



# **Al-Ashraf Primary School**

Al-Ashraf Centre

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Gloucester

Gloucestershire

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[primary.al-ashraf.org.uk](http://primary.al-ashraf.org.uk)

## WELCOME TO AL-ASHRAF PRIMARY SCHOOL

*Assalamu Alaykum W.W,*



On behalf of the school governing committee and the staff, it gives me great pleasure to thank you for your interest in Al-Ashraf Primary School.

By the will of Allah (SWT), Al-Ashraf Primary School was started as a community project in 2006 with 25 children and Alhamdulillah through your continued support, has now grown into a fully-fledged primary school with 185 pupils.

Al-Ashraf Primary School has established a name for itself for providing high quality education in a safe, secure, inspiring and harmonious Islamic atmosphere. Our aim is to build firm foundations, nurture your child's delicate personality, make every pupil feel valued and cared for and ensure each child achieves their potential.

We look to instil in our pupils, Islamic values, British Values, good manners, confidence and a sense of duty and purpose towards the world. We believe this will help them excel spiritually and academically and make positive contributions to tomorrow's society.

Insha Allah we are confident you will find us helpful, supportive and approachable.

We humbly request your whole-hearted support and active participation in this very noble endeavour.

*Wa alaikum as salam.w.w.*

Mufti Abdullah Patel,

Head Teacher [apatel@al-ashraf.gloucs.sch.uk](mailto:apatel@al-ashraf.gloucs.sch.uk)

School website: <http://primary.al-ashraf.org.uk/>

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## **MOTTO**

Our school logo portrays the school motto: '**Firm Roots, Branches in The Sky**'

This has been adapted from a Qur'anic verse, which describes the results of strong Imaan as a tree with strong roots, healthy branches and flourishing fruits

