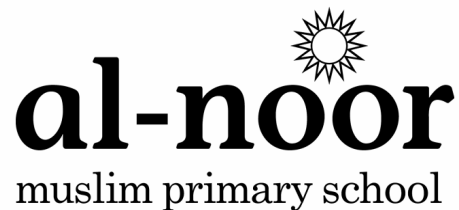


AL-NOOR MUSLIM PRIMARY SCHOOL

Parents' Information Pack

*“...promoting
moral and academic excellence
in a caring and secure Islamic environment,
providing opportunities for the fullest realisation of our
children's potential...”*



619-625 Green Lane, Goodmayes, Ilford, Essex IG3 9RP

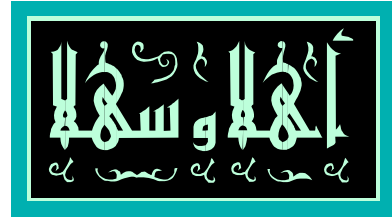
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Introduction

We welcome you to a great opportunity to send your child to a Muslim school in East London.

Education plays a vital role in the development of a child's personality. Muslim schools are key to the success of our future generations. Established in 1997, Al-Noor School is a charitable organisation, with the primary aim of addressing the specific educational needs of Muslim children.

The trustees of Al-Noor School come from different backgrounds and professions. They recognise the immense need for Muslim schools that can provide an all-encompassing education for children based upon Islamic guidance and values.

Aims & Objectives

Al-Noor School is a one-form entry, faith-based, independent primary school for boys and girls. We deliver a curriculum based on the National Curriculum, informed and supplemented by Qur'anic, Islamic and Arabic Studies. Our ethos is informed and subject to compliance with the authentic teachings of Islam.

We aim for excellence in the moral, educational and professional dimensions of our school and strive to:

- develop a professional and well-run school;
- provide a balanced and comprehensive curriculum drawing on Islamic knowledge and incorporating the National Curriculum;
- promote moral and academic excellence, whilst developing children's spiritual needs, so that they are better equipped to meet the challenges and responsibilities of adult life;
- equip every child with the necessary skills and experiences to contribute towards the betterment of their communities and our society as a whole;
- encourage and promote good behaviour, courtesy and discipline in children in every aspect of the school's activities;
- foster the invaluable Muslim character, as epitomised by the Prophet Muhammad, salAllahu 'alaihi wa sallam, in the growing personalities of our children;
- teach respect towards all members of society and impart knowledge about their beliefs and customs, recognising the great number of values and aspirations we have in common.

Preface

Indeed all praises are due to Allah and may He send countless blessings upon His Final Messenger, Muhammad, salAllahu 'alaihi wa sallam, and upon all those who follow the path of righteousness until the Last Day, aameen.

Knowledge and education have inestimable rank in Islam. It is after all, through our knowledge that we increase our “personal best” and acquire assets of real and lasting value - in this life and the next. In the Holy Qur’an we are told by Allah:

Allah will exalt in degrees those of you who believe and those who have been granted knowledge. And Allah is well acquainted with what you do. (Al- Mujaadilah: 11)

Each community has its goals and interests to achieve through educating its members. These goals and objectives are achieved through their educational institutions. Knowledge, according to Islam, is the guarantor of progress to any community. Islam regards education as a tool for building a better society, in all its varied aspects.

Education is also the process through which vital principles are cultivated in the minds of young people. These principles provide the crucial guides they need to foster productive and purposeful lives, responsible behaviour and social pro-activity, a strong sense of identity and accountability in all aspects of life. The Prophet, salAllahu 'alaihi wa sallam, said

“I was only sent to perfect noble character”

The foundation of Al-Noor school is based upon adherence to the Qur’an and the Sunnah of the Prophet Muhammed, salAllahu 'alaihi wa sallam. We are convinced that this will lead us to developing a healthy, all-round curriculum, capable of meeting the needs of tomorrow’s citizens.

At Al-Noor we are striving to develop a holistic approach to education and tarbiyyah for our children. We recognise that the first purpose of education should be to know our Maker, Allah and His purpose for life. We aspire to develop an educational establishment that fosters true iman and love for Islam in the hearts and minds of our children with the focus set on promoting excellence in this life to *earn* excellence in *it and* in the hereafter.

