Is unwilling to go to school (school phobic);
- Begins truanting;
- Becomes withdrawn, anxious, or lacking in confidence;
- Starts stammering;
- Attempts or threatens suicide or runs away;
- Cries themselves to sleep at night or has nightmares/bedwetting;
- Feels ill in the morning;
- Begins to do poorly in school work;
- Comes home with clothes torn or books damaged;
- Has possessions go "missing";
- Asks for money or starts stealing money (to pay bully);
- Has dinner or other monies continually "lost";
- Has unexplained cuts or bruises;
- Comes home starving (money/lunch has been stolen);
- Becomes aggressive, disruptive or unreasonable;
- Is bullying other children or siblings;
- Stops eating;
- Is frightened to say what is wrong;
- Gives improbable excuses for any of the above.

These signs and behaviours could indicate other problems, but bullying could be a possibility and therefore will be investigated.

Process

If any form of bullying is detected by any member of staff (teacher or ancillary), the relevant Head of Section must be informed and, in consultation with the Class Teacher, the parents of the offender/s and the offended will be informed and appropriate action will be taken.

If any parent believes that their child (or any other child to their knowledge) has been bullied, within the terms of the definition above, they should report this to the appropriate Class Teacher as soon as possible. The Class Teacher, in conjunction with the Head of Section, will investigate the incident in confidence and take appropriate action if bullying is found, or is genuinely suspected, within the terms of the definition above. The results of the investigation, and any action taken, will be reported back to the parents involved.

The behaviour of anyone having been shown to be a "bully" will be carefully monitored. Parents will be kept informed and sanctions will be imposed, if appropriate. If deemed necessary, outside agencies (e.g. Education Welfare Officer) will be contacted. Care will be taken to monitor any retribution made against the child bullied.

ASSEMBLIES

Class Performances

Every Friday there is a whole school assembly. The theme of our assemblies is based on the *Focus for the Week*. During this assembly teachers and their classes are required to participate and lead an assembly based on the 'Focus for the Week', according to the *Assembly Rota*.

The class performing brings the schools attention to that particular week's Focus through performance of plays, nasheeds, etc. The assemblies are aimed to be informative, creative, interesting and purposeful for the children, taking into account special events during the Islamic calendar.

Parents are welcome to attend these assemblies and support their child and his/her class during their performance.

Achievements & Merits

Our assemblies also reflect the achievements and learning of the children. Assemblies offer an opportunity to acknowledge and reward children for their achievements both in and out of schools. They play an important part in promoting the ethos of the school, which is that all children are valued and all achievements are recognised.

Merits are rewarded during the assembly to encourage and recognise positive desirable behaviour and achievements. Each Class Teacher nominates **one** child to receive a merit in the assembly in recognition of their efforts and achievements.

Special Assembly

Furthermore, at the end of each half term there is a Special Assembly to reward the efforts of the children, e.g. Pen Licenses are issued, Head Teacher's Awards are presented, competition winners are announced, 100% Attendance certificates given, awards for special events, etc.

ATTENDANCE POLICY

At Al-Hijrah Primary School we believe that pupils' attendance is an essential component of their academic success and therefore children with 100% attendance deserve to be recognised and rewarded for their commitment to school.

On the last day of each term the Class Teacher submits names of pupils who have achieved 100% attendance. Certificates are then awarded during the Special Assembly at the end of each term. The following criterion is used to select children deserving of this certificate:

- No appointments (dentist/doctor/optician etc);
- No medical leave due to illness;
- No family holidays despite authorisation;
- No special circumstances, e.g. death in the family, funeral, parents unwell, etc;
- No exclusion.

Children who arrive late but **before** closure of registration (9.00 am) can still be awarded a 100% attendance certificate if they satisfy all of the above criteria. Number of late marks in this manner does not affect the attendance record.

ASSESSMENTS

At Al-Hijrah Primary School we recognise that assessments are crucial in any stage of a child's schooling. Although not conclusive, assessments allow us to gain an insight into the capability, progress and achievements of a child. They also highlight gaps in learning, thus informing future planning. Therefore, effective assessments provide information to improve both – the teaching and learning in our school.

Aims & Objectives

The aims and objectives of assessment in our school are to:

- Enable our children to demonstrate what they know, understand and can do in their work;
- Help our children understand what they need to do next to improve their work;
- Allow teachers to plan work that accurately reflects the needs of each child;
- Provide regular information for parents that enables them to support their child's learning;
- Provide the Deputy Head with information that allows her to make judgements about the effectiveness of the school.

Teachers employ a range of assessment techniques to give pupils and parents feedback and to monitor progress.

Formative Assessment

These include the use of self and peer assessment, wait time, improved questioning, observation and sharing learning objectives. Exercise books are marked regularly and pupils receive positive comments as well as helpful targets to address areas of improvement. Feedback is both written and verbal.

As part of effective teaching, teachers make short-term assessments during every lesson. This helps them to adjust their plan accordingly and match them closely to the needs of the children.

Summative Assessment

With the help of long-term assessments, teachers review and assess how effective current teaching methods are and make necessary adjustments to improve and raise pupil performance and standards. They are also able to set targets for the next school year and summarise the progress of each child before discussing it with the child's parents. The next teacher also uses these assessments as a basis for planning.

Assessment of Learning

SATs & QCA Tests

Children at Al-Hijrah Primary School undertake the National SATs Tests at the end of Year 2 and 6, with the QCA Optional Tests at the end of Years 3, 4 and 5. These results are used by teachers to assess progress within the school and compare it to national standards. Information is recorded consistently and used to measure pupil progress, identify strengths and weaknesses and determine where pupils need support, e.g. by means of regular booster classes for Maths, Reading and Additional Literacy Support. It also highlights children that are in need of extension/challenges to further enhance their potential.