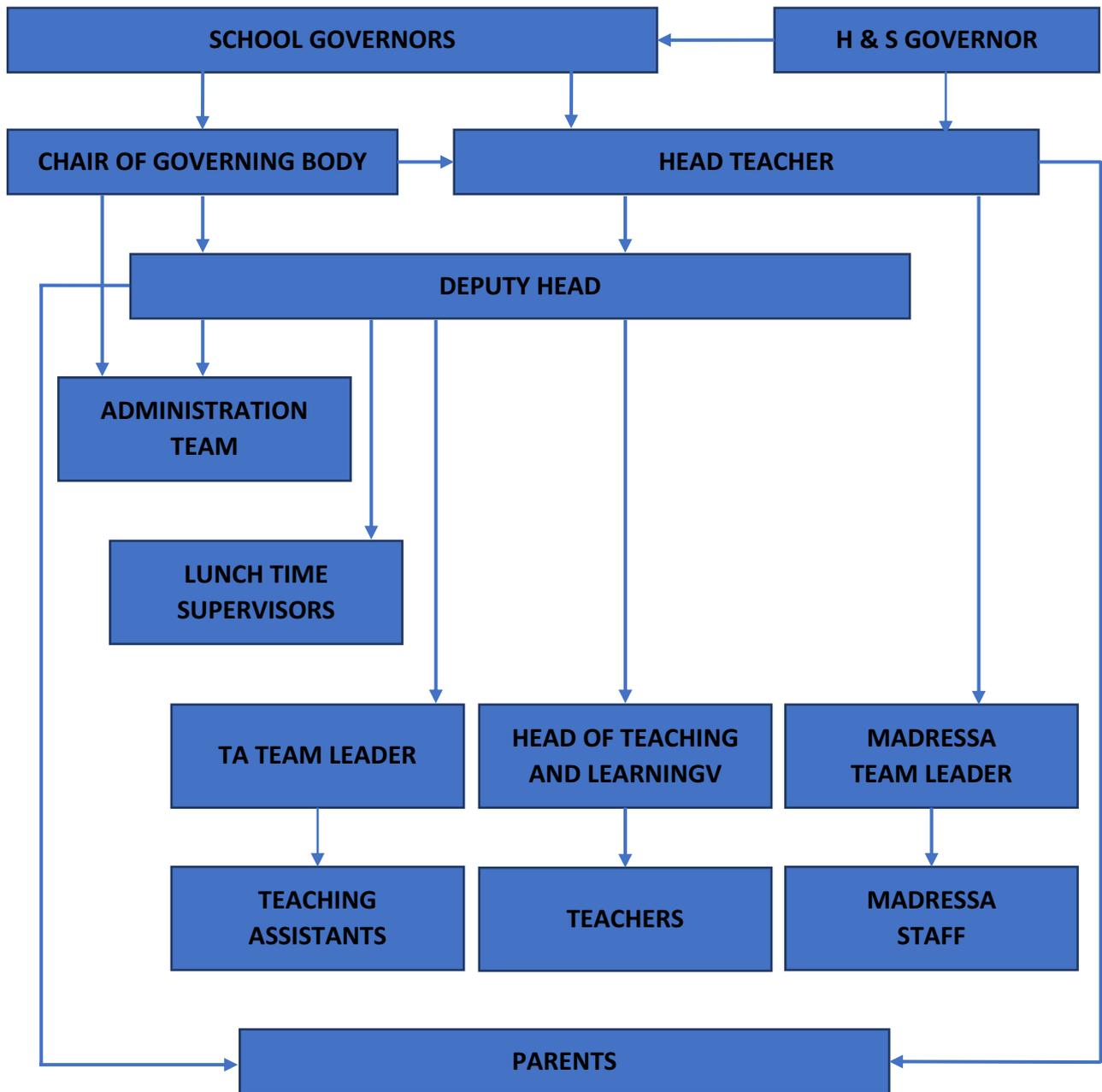
## **MISSION STATEMENT**

*"To create and promote firm foundations in a warm caring Islamic environment, in which each child can achieve their full potential in Faith and Education, and blossom into individuals who are proud of their Muslim identity and who are an asset for our society"*

## **SCHOOL CONTEXT**

Al-Ashraf is a small independent Primary school, with an attached Nursery unit which acts as the main feeder to the school. Despite the school being in an area of social and economic deprivation, its performance in KS2 national tests is consistently outstanding, surpassing results of neighbouring schools. The school's ethnicity is diverse, but mainly consists of children from south Asian heritage. Starting with 25 pupils at its inception in 2006, the number of pupils on roll at the school has increased to 185 in 2017 following high demand from the community.

# ORGANISATION: AL-ASHRAF PRIMARY SCHOOL



## ADMISSIONS

An individual welcome pack is available for children wanting to attend the school.

Admission forms can be downloaded from the website, collected from the school office or requested by post by phoning the Primary school offices on 01452 503533.

If you are considering an admission and would like to visit the premises, our office staff would be very happy to take you around the school. Please contact the office to arrange an appointment.

## AL-ASHRAF NURSERY

We have a well-established Nursery, which caters for children aged 3+, (and eligible 2-year olds) who follow the DFE's EYFS Foundation stage curriculum.

The Nursery also offers weekly Mother and toddler groups.

Please visit our Nursery website for more details at <http://nursery.al-ashraf.org.uk>



## AIMS

To achieve our mission statement, our aim is to:

- Continuously assess and positively reward the effort and progress made by our pupils.
- Deliver education in stimulating and challenging ways, setting tasks and goals that are achievable to all.
- Create tolerant individuals who respect and appreciate others people's cultural background, feelings, views and all capabilities.
- Instil Islamic values, good manners, confidence and a sense of duty and purpose towards the world.
- Have high expectations of our pupils not only in academic excellence but also in standards of behaviour and character, both inside and outside school.
- Equip our pupils with skills to confidently accept the challenges of today's changing world.
- Seek to maintain close cooperation between the school, parents and the wider community.



## SCHOOL VALUES

Our School values should be evident in all that we do at school. We draw focus to each individual value over the course of a half term. Children are taught about the constituent elements of each value and begin to understand the importance that we place in each. Assemblies are used to introduce and explore the values in greater depth. We also try to incorporate the value in other curriculum areas whenever possible. By emphasising the importance of these key tenets, we aim to embed these values within our curriculum, our staff and our pupils. Our learning values are:

**A = Ambition & Aspiration.** This means we always aim high and never give up. We display perseverance, determination to succeed, courage and resilience.