I humbly request all parents, and the community at large, to assist me and my team in our endeavour. Be sure that if you join us, you will be very welcome, insha’Allah. I am sure you will find Al-Noor’s curriculum stimulating for your children and Al-Noor Primary a very exciting place to be, bi-idhnillah!

May Allah accept and bless all our endeavors towards the successful nurturing and educating of our children, aameen.

I wish you a very warm welcome to Al-Noor Muslim Primary School!

Someera Butt
Headteacher



The Curriculum

The school aims to provide a sound Islamic education together with the National Curriculum. The curriculum will equip children with a solid foundation in Islam and prepare them both for secondary education and their lives ahead insha'Allah.

The core and foundation subjects are taught through the English language. We teach Arabic essentially because it is the language of the Qur'an, Allah's divine revelation. The children are assisted in learning the recitation of the Qur'an in Arabic, understanding its meanings, examining its significance and relevance to their lives to enable them to put it into practice.

The curriculum comprises of two key areas:

1- Islamic Education

The teachings of Islam embrace the following: 'Aqeedah and Tawheed (Faith and oneness of Allah), Ibadaat (worship), Adaab (manners) and Seerah (biography) of the Prophet Mohammed (salAllahu 'alaihi wa sallam).

Each year group, except the Reception class, presently has four hours of Qur'an Studies, four hours of Arabic and one hour of Islamic Studies each week. The Reception class is delivered a combined Qur'an and Arabic hour-long lesson once a day, along with an hour of Islamic Studies each week.

2- General Education

This covers the core and foundation subjects of the National Curriculum at Key Stages One and Two. A complete list of these is provided on the following page.

Key Stage One consists of years Reception - two and Key Stage Two of years three - six.

The National Literacy Strategy and the National Numeracy Strategy are used to inform schemes of work and other requirements for these two subjects. The timetable for each year group consists of five hour long lessons each day and incorporates a daily Literacy and Numeracy lesson.

The Reception class timetable follows the DfES curriculum guidance for the foundation stage. Like the other year groups, it too features a daily Literacy and Numeracy hour.

The following table shows a list of the curriculum subjects taught at the school:

Curricular subjects	Areas covered
Islam	Tawheed, Akhlaaq, Seerah, Fiqh.
Qur'an	Reading, Tajweed, Memorising, Translating.
Arabic	Reading, writing, speaking, listening.
English	Speaking and listening, reading, writing
Mathematics	Using and applying mathematics, numbers, shape, space and measures
Science	Experimental and investigative science Life processes and living things Materials and their properties Physical processes
Art and Design	Exploring knowledge to develop understanding and ideas; Investigating and making art, craft and design; Evaluating and developing work;
Design & Technology	The application of knowledge and understanding in using materials and components and developing ideas to plan processes to make and evaluate products.
Information Technology	Using, exploring and discussing experiences of IT; Communicating and handling information; Controlling and modeling.
History	Chronology Range and depth of historical knowledge and understanding Interpretations of history; Historical enquiry, organisation and communication
Geography	Geographical enquiry; Skills to develop knowledge and understanding of places, patterns and processes; Environmental change and sustainable development.
PSHE	Promoting our children to live healthy, independent lives, and to become informed active citizens.
Physical Education	Through games, movements and gymnastic activities: acquiring, developing, selecting and applying skills, tactics and compositional ideas; evaluating and improving performance; knowledge and understanding of fitness and health.

Admissions

Pupils' needs vary according to their age. We only accept children for each year group, who are the following age on the 1st of September of the year of admission:

- Reception class -age 4
- Year One class -age 5
- Year Two class -age 6
- Year Three class -age 7
- Year Four class -age 8
- Year Five class -age 9

The Procedure

Once your application has been received, an acknowledgement card will be posted to you detailing a reference number that should be quoted in all correspondence with us regarding your application.

Our main intake is for one reception class in September of each year. You must submit your application (for a child of the correct age for admission) between April and December of the year preceding admission to a new reception class, for your application to be considered for it. You will then hear whether or not your application has been successful in the January of the year your child is due to begin school insha'Allah.

If you have applied for a Reception place after our intake for September has been admitted, or for a place in another class, then your application will be placed on our waiting list for the appropriate class and will be considered should a place arise.

Application forms are vetted by our selection criteria and their position on the waiting list of a class is determined by this.