Maths Assessments

After each Unit of work, pupils undertake a Maths assessment. A Unit lasts 2 – 3 weeks. Assessments are marked and appropriate levels given. Results of these tests are recorded and any general areas of weaknesses are addressed.

Literacy Assessments

At the end of each term, pupils from Reception to Year 6 undertake a Literacy assessment in their Red Books. This includes a piece of fiction and non-fiction work. Assessments are marked and appropriate levels given. This allows pupils and teachers to see steady progress within their primary years. Teachers also use this information to help set targets and analyse data for trends.

End of Unit Assessments

Science, Topic (History/Geography) and Islamic Studies tests are given at the end of each unit to assess pupils' knowledge and understanding.

Reading Targets

All pupils are given a suitable reading book from the *Oxford Reading Tree Scheme* to take home to read with their parents. Class Teachers ensure that they listen to each child read on a weekly basis and check their knowledge and understanding of their reading target. The reading targets are based on their reading levels. A new target will be given when the child has demonstrated a full understanding of their current target. We encourage parents to help their child with their reading and individual reading targets.

Weekly Spelling Test

Pupils are given words to learn each week based on their ability groups and are tested on these weekly. Results of the spelling tests are recorded.

Arabic

Pupils' reading, writing and speaking and listening skills are tested at the end of each term. Children who are underachieving receive extra support during class time.

Target Setting

In accordance with the *Marking Policy*, targets are set by teachers in the pupils' exercise books specifically for Maths and Literacy. Individual targets and feedback are also communicated clearly to the children.

Behaviour Targets

Children who require support in managing their behaviour are given Behaviour Targets. These targets are set with the Class Teacher and reviewed weekly.

BEHAVIOUR POLICY

Key Principles

- That the school and classroom environments are welcoming, caring and Islamic;
- That the school and classroom environments are specifically aimed at teaching and not at disciplining;
- That the positive reinforcement of good behaviour is the management strategy;
- That where problems arise, the behaviour is criticised and not the child, e.g. "That was not a very nice thing to do", rather than "You're not a very nice person";
- That children are always forgiven by ourselves and by Allah (SWT), and are given a fresh start;
- That rewards and sanctions are applied consistently and are well understood by children.

Teacher's Award

There are several awards that can be presented to pupils which celebrate their achievements or good behaviour; they are as follows:

- Creation Credits;
- Mini certificates;
- Merit stamps;
- Stickers;
- Stars;
- Smiley faces;
- Postcards.

Incentive Schemes

Children are divided into 4 groups during the Foundation Stage and remain in these groups until the end of Year 6, Insha'Allah. Groups are of mixed ability and of equal numbers wherever possible.

The 4 groups are as follows:

- As-Shams (The Sun)
- Al-Qamar (The Moon)
- An-Najam (The Stars)
- As-Sammaa (The Sky)

Teachers recognise the positive behaviour and achievements within the class and reward these children with points that can be added upon charts within their groups.

Points are given throughout the week for all kinds of things; they can be given by anyone and recorded on the chart as tallies or dots. For the most points:

- Individual – merit and meeting with Sr Huda A Aslam (Deputy Head Teacher);
- Creation Credit group – Golden Time Credit;
- Exceptional adab/akhlaq/behaviour – special mention, merit or postcard;
- Good academic work – Teacher's mini certificate;
- Good outside behaviour – stickers and 3 Creation Credit points.

This allows for teams to do well, as well as individuals.

Each class should have 4 jars of similar size and type, labelled with a name and symbol for their group.

Each half-term the winning team from each class will have the Friday afternoon to partake in a Golden Time Activity with a member of staff. These will consist of:

- Cookery;
- DT;
- Art;
- Sewing;
- Sports;
- Science games.

The winning child from each team is awarded with a merit stamp in their Merit Book on Friday. The winning team across the whole school will be commended in the Friday Merit Assembly.

To maintain fairness and encourage all, a record of children who have had Special Mention on Friday, a postcard, merit awards, etc is kept and where possible, the same children are not always rewarded.

Merits

Merit stamps can also be given by the Class Teacher for a number of reasons for example completion of Qur'an programme, highest number of creation credits, outstanding effort, achievement, attitude, etc at any time during the week.

Head Teacher's Awards

- **10** Merit stamps in the Merit Book entitle the child to a Head Teacher's Bronze Award.
- **20** Merit stamps in the Merit Book entitle the child to a Head Teacher's Silver Award.
- **30** Merit stamps in the Merit Book entitle the child to a Head Teacher's Gold Award.
- **40** Merit stamps in the Merit Book entitle the child to a Head Teacher's Platinum Award.

Incident Book

Every class has an Incident Book. If any incidents take place (e.g. misbehaviour, injuries, etc) these will be recorded in the book and dealt with, according to the school's policy.

Details of the full policy is available on request.

CHILD PROTECTION

Within Al-Hijrah Primary School we believe that our primary responsibility is to protect the children in our care/amanah. Staff undertake training in child protection so that they are able to recognise indicators of abuse and act accordingly. All staff and volunteers are made aware of the school's *Child Protection Policy* and procedures and are expected to act accordingly. The Head Teacher is ultimately responsible for child protection and will observe the Child Protection Procedure laid by the *City of Birmingham Education Service*, in consultation with Social Services and professional associations.

Aims of Child Protection

The aims of this Policy are to:

- Support the child's development in ways that will foster security, confidence and independence;
- Provide an environment in which children feel safe, secure, valued and respected, as well as confident and know how to approach adults;
- Raise the awareness of all staff in identifying and reporting possible cases of abuse;
- Provide a systematic means of monitoring children known or thought to be at risk of harm;
- Develop and promote effective working relationships with other agencies;
- Ensure that our selection and recruitment of staff includes checks for their suitability with the CRB.

The Designated Senior Person (DSP), Sr Huda Aslam is the named person for dealing with child abuse and has received appropriate training to carry out this role.