**K = Kindness.** This means we have compassion towards one another, respect one another and have strong friendships.

**H = Honesty.** This means our relationships are built on trust and we are honest in our actions.

**L = Loyalty.** This means we are loyal to one another and have strong friendships.

**A = Acceptance.** This means we tolerate and treat each other equally and with respect.

**A = Appreciation.** This means we always show gratitude to our for all that we have.

**K = Kinship.** This means we uphold strong ties of kinship/ strong friendships.

### Tarbiyyah – Personal Development

It is very important for us that our children develop into well rounded individuals with strong Islamic roots and foundations. Underpinning all our work is the Islamic ethos which runs through the entire school from early years through to year 6 in primary.

Observance of Islamic manners, etiquette and culture are all considered as part of the daily life and add to the holistic development of our children. Likewise, Islamic calendar, Islamic terms, manners of greeting, attitudes and behaviour will be an integral part of the school day.

### School Assemblies

The main purpose of assemblies at Al-Ashraf is to enhance children's knowledge and understanding on a wide range of moral topics and develop a tolerant attitude towards other religions and cultures in order to promote respect tolerance and social cohesion. Assemblies also aim to promote positive behaviour by instilling moral teaching and the noble ways of the Beloved Prophet (sallallahu alaihi wa sallam)

Lives of the companions of the prophet and our pious predecessors are expounded regularly in the form of inspiring and thought-provoking stories.

Assembly is delivered for the upper years by the Head Teacher and the lower years by the Deputy Head on a weekly basis. A theme is selected which is based either on annual Islamic events, e.g. Ramadhan, Hajj etc. or on important or on cross religious teachings, e.g., honesty, respect etc. To make this an enjoyable and memorable experience, the message is delivered in an interactive manner. This may include singing, storytelling or role-play. Our intention is to re-enforce the school's Islamic ethos.

Celebration of achievement is also one of the features of the assembly with a range of certificates presented to the children throughout the year in recognition of their hard work and effort.

### **Hadeeth of the Week**

The school has introduced a 'Hadeeth of the Week' initiative. Insha-Allah it is hoped that this will promote positive behaviour and instil the love of sunnah in our children from an early age. Each week a Hadeeth is introduced on Monday and then discussed and revisited several times a day by staff for reinforcement. It is also made available on the homepage of the school website for parents to view. Parents are encouraged to support the school in this endeavour by asking their child what the Hadeeth of the week is and encouraging them to practise upon it.

### **Behaviour**

At Al-Ashraf we strive to create an environment where the children are praised for their good work and behaviour. We use a "traffic light card system" to acknowledge good and bad behaviour. The children are introduced to "circle time" in order to discuss playground and classroom issues and to raise self-esteem so that everyone has a chance to be heard and contribute.

School behaviour rules have been established to ensure good behaviour is instilled inside and outside the classroom. The pupils following these rules are rewarded Akhlaaq Points. This scheme has been introduced to encourage children to exhibit good manners and behaviours.



## STAFF & CURRICULUM

The school endeavours to employ qualified teaching staff and classroom assistants in order to impart the best possible education to the pupils. Our development program for new teachers is strong and the development of our teaching staff is continuous. The quality of our teaching is monitored on a regular basis and is evident in our high academic achievements. The curriculum is a programme of planned activities which we organise in order to promote learning and personal growth and development. It includes not only the formal requirements of the National Curriculum, but also religious, social, moral linguistic, mathematical, scientific, geographical, and physical knowledge and skills. The curriculum also ensures we as a school provide the learning to develop independence and responsibility of all of our pupils. We ensure that all children have a high standard of education which is broad, balanced and relevant which provides continuity and progression and takes individual differences into account. We aim to teach our pupils how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their full potential.