During our routine admissions period for the new Reception class intake, we will invite those attracting greatest priority to the school for a short interview. They will also have an opportunity to take a look around the school at this time.

Selection Criteria

These currently are:

- Level of commitment to our school's values;
A shared ethos shapes a strong and vibrant school community.
- Proximity to the school;
Being close to the school will help punctuality and lessen road traffic.
- Mode of transport to school;
The school encourages the use of "environmentally-friendly" forms of transport to school.
- Social factors;
We pay heed to applicants demonstrating a need for extra support due to social or domestic problems, as well as applications from members of staff.
- Siblings already enrolled at the school;
Siblings gain automatic entry to the school.

Over Subscription Criteria

Should any two applications qualify equally for a single place then we will apply a closest-to-school oversubscription criteria and the closer address would gain the place.

Please Note

Because the school is a busy place and we try to channel all our time and energy into its efficient operation for the effective learning and development of our pupils, we regret that we are unable to show parents around at other times.

We strongly advise parents to apply to as many schools as possible for their children's schooling and not rely on only one to avoid disappointment should their application be unsuccessful for any reason, e.g. a high number of sibling applications.

Please be advised that Al-Noor school cannot at any time disclose the position your application may be in the waiting list.

School Fees

Al-Noor Muslim Primary School's fee is based upon a policy of investing in our resources and our staff members. We believe we should reward them for their hard work and loyalty as well as finance good educational resources so that we can provide our children with an education of high quality.

1. The following amount of fees must be paid.

Fees for Al-Noor Primary from September 2007		
Beginning of the Academic Year	£2550	Per year
Beginning of each term	<u>or</u> £917	Per term
Admissions Registration Fee (NON - REFUNDABLE)	£200	At the time of Admission
Re- Registration Fee *	£150	At the time of re-registration
There will be a discount of £200 for any parent with a third child or more simultaneously enrolled at the school.		

* Children will be required to submit a re-registration fee before the conclusion of each academic year if they wish to enroll for the following year.

2. Non-payment of fees will automatically result in the temporary suspension of the child from the school.

3. On payment of fees the suspension will be lifted. However from then on, an extra term's fees will have to be paid each term in addition to the usual fee for each term.

4. Parents who wish to remove their children from Al-Noor Muslim Primary School at any time in the school year, are required to give one full term's written notice. Failure to do so will result in one term's full fee being payable.

Attendance

School hours are from 8:00am to 2:45pm Monday to Friday. Parents/guardians are expected to bring their children before school starts and not earlier than 7:45am. Pupils must be collected immediately after the school day has ended and not later than 3:00pm.

It is essential that pupils maintain full attendance throughout their programme of study. Holidays are not allowed during term-time and a DfES discretionary leave of ten school days is applied only to cases involving emergency or urgent need. Non-attendance must be accompanied by a letter from the parent the following day.

Lateness of arrival disrupts classes and teaching. Parents should ensure strict adherence to the school opening hours. We currently operate a successful “lock-out” policy for regular latecomers to encourage punctuality. No pupils will be allowed to leave school during school hours without permission from the Headteacher.

Failure to attend over a long period of time may require re-registration upon the return of a child.

Assessment and Reporting

Your child’s progress will be monitored through:

- Continual teacher assessment
- Formal end of Key Stage national examinations in year two and year six
- Tests in the summer term using the optional SATS tests in Maths and English for years 3, 4 and 5
- Regular spelling tests
- Regular times tables tests (when appropriate)

We send progress reports home to parents at the end of each term.

Parents’ Evenings

Parents’ Evenings are held twice a year. The first is held just after the first half-term of each new academic year. The focus at this meeting is to set appropriate targets for your child. The second is held close to the end of the school year to report back on the progress your child has made over the year.

School Uniform

Our school uniform is strictly compulsory. It consists of a navy blue sleeveless pinafore and shirt with pyjamas for girls and a navy blue thawb with pyjamas for boys. Pinafores and thawbs can only be purchased from the school.

SEN & Learning Support

Some children may require learning support due to behavioural, emotional or learning-related difficulties, which may require further investigation. The school will involve parents as soon as possible to ascertain the best course of action. Often early intervention will enable the child to make sufficient progress so that no further action will be required.

In the event that it is agreed that the child will need further support, the Headteacher will enter into dialogue and discussion with parents or carers and teachers to create an 'Individual Education Plan' (IEP). This is specific to the child's learning needs and the child's progress will be reviewed regularly.