Action to be Taken if Child Abuse is Suspected

Any member of staff who suspects that a pupil is being abused should immediately report the matter to **Sr Huda Aslam**. If she is unavailable, report directly to the Head Teacher.

Information of this kind is always acted upon, treated seriously and in total confidence and the following procedure followed:

- Make a written record on the *Incident Report Form* listing the reasons for your concern, noting the FACTS and EVIDENCE **not** opinion.
- Where physical injury is apparent, note the exact location and approximate size, e.g. heavy bruising on the left outer thigh, approximately 4 inches in diameter (draw on sheet).
- Inform the DSP or the Head Teacher immediately.
- The DSP will consider your concerns and will either:
 - Log the incident in the school's Child Protection Log;
 - Inform Social Service that she wishes to make a referral under Child Protection Procedures.

How the School Proceeds if Child Abuse is Suspected

The School would report suspicions to Social Services, who are then empowered to investigate and take such steps considered necessary to protect the child. Whilst this does not automatically mean that the child is withdrawn from the home, definite action has to be taken and the situation monitored. The School may well be asked to share in the monitoring process along with other agencies.

Confidentiality

- We recognise that all matters relating to Child Protection are confidential; however, it may be necessary to share information with other childcare professionals;
- The Head Teacher or DSP will disclose any information about a pupil to other members of staff on a 'need to know basis' only;
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being.

COMPLAINTS PROCEDURE FOR PARENTS

Al-Hijrah Primary School believes in developing and maintaining a strong partnership between the school and home/parents. Sometimes, a situation occurs that causes concern for parents and guardians and/or the School. The School is committed to resolving any concerns that may arise promptly and fairly. In order to achieve this it will be important that we (school and parents) work together to resolve the complaint. To help us do this the school follows a *Formal Complaints Procedure* which is available on request.

CURRICULUM POLICY

It is the purpose of the Curriculum Policy to support the school's Islamic ethos. The curriculum and its teaching is not a 'value-free zone' and we believe that it is essential that Islamic values are incorporated into what is taught and into the way it is taught.

Raising achievement is at the heart of curriculum provision. The curriculum is broad and balanced and appropriately differentiated throughout to take account of the differing abilities, needs and interests of our pupils.

Teaching & Learning

Strong pupil/teacher relationships are a very positive feature of our school and we are aware of the need to 'personalise' learning programmes for our pupils. Pupils who are underachieving are identified and supported by both the Class Teacher and the Teaching Assistant.

Teachers aim to be imaginative in the classroom, creating a purposeful environment whilst inspiring our pupils to be active and independent learners. The [Behaviour Policy](#) (see Contents) ensures that teachers have a range of strategies to promote good behaviour and deal with classroom management issues calmly.

Organisation of Learning

Each class will be given a set timetable which includes:

- 5 hours Literacy
- 5 hours Numeracy
- 1 hour 30 minutes Science
- 1 hour 30 minutes Topic (Geography/History)
- 2 hours Islamic Studies
- 1 hour PE
- 1 hour ICT
- 1 hour Art
- 1 hour 45 minutes Arabic for KS1
- 2 hours Arabic for KS2
- 1 hour Tajweed/Hifz

In addition to this, there are also one-and-a-half-hours for provision of the wider English curriculum including weekly school Library visits, Handwriting and Reading. Also, each class has been timetabled to have 30 minutes of Circle Time to discuss the Hadith/Focus of the Week and links to the PHSE Curriculum.

Library Books

Children are timetabled to visit the Library at school once a week where they can borrow 2 books to take home. In addition to this, they can visit the library during their break times. We encourage reading from Islamic fiction and non-fiction which is available in the Library. Taking library books home will enable your child to develop a love for reading, Insha'Allah.

Damaged & Lost Books

Children can damage or lose books; therefore it is essential to explain to your child the importance of taking care of school property as it is an Amanah (trust) to them. This will help them develop an attitude of respect and responsibility which are essential elements in these tender years as children are learning to be more accountable and answerable for their actions.

Unfortunately, due to the limited resources available in the school, when a child loses a book, parents will have to pay for the book and an appropriate letter will be issued. No further books will be issued until payment has been made.

Circle-Time

Each class has been timetabled to have 30 minutes of Circle Time to discuss the Focus/Hadith of the Week. Class Teachers ensure that the PHSE curriculum is integrated within this time.

Music & Singing

Al-Hijrah School is a Muslim school and consequently follows the rules and regulations of music and singing according to Islamic teachings. Although, Music is not a timetabled subject, it is incorporated as part of other subjects in cross and extra curricular activities. We allow our children to experience a wide variety of percussion and drum based instruments and rhythms in line with the teachings of Islam.

As part of faith learning, pupils sing, learn and compose devotional songs (nasheeds) to help deepen understanding of their faith. Children are taught musical skills in different languages and how musical styles influence a particular language, e.g. Arabic, Urdu and English.

Pupils are given numerous opportunities to sing individually and collectively with their class and with other year groups.

Drama

As with music, drama lessons are not timetabled; however, role play and drama is an integral part of our pupils learning and teaching. It is incorporated into various lessons and pupils are given numerous opportunities to perform in school. We also make available to pupils, extra-curricular activities to enhance their talent and skills, e.g. special assemblies, Presentation Day, Islam Awareness Week, etc.

The Role of Parents

We believe that parents have a fundamental role to play in helping children learn. We do everything we can to inform parents about what and how their children are learning by:

- Holding Parents' Evenings to discuss progress, concerns and further development;
- Informing parents at the start of each half term about the topics the children will be studying and how they can help support their child at home;
- Explaining to parents how they can support their children with homework;
- Having regular communication.