The curriculum aims to:

- Promote dignity of each young person by teaching self-respect and respect for parents, elders and others, through the development of personal responsibility.
- Aid and assist each pupil to comprehend the complexity of the world in which they live, and that their own well-being is closely connected to the well-being of others.
- Seeks to free pupils from all prejudice and inspire in them the universal values of equality and fairness.
- Ensure they enjoy their life at school, and develop a love for learning, and the strong desire to continue their education as a lifetime experience. Through inspirational teaching and learning experiences, we aim to enrich and maximise all aspects of development - academic, spiritual, social, creative, physical, personal, moral, and emotional.
- Encourage children to choose healthy lifestyle options through guidance and role models.
- Motivate each child to acquire a moral attitude to life through conscientious awareness (Taqwa) and practise of Divine Guidance in all their affairs and transactions.
- As an integrated Islamic school, we aim to embed the Islamic concepts within the National curriculum by making inter-curriculum references as and where possible. For e.g. the science of shadows is linked with the salaah times, the grammar of palindromes is linked with the linguistic miracle of the Noble Quran. The school further facilitates the islamisation of the curriculum by connecting both the National Curriculum and the Islamic Curriculum in areas like Literacy and History.
- To use creativity to incorporate Islamic ideas and teachings into all lessons.

The school curriculum is based on the National Curriculum with the exception of music. Nasheeds (Islamic songs without instruments) are played during assemblies. Animate objects- Pictures of animate objects are discouraged unless used for genuine educational content.

Educational programmes are occasionally shown to pupils, that help to enforce class-work and prove to be useful learning material.

It is very important to us that along with Islamic development our children gain a holistic school experience. To achieve this the school delivers a broad and balanced curriculum which includes the delivery of the National Curriculum.

## **THE FOUNDATION STAGE**

The EYFS Foundation Stage curriculum is planned and structured with an emphasis on fun, relevant and motivating activities. The curriculum for the foundation stage is made up of seven learning areas.

- Communication and language.
- Physical development.
- Personal, social and emotional development.
- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.

## **KEY STAGE 1 AND 2**

The core curriculum at Key Stages 1 and 2 comprises:

- English
- Mathematics
- Science
- Information Communication Technology (ICT)

Children also study the subjects below as part of the National Curriculum. These are called Foundation Subjects:

- Art and Design
- Design Technology (DT)
- History
- Geography
- Physical Education

## **SMSC**

The Teaching of Spiritual, Moral, Social and Cultural Development of the children fits strongly with our ethos. This includes the teaching of:

- Right from wrong.
- Responsibilities at school, home and society.
- Respect for British law and democracy.
- Awareness of British institutions.

## BRITISH VALUES

Al-Ashraf Primary has British Values at the heart of its ethos and curriculum. Our dedication to ensuring that our students leave the school as independent and responsible citizens means that we reinforce British values of

- Democracy.
- The rule of law.
- Individual liberty.
- Mutual respect and tolerance of those with different faiths and beliefs regularly and take every opportunity to promote them.

Each class is equipped with an over-head projector facility which enhances the learning experience of our children. Alhumdulillah, the school continues to strive for excellence in all areas which includes investing in learning resources for the benefit of our pupils.

## CURRICULUM ENRICHMENT

A weekly programme of activities is incorporated into the school's curriculum to enhance and enrich the children's learning experience. These include: cooking, art, sport, language, singing (nasheeds), ICT, drama and gardening.

*An Ofsted Inspection in 2014 mentioned "The quality of teaching is consistently good, and sometimes outstanding; teachers know their pupils well and plan interesting activities, so pupils enjoy learning; parents are highly supportive of the school; they are confident that the school keeps pupils safe, and teaches them well; pupils' good spiritual, moral, social and cultural development is central to the work of the school; pupils develop well as thoughtful, tolerant and responsible young people."(HMI Report No 422775 19th June 2014)*

## THE ISLAMIAT CURRICULUM

The Islamic Curriculum comprises study of the Noble Qur'aan, Arabic and Islamic Studies. Children are taught to read, memorise and understand the Noble Qur'an.

All children in Key Stage 2 pray the daily Dhuhr salaah in congregation during the winter period. Key Stage 1 children are taught how to pray correctly under teacher supervision.

In addition to the general Islamic ethos and weekly assembly held at the school, an hour-and-a-half (11.00am –12.30pm) of formal madrasah education, taught by qualified or experienced teachers is provided by the Gloucestershire Islamic Academy.

Most children will have started some basic learning of the Arabic alphabet (Ahsanul-Qawaa'id) at home or in a Madrasah.

Children are assessed during the first few weeks and subsequently divided into different groups depending on individual standards.