If the child is still not making progress the school in discussion with the parents will seek the advice and support of external agencies. They will assist with appropriate strategies to further the child's development.

Salaah

From year two onwards our children pray salaah in congregation each day. We hope to inculcate this spiritually purifying and self-reflective habit for life by adhering to this compulsory pillar of Islam and revolving the school day around it.

Meeting with Teachers/Headteacher

If parents are concerned about any aspect of their child's education or experience at school they should make an appointment to see the class teacher.

We hope that discussing the problem with your child's teacher will resolve your concerns. However if parents are still worried and they wish to take the matter further, they should make an appointment to see the Headteacher.

Sometimes parents might wish to see the Headteacher directly. The Headteacher will try to see parents straight away but if that is not possible will ask parents to make an appointment through the school office.

Lunches

Hot meals are not yet available for pupils during lunch times. Therefore parents are requested to provide a packed lunch for their children. All packed lunches must be brought in a plastic container or lunch box with the child's name clearly marked on the outside.



Student Code of Conduct

Love of Allah and His Rasool, salAllahu 'alaihi wa sallam, the respect for all teachers, staff and members of society, within and outside of the school premises are some of the most important qualities imbued in the child at Al-Noor. We believe wholeheartedly that we cannot inculcate these values within our children on our own but only hand-in-hand with their parents and families. We request that all our families foster the school's messages with their children at home to help us nurture and build strong, confident and emotionally mature individuals and communities of the future, with the help and permission of Almighty Allah.

Behaviour Management

It is the objective of our school to provide a safe and secure Islamic environment for our children to learn and develop. Al-Noor enforces a positive developing-behaviour management strategy that seeks to encourage good behaviour and motivation through praise. It also recognises that a disciplinary code is needed too. This is progressive in nature and designed with the child's welfare and guidance in mind. Insha'Allah, each child will learn to acquire self-discipline through a growing awareness of the rights of others. We want our children to learn and play happily and safely without being subjected to, or inflicting on fellow pupils, any form of bullying, aggression, victimisation, improper language or offensive gestures.

Pupils are expected to show respect towards and obey all teachers during and outside school hours. Neat and tidy school uniforms must be worn during school hours; children in non-uniform may be sent home. The Headteacher may require pupils to be withdrawn from the school if their conduct is deemed detrimental to the health, safety and general well-being of the school community.

Pupils must not cause damage to either school property or the property of fellow pupils, nor must they attempt to remove any equipment from the school premises. If the Headteacher deems it necessary, parents of the offending pupil will be asked to attend the school to discuss their child's behaviour.

The moral and Islamic education of a child can only be effective with the co-operation and support of their parents/guardians. We ask all our parents to strive to deflect inappropriate and unsuitable media influences from their children.

Parents are also kindly requested to show respect towards staff members. We realise that great damage is caused to children, their behaviour and the disciplined school environment, by the display before them of dissent between school and parents. This jeopardises and undermines the values we all share and want to nurture in our children.

Entry into the school premises by parents during school hours will not be permitted without the prior permission of the Headteacher. Members of the school's board of trustees are permitted to enter the school for school-associated work from time-to-time. All members of the school's staff and board of trustees have been vetted by the criminal records bureau.

If circumstances arise, due to unruly behaviour, formal disciplinary procedures will be taken including the possibility of suspension or exclusion from the school. Pupils have the right to fair and equal treatment, with the right to adequate warning and appeal. Al-Noor maintains an equal opportunities policy. No pupil of the school will be discriminated against on the grounds of race, religion, colour, sex, disability, age or social position.



Term Times

School dates are designated with the local education authority school calendar and the Islamic calendar in mind. The school will be closed for Muslim festivals and public holidays. Mirroring local authority guidelines, we have 190 school days and 5 days of staff in-service training in each academic year. The school calendar is distributed to all parents.

Suggestions and Complaints

All suggestions and complaints are welcome. Comments and suggestions should be submitted to the Headteacher in writing. Parents also have a forum for discussion and input through a comments and suggestions box, a formal complaints procedure, directly to the Headteacher and through our annual general meeting.



Amendments

Al-Noor school reserves the right to amend or alter any rule, regulation or policy, without prior notification, as it becomes necessary.