We believe that parents have the responsibility to support their children and the school in implementing school policies. We would like parents to:

- Ensure that their child has the best attendance record possible;
- Do their best to keep their child healthy and fit to attend school;
- Inform the School if there are matters outside of school that are likely to affect a child's performance or behaviour at school;
- Promote and encourage a positive attitude towards the school and learning in general.

DAILY ROUTINE

Registration

- All teachers are responsible for taking the register twice a day;
- Registration times are **8.45 am** and **12.40 pm** (KS2)/**1.00 pm** (KS1);
- When completing the register in the morning, absences are recorded. Where there are matters of concern the Class Teacher may make contact with the parents either at home time or via telephone;
- Parents should get in touch with school on the morning of the first day of absence. Absence notes from parents are retained and filed with the Class Teacher;
- If a child is absent for **3 consecutive** days without any information from parents, the school will make contact with the home to establish the reason for absence;
- Parents must get prior permission from the Head Teacher, in writing, of any absence or any intended long-term absence;
- The school reviews pupils' attendance and punctuality regularly.

Family Holidays & Extended Visits Overseas

Children of school-age who are registered at a school have to, by law, attend that school regularly. Regular attendance is vital, not only because of the law but also because it is the best way to ensure that a child makes the most of the educational opportunities available to him/her.

There may be instances when children have to miss school, e.g. if they are unwell; however, other absences should be kept to an absolute minimum. Specifically, parents should NOT take their children out of school in term-time for a holiday.

What the Law Says

The regulations state that parents do **not** have any entitlement or right to take their child out of school during term-time for the purposes of a holiday. They also make it clear that the Head Teacher may, on certain occasions, grant up to 10 school days leave in a school year for exceptional circumstances. However, parents should **not** expect such leave to be granted as a right. It is likely that in most cases the Head Teacher will refuse to authorise leave.

The Government guidance on the issue of term-time holidays states:

“Parents should not normally take pupils on holiday in term”

Parents should be aware that if leave is granted it is, a **single period** of absence which occurs once during the school year. It should **not** be a series of long weekends **nor** several 2 or 3 day breaks.

How the School Deals With Term-Time Holiday Requests

1. Parents must not inform the School but **request leave** of absence **in writing** to the Head Teacher *at least 2 weeks before* the absence, indicating the reasons for the leave and the dates that the family requests absence from School.
2. Only 10 school days can be granted for leave during term-time at the *discretion of the Head Teacher*.
3. All extended leave should be **exceptional** and can only be approved on an individual basis.
4. Parents should be advised that if they **fail to return** to school on the date agreed then the pupil's name could be removed from the school roll.
5. Parents are informed of the decision in writing.

Exceptional Circumstances

The Head Teacher decides what constitutes an exceptional circumstance and each request for term-time absence will be considered on an individual basis. The Head Teacher will **not** accept as an exceptional circumstance the fact that a holiday is cheaper during term-time. An exceptional circumstance is much more likely to be a unique, **one-off** situation, for example:

- A parent, grandparent or other intimate relative is critically ill and the holiday planned is expected to be the last such holiday;
- There might have been a major trauma in the family recently and the Head Teacher may consider that an instant holiday might allow the child involved to better deal with the situation;
- The holiday may be a one-off, unique, ‘never to be repeated’ circumstance that can only take place at the time requested.

The Head Teacher will also look very carefully at the child's previous attendance record and should he have any concerns, e.g. the child's average attendance is lower than 95%, it is extremely improbable that the Head Teacher will agree to authorise any further leave.

Issues Parents Need To Be Aware Of

- If the school does not agree to grant leave and parents take their child on holiday regardless then this will be counted as unauthorised absence and is the same as truancy;
- Schools are now legally required to record as a specific category all absences that accumulate as a result of family holidays and have been taken without authorisation;
- Should leave be granted but the child is absent longer than approved then this additional time will be recorded as unauthorised absence;
- If a child does not return to school within 10 school days of the agreed return date and there is no contact from parents the school may remove their child's name from the school register.

Times of Day

- The official school day begins at **8.45 am**.
- Children **must arrive between 8.30 am and 8.45 am**.
- Children must be collected promptly at **3.30 pm** at the end of the school day.

- Parents are reminded that parking is **not** available inside the school due to health and safety, but they may park their vehicles outside the school. Please park safely, so that children can see and be seen.

Late Children

If a child is consistently late, the Class Teacher will inform the parents and express concern by doing the following:

1. The Class Teacher will speak to the child's parents in person when they collect their child or contact the parents by telephone.
2. If the child is still late the matter will be referred to the relevant Head of Section who will then take appropriate action and, if need be, take the matter to the Deputy Head.
3. Where the class teacher is the Head of Section, the matter will be passed on to the Deputy Head.

Morning Worship – Daily Dhikr

Our school day begins with collective classroom worship (daily dhikr) with Class Teachers. Pupils and staff recite various chapters from the Holy Qur'an and render the attributes of Allah (SWT) to remind themselves of His qualities and characteristics. At Al-Hijrah Primary School we recognise and appreciate the importance of commencing the day with Allah's (SWT) dhikr. We believe this is the most spiritual means of nurturing our children to develop the love for their deen and indeed Allah (SWT). Every class begins the day by reciting:

- Surah Al- Fatihah;
- Ayat al Kursi;
- Surah Ikhlas;
- Surah Al-Falaq;
- Surah An-Nas;
- Du'a e Ibrahim;
- The 99 names of Allah (SWT).

Attributes of Allah (SWT)

Our Prophet (SAW) said that the one who learns the 99 attributes of Allah (SWT) will enter Jannah. The attributes of Allah (SWT) are taught and learnt from Reception and this is carried on throughout the rest of the school.

End-of-Day Worship

Our school day ends with a short whole class supplication in line with the teachings of the Holy Prophet Muhammad (SAW). All children recite Surah Al-Asr and the Du'a with their teacher before leaving the class.

Hadith of the Week

Each week classes will be given a Hadith which has been specifically selected based on the *Focus for the Week*. Each Class Teacher is given a copy of the Focus on Monday's briefing, which they display in their classroom for children to see and learn.

The Class Teacher ensures that pupils understand the Focus and implement it. The Focus for the Week is designed to develop pupils spiritually, morally, socially, culturally and islamically. Parents should also spend time reading the Hadith in Arabic and English to their child and discussing the meaning and its essence with them. Children should be encouraged to learn the Hadith (where possible) and apply it in their everyday life where appropriate.

Snack Time

During the first break (KS1, 10.30 – 11.00 am and KS2, 10.00 – 10.30 am) children are required to eat their snack. Parents should provide their child with a **healthy** snack, e.g. fruit, yoghurt, cheese, etc. Fruit juices are permitted but fizzy drinks and chocolates are **not** allowed.

Lunchtime

This begins at 12.00 noon and ends at 1.00 pm for KS1 children and **12.40 pm** for KS2 children. Children have the option of purchasing hot meals from the school canteen at the beginning of each half term. School meals are served in containers and ingredients have been approved by the Halal Monitoring Committee (HMC). Children not ordering food from the school canteen are required to bring a packed lunch from home. During lunchtime, pupils will eat their lunch and spend 20 minutes playing outside in the Playground. Again parents are encouraged to provide their children with a **healthy nutritious** lunch.

EDUCATIONAL VISITS

School visits are beneficial to pupils in many ways; they enable:

- Pupils to apply a different range of skills than those used in the classroom;
- Support and complement class based learning;
- A child to experience things firsthand;
- A child to develop social skills.

At Al-Hijrah Primary School educational visits are planned as an integral part of the school's curriculum and in particular for the personal development of its pupils. The visits are offered to all children and are suited to the ages, aptitudes and abilities of the pupils taking part. They are well planned and where appropriate include preparation and follow up work by the pupils.

Educational visits normally take place once a term and there is also an annual whole school end of year trip. In addition to this, classes may also participate in local visits, i.e. local mosque, library, park, etc to enhance children's learning, experiences and extend their class based knowledge, Insha'Allah. Consent for local visits will be taken at the beginning of the academic year or when your child joins the school.

Procedure for Educational Visits

1. The Primary Administration Office will provide a letter requesting consent from each parent prior to the visit.
2. Teachers will **not** accept trip money without the consent slip.
3. Every child needs a consent slip filled out **before** leaving school premises.
4. As a **last resort** verbal permission will be requested from the parent/guardian over the phone and a written record kept of the conversation (including date, time, child's name and name of person spoken to).

Parental Responsibility

- To give consent/permission for your child to attend the trip **prior** to the trip;
- To place the correct amount of money for the trip in an envelope;
- To write your **child's name, class and trip venue** on the envelope;
- If paying by cheque ensure your **child's name, class and trip venue** are written on the back of the cheque;
- Cheques should be made payable to Al-Hijrah School;
- Ensure you provide snack and lunch for your child on the day of the trip unless stated otherwise by the school;
- Ensure your child is wearing the correct school uniform unless otherwise stated;
- Provide no more than £5 pocket money unless stated otherwise;
- In an emergency, parents will be required to take adequate steps which may include collecting their child from the venue of the trip.

EQUAL OPPORTUNITIES POLICY

At Al-Hijrah Primary School, we aim to provide equality of opportunity for all children whatever their age, ability, gender, race or background, in line with our Islamic teachings.

Aims

Our school aims to be an inclusive school, where equality of opportunity is a reality for all our children and our staff. We endeavour to achieve this through the following, Insha'Allah:

- To promote the self esteem and to foster the social and emotional growth of each child throughout school life;
- To provide, through the behaviour of staff, towards each other and towards children, an example that will encourage children to grow up conscious of the importance of equal opportunities and respect for others;
- To respect the cultural and ethnic diversity of children, parents and staff, welcoming the enrichment of the environment which this brings, and to foster positive attitudes towards our multi-cultural society.

EXTRA-CURRICULAR ACTIVITIES

Throughout the academic year, Al-Hijrah Primary School holds various events. The following are a few of the events which occur each academic year:

- Cake Sale;
- Heroes of Islam;
- Islam Awareness Week;
- Islamic Book Fair/World Book Day;
- National Science Week;
- National Storytelling Week;
- Presentation Day;
- Ramadhan;
- Seerah Month;
- Sports Day;
- Year 6 Mini-Business.

FIRST AID POLICY

At Al-Hijrah Primary School, the health and safety of the children is our priority. We guarantee that staff will be vigilant and keep a close eye on the children in their care. They will follow the established health and safety procedures at all times.

Some of our Primary staff members hold a current first aid training certificate. When on Playground Duty, all minor injuries are dealt with by one of the staff members on duty. All incidents are recorded in the *Accident/Incident/Illness Report Book* which is filed individually and kept in the First Aid Room.

Accidents or Emergencies in School

Children Who Are Ill at School

If a child is extremely unwell and cannot continue to remain in school until home time, parents are contacted. If no contact is made with parents, the emergency contact is called. We ensure that ill children are kept comfortable until they are collected.

Minor Accidents

For minor injuries, children are sent to the staffroom and the First Aider/s on duty deal with the incident.

Major Accidents/Emergencies

A first aider is called to deal with the situation, and if necessary, the Senior First Aider is informed and the first aid procedure from the *Health and Safety Policy* is followed.

Allergies

All staff members are briefed and made aware of pupils who have severe allergies. Teachers have a copy of the Care Plans for pupils in their class. Pupils who need the use of an **epi-pen** store their pen in their classroom with the Class Teacher.

Staff members have attended **Allergy Awareness Training** and have the necessary knowledge to use the pen should the need arise. If however, any member of staff feels uncomfortable using the epi-pen, a member of staff on the list of users will be contacted immediately and necessary action taken.

Calling the Emergency Services

If there is a serious accident or emergency, parents will be informed immediately and the school Main Office will call emergency services.

If the parents are not immediately available, the emergency contact will be called. If no contact can be established, a member of Primary staff will accompany the child to Heartlands Hospital (our nearest) and will remain with the child ensuring he/she is made comfortable until the parents/carers arrive.

If the child is taken to hospital by a member of staff, the child's *Emergency Treatment Authorisation Form* and the *Medical Information Form* is taken with them. These Forms can be obtained from **Sr Naila Sharif** in the Primary Administration Office. The member of staff accompanying the child will take suitable identification of authority with them.

Emergency Treatment Consent

In order for Primary staff to ensure that children receive the best and most appropriate care, parents are required to complete, sign and date an *Emergency Treatment Authorisation Form* at the beginning of the year.

By signing the Authorisation Form, parents will also be consenting for a member of staff to accompany their child to the hospital in the event of parents being unavailable.

It is essential that parents have signed the Form and more importantly we ensure that the school has up to date contact numbers of the parents.

GENERAL HEALTH & SAFETY POLICY

At Al-Hijrah Primary School, the safety of the children is our priority. We guarantee that staff will be vigilant, and keep a close eye on the children in their care. Members of staff will follow the established safety procedures at all times.

Policy Aims

Al-Hijrah Primary School will ensure they comply with the overall procedures to:

- Provide and maintain a safe working environment for children, staff and visitors;

- Inform all staff of the Health and Safety Procedures and notify them of any changes or amendments to any procedures;
- Ensure all equipment is well maintained, safe, hygienic and used appropriately according to the child's age and ability;
- Provide adequate and competent supervision of all activities in relation to health and safety;
- Ensure all employees and all other persons on the premises act in such a way that they do not endanger themselves or others and that they follow the safe working practices laid down by management;
- Ensure each individual as well as management is held personally responsible and accountable for safe working;
- Ensure the *No Smoking Policy* is adhered to.

HOMWORK POLICY

Homework is the name given to those tasks which take place out of school but which are relevant to curricular objectives and learning outcomes. It is either teacher directed (i.e. formal set homework assignments) or self directed by the pupil (i.e. work they wish to undertake under their own initiative).

At Al-Hijrah Primary School we believe that there is clear evidence that work/research undertaken at home helps raise the level of achievement of individual pupils, and the overall level of performance of our school. It is most effective when supported by a strong partnership, with effective communication, between home and school which we try to encourage and strengthen.

Reasons for Giving Homework

At Al-Hijrah Primary School, we see the purpose of homework as follows:

- To help raise the attainment of every pupil;
- For practice and consolidation of class work, e.g. reading, number practise, tables, letter sounds, alphabetical order spelling, etc;
- To offer access to resources not available in school and develop skills in their use, e.g. watching weather forecasts on television, gaining information from newspapers, food packets, gathering information from parents/grandparents, etc;
- To prepare pupils for future class work, e.g. gathering information, reading and bringing objects from home;
- To encourage pupil ownership and responsibility for learning;
- To train pupils in organising and planning their time, developing good work habits and a degree of self discipline;
- To increase one to one attention for certain tasks, e.g. oral reading and tables;
- To provide opportunities for parental cooperation and support, and the involvement of parents in their child's schooling;
- To allow, from time to time, an opportunity for work not completed in school, to be completed at home.

Organisation of Homework

Your child will bring home a sheet *every Monday* detailing the homework for the week. All homework except Arabic should be completed in the *Homework Book* provided. This should be handed in for marking *every Friday morning*.

Role of Parents

Parental interest and support is essential to ensure that this Policy operates in an effective and satisfactory manner. Parents should support their child by:

- Taking an interest generally in homework;
- Helping establish a home study routine;
- Praising the child for his/her effort;

- Checking that work is completed and presented in a neat and orderly fashion;
- Providing good conditions for home study;
- Providing feedback on homework via written comments in the Homework Book;
- Encouraging him/her to listen and memorise the Qur'an as much as possible;
- Encouraging him/her to read as much and as widely as possible;
- Advising the school of any difficulties in relation to homework.

Reading

This should be carried out on a daily basis and should involve parents reading to their child, child to parent, shared, etc.

Occasionally teachers may also send home unfinished school work. We encourage parents to make every effort to ensure their child completes homework. Parents can talk to teachers about any aspects of homework, which concerns them.

Qur'an & Du'a Programme

Children are also encouraged to learn the **Target Surahs** (Qur'an Programme – see [Appendix 1](#)) and du'as (Du'a Programme – see [Appendix 2](#)) in line with the particular programme for their year group. Extra help at home is beneficial to the child in terms of practise and for appreciation of the importance of the words of the Qur'an, Allah (SWT) and the Sunnah of Prophet Muhammad (SAW).

ISLAMIC TARBIIYAH

Objectives

- To prepare children and educate them to develop a good character and become a responsible Muslim citizen of this country;
- To develop a true and balanced understanding of Islam which enables a child to practise Islam and present its true form;
- To establish sound Islamic knowledge of morals, values and practices.

At Al-Hijrah Primary School we aim to provide an Islamic environment for your child. This includes teaching children the basic Islamic principles which they require in their day-to-day life.

The School will teach its pupils the love and respect for:

- Allah (SWT) and for the Book of Allah (SWT), Al-Qur'an;
- Prophet Muhammad (SAW) and his Sunnah;
- The Sahabah (RA) and their life example.

Whilst Al-Hijrah Primary School staff teaches the children the Sunnah, du'as, etiquettes, adaabs and tarbiyyah at school; it is the parent's duty to oversee whether the child puts this taleem into practice.

Below are some points which highlight aspects we would like you to implement with your child. We hope you find them helpful and as guidelines as to what we expect of the children at Al-Hijrah Primary School and indeed as responsible Muslims of tomorrow.

Tarbiyyah Programme

It is important that children are taught the simple Adaabs as follows:

- To wash their hands and eat with the right hand after reciting the du'a for eating;
- Instead of feeding your child one type of food, try to encourage your child to eat a variety of tayyib, nutritious foods, e.g. fruit;
- Avoid excessive sweets or sour foods and always make children rinse and clean their mouth after eating;
- To seek permission before taking property belonging to others;
- Whenever the child misbehaves, tell him/her this is not how Allah (SWT) expects a Muslim to behave – such constant reminders by parents will create a vivid awareness of Allah (SWT);
- To remain clean, neat and tidy and wear the correct uniform when in school;
- Teach them short surahs of the Qur'an and daily sunnah du'as, such as those we have provided you with;
- To give salaam whenever they meet any Muslim and respond accordingly when greeted by another Muslim;
- Ensure children understand the importance of school education;
- To understand the importance of telling the truth at all times;
- From the beginning inculcate into the child respect for fellow Muslims regardless of status, race, and culture;
- To incline children towards Allah (SWT), e.g. Allah (SWT) grants us rizq, Allah (SWT) sees everything, Allah (SWT) created the universe, etc;
- Teach your child to share and be generous with fellow Muslims;
- If your child has made an error with their behaviour towards another Muslim, ensure that they apologise and accept their wrong action;
- Encourage your child to speak to others tenderly and gently;
- Constantly make your child aware of the harms of anger, fighting, and inappropriate language;
- Discipline your child to understand why he/she should not behave in a particular manner and to ensure misbehaviour is not repeated again;
- Ensure that children get the right amount of sleep and are fresh and alert in the mornings;
- Develop in your child the habits of doing things independently and tidying up their mess;
- Stress the importance of returning items to their original place and not to leave objects or toys lying around;
- Whenever a child performs a good act/deed, lovingly compliment and reward them so they are made aware of what constitutes desirable behaviour/actions and are encouraged to continually act in this manner;
- Impose some form of responsibility upon the child wherein he/she becomes occupied, so that his/her general awareness develops and laziness be kept at bay;
- Teach the child the manners and etiquettes of sitting, talking, eating and behaving in the company of others.

We hope, as parents you will find the time to implement these factors into your life and the life of your children. As parents are the primary role models for their children, it is essential that children observe desirable actions and behaviour by their parents as they are likely to imitate accordingly.

To encourage a better outcome of this ummah, it is important that as parents and teachers we cultivate Islamic ethos, morals and values into our children to enable them to become responsible Muslim citizens in the society and those who adopt the teaching of the Qur'an and Sunnah, Insha'Allah.

We look forward to your kind cooperation and believe that collectively we will achieve high standards of success, Insha'Allah. May Allah (SWT) make our tasks easy for us and may He accept our humble efforts, Aameen.

MEDICAL INFORMATION

On admission to Primary, all parents will be asked to complete a *Medical Information Form* giving full details of medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital consultations, allergies and special dietary needs.

Self Administration

The staffs of Al-Hijrah School do **not** administer routine medicines, e.g. antibiotics, cough syrup, pain killers, eye, ear or nose drops, etc.

Asthma

Children diagnosed with Asthma should have a blue reliever inhaler. All inhalers are stored in a clearly marked box and stored safely but accessible to pupils. If the inhaler is used with a spacer device, e.g. volumatic, this should also be provided.

Staff will ensure that pupils take their inhalers with them leaving the premises for any activities. All inhalers will be sent home at the end of **each** academic year. It is the parent's responsibility to ensure a new and in date inhaler comes into school on the first day of the next academic year.

PARENT PARTNERSHIP

At Al-Hijrah Primary School we aim to have clear and effective communications with parents and the wider community. Effective communications enable us to share our aims and values with parents by keeping them well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.

We communicate with parents through a range of different strategies:

School Prospectus

The School Prospectus contains a range of specified information that gives parents a full picture of provision at our school. We update the information regularly.

School Visits

The Head Teacher is pleased to welcome parents who wish to make an initial visit at a mutually convenient time organised by the school. School Tours allow potential and new parents to view the school and provide an opportunity to ask questions regarding the curriculum, school life, etc.

Open Days/Evenings

Open Days/Evenings are held throughout the year and parents may, at this point, register their child for admission.

Parents' Evening & Reports

Parents' Evening takes place 3 times in a school academic year; November, February and June. The first Parents' Evening is an informal meeting with the parents and the Class Teacher discussing the child's progress and any concerns. At the second and third Parents' Evening written reports will also be issued.

Extra-Curricular Activities

Parents are invited to attend various activities throughout the year such as; Inspire Workshops, Assemblies, School Trips, Cake Sales, Book Fairs, Annual Presentation Day and Summer Fayre. We value your and parents' attendance, participation and involvement in all our school activities.

Home-School Communications

Newsletter

We send a Newsletter to parents at the end of each half term. It contains details of important announcements, events, certificate winners, trips, etc. Parents appreciate the regularity of the contact. We send other letters of general nature when necessary.

Curriculum Overview

Each half term, parents receive a Curriculum Overview detailing what their child will be learning. It also gives information and advice on how they can support and enhance their learning at home. Recommended books and websites are given for learning ease. We also invite parents to take part in the educational visit that is linked to the work.

Homework

Children in all classes have a *Homework Book*. Parents can communicate with Class Teachers via their child's Homework Book should they wish to raise any concerns or make any comments.

Communication Book

Children are given Communication Books for parents and teachers to exchange communication of any nature.

Collection

Parents are required to collect their child from the Main Hall at the end of each school day and can use this opportunity to exchange communication about their child. Parents can also make an appointment with the Class Teacher to discuss any concerns or queries.

Parent Partnership Workshops

Al-Hijrah Primary School provides an opportunity for parents to attend workshops, twice/three times a year. We believe that Parent Partnership Workshops are very beneficial as they are an excellent way for parents to gain an insight into their child's life at school and how they can adopt strategies to support their child in all aspects of learning.

Home-School Agreement

This Agreement is between the School, Parents and the Pupil. It outlines the responsibilities of each party and is a means of identifying and declaring the role of each party to ensure the best possible performance and achievement of the child attending Al-Hijrah Primary School. This document is distributed to parents when the child starts his/her education at Al-Hijrah Primary School and all parties are expected to sign and return the document to school, Insha'Allah.

SALAH (PRAYER)

Every Class Teacher is responsible for their class Salah and will ensure that their class participates in Salah at the appropriate time as decided by the Deputy Head.

It is the Class Teacher's responsibility to ensure their class is adequately prepared for Salah, i.e.:

- Dressed appropriately;
- Have performed Wudu;
- Know the Salah and pray in accordance with the School's teaching of Salah;
- Regularly refresh and test the class on Wudu and Salah procedures;
- Keep an ongoing record of assessment in this area;

Salah

The Class Teacher will ensure:

- He/she prays Jama'at with his/her own class;
- Respect for the Salah area, which must be a designated area;
- Children behave appropriately when getting ready to start Salah or are praying in the designated area;

- Lines are straight when the class is praying in Jama'at, explaining the importance of the first row and the reward for this position;
- Children build their confidence and are competent, efficient and effective when praying Salah;
- The Adhan/Salah is clearly displayed for younger children;
- The du'a after Adhan is recited.

(For a copy of Al-Hijrah Primary School's *Salah Policy* see request this from the [Main Office](#).)

SCHOOL UNIFORM

It is our school policy that all pupils wear school uniform when attending school or when participating in a school-organised event outside normal school hours.

Aims & Objectives

Our policy for school uniform is based on the notion that school uniform:

- Promotes a sense of pride in the school;
- Engenders a sense of community and belonging towards the school;
- Is practical and smart;
- Makes children feel equal to their peers in terms of appearance;
- Is regarded as suitable wear for school and is considered by parents as good value for money.

All pupils must attend school wearing the correct uniform. Please refer to the Uniform List (see [Appendix 3](#)) for particulars.

Footwear

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels and we strongly discourage this. Trainers are only permitted during PE lessons.

Haircuts

Pupils are expected to have hairstyles that are sensible and appropriate for primary school aged children. Permanent, artificial colouring of hair is not permitted. Haircuts must be conservative and should not resemble the 'mushroom' cut.

Role of Parents

We ask all parents who send their children to our school to support the *School Uniform Policy*. It is the responsibility of parents to ensure that their child has the correct uniform and that it is clean and in good repair. Parents should also ensure that all items of clothing are clearly labelled with their child's name and class.

Money & Valuables

- Pupils should not bring large amounts of money, jewellery or other valuables to school;
- If a child is found with an unacceptable item, it will be confiscated and parents will be informed;
- No buying or selling is allowed in the school unless parents have been informed of organised events to fundraise money for the school.

LIST OF USEFUL REMINDERS

Telephone Number:	(0121) 773 7979
Fax Number:	(0121) 773 7111
Address:	Al-Hijrah Primary School, Cherrywood Centre, Burbidge Road, Bordesley Green, Birmingham, B9 4US
Website:	www.alhijrahschool.co.uk
Email:	p.admin@al-hijrah.bham.sch.uk
Head Teacher:	Br. Mohammad Abdul Karim Saqib
Deputy Head Teacher:	Sr. Huda Ali Aslam
School Fax Number:	(0121) 773 7111
School Hours:	8.45 am – 3.30 pm Children must arrive at school by 8.45 am and be collected promptly at 3.30 pm from the school grounds.
Doors Open:	8.30 am
Emergency Consent Forms:	Please complete all consent forms and return to the <u>Class Teacher</u> as soon as possible. If your contact details change, please inform the School.
Sending Money into School:	Please ensure that all money sent to the school is correctly labelled with your child's name, class and its purpose.
Mid Morning Snack:	Drinks in cans or glass bottles should <u>not</u> be brought in from home. We would prefer you to provide fresh fruit and juices for morning break time instead of chocolate, crisps and fizzy drinks.
Packed Lunch:	Please ensure your child is provided with a healthy packed lunch. Unfortunately food will <u>not</u> be heated up by the Primary staff.
School Lunch:	School lunches can be purchased at the beginning of each half term.
Lost Property:	Lost property such as clothes, glasses, etc is kept in the <u>Main Office</u> . Please make sure all items of clothing are clearly labelled with your child's name and class details.
Reading Books & Reading Target Books:	Reading books are sent home every week along with the Reading Target Books. They should be carried to and from school in the Book Bag provided.
Homework:	Homework will be <u>sent home</u> every Monday and <u>expected back</u> on Friday of the <i>same week</i> . Please ensure your child completes his/her homework and returns it back to school on time.
Punctuality:	Please be punctual when bringing and collecting your child. If you intend to change your child's collection arrangements, please ensure that both your child and the Class Teacher is informed directly, preferably with a <u>written note</u> . If you need to change your plans on short notice, please inform the school by <u>telephone</u> .
Absence:	If your child is absent from school due to sickness or other reasons, please telephone the school <u>as soon as possible</u> , before 8.45 am so that the Class Teacher can be informed and unauthorised absences can be avoided.
Home Time:	Children must be collected promptly at 3.30 pm from the <u>Main Hall</u> situated by Cobham Road entrance, unless otherwise stated by the Class Teacher.
Holidays:	Holidays should not be taken during school times.

Head teacher: Br. M A K Saqib
Deputy head: Sr. Huda A Aslam



Al-Hijrah
Primary School
مدرسة الهجرة الابتدائية

Bringing out the best

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