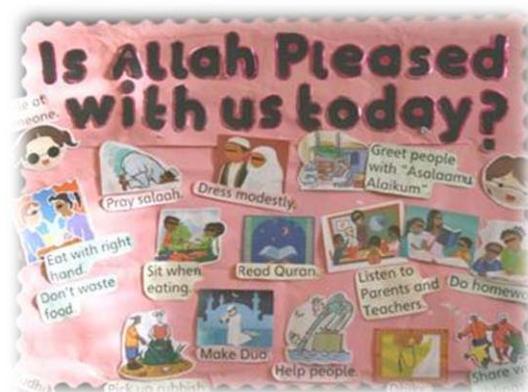
The aim of this lesson is to teach the students confident, fluent, correct recitation of the Holy Qur'aan with quality. As children progress at varying pace and speed, we group Qa'idah/Ammah/Hafti/Qur'aan classes according to pupil standards and not age groups. Targets and achievements are set by our Madrasah Staff according to each child's potential. This allows bright pupils to be challenged further, make progress according to their potential and move at a faster pace.

We recognise that fluent and correct recitation of the Holy Qur'aan depends on developing good basic skills during early years and avoiding common errors which become obstacles in the path of smooth and fluent Tilaawat (recitation) in later years.

Emphasis is placed on:

- Recognising letters of the Arabic alphabet in their different shapes and forms.
- Joining letters to form words and reciting them fluently.
- Correct pronunciation of letters.
- Differentiating closely sounding letters.
- Avoiding common mistakes through close monitoring.

In addition to this, beginning in Year 1, from 12-12:30 children return to their school year groups where they study lessons from the popular Safar series. These include, Fiqh, Seerah, Hadeeth, Akhlaaq and Aqaaid. Our aim for these sessions is to ensure we build a positive and successful learning environment which helps to further our children's Islamic knowledge, develop children's confidence regarding Islamic beliefs, promote good character and instil good manners (akhlaaq). Fridays are dedicated to memorising Surahs from the Qur'an and important daily supplications. (Duas)



Formal assessment of all children will take place twice a year, Insha-Allah.

## Home Support

Similar to schoolwork, parental support is essential for the progress of children's madrasah education. Parents are reminded to go over the day's sabak (lesson) at home and ensure children come well prepared. The school holds parent workshops occasionally through the year so that parents can support their child with the correct pronunciation of Arabic letters. Weekly classes are held to help mothers with the pronunciation of Arabic. This not only helps their own individual Qur'aan progress, but also equips them with the skills to help their children with the learning of the Qur'aan.

## Volunteering (A humble request)

The school has always made extra effort to be affordable to all parents by keeping fees at the lowest rate possible; therefore parents/guardians are requested to actively participate in all fundraising activities and help through voluntary means in any way possible.

## Visit to the Mosque for Jum'uah prayers

We encourage you take your child (boys only) to Masjid for Friday Jummah prayers at lunchtime. The school also offers this facility arranging weekly visit to the local Masjid for Jum'uah Salaat (if volunteers are available) for Year 4 students and upwards. Please volunteer for this vital service to encourage our children to experience Jum'uah Salaah in the Masjid.



## Helping in The Class

When available, volunteers are welcome to provide additional support. The staff are always appreciative of any help in the classroom or school on a variety of tasks.

However, if you prefer not to work directly with the children, there are administrative duties, some of which may be completed at home.

If you have a talent or expertise, which will benefit the children or the school, please let us know.

We shall be delighted to use it!

All volunteers require references and must be checked through the DBS prior to working with the children. Please ask the school admin office for assistance.

## SCHOOL TIMES

8.40am – 10.30am	Morning Class
10.45 am – 11.00 am	Mid -Morning Break
11.00am - 12.30pm	Islamiat teaching session
12.30pm- 1.30pm	Lunch Reception, Year 1 and Year 2
1.15pm - 2.00pm	Lunch Year 3, Year 4, Year 5 and Year 6
1.30pm - 3.30pm	Afternoon Class Reception, Year 1, Year 2 and Year 3
2.00pm - 3.30pm	Afternoon Class Year 4, Year 5 and Year 6

School doors will be open from 8.25am.

This will allow the children to settle down without delay.

Registration takes place at 8.40am and doors are locked at the same time at which point children should report to the school office and will be escorted to their class.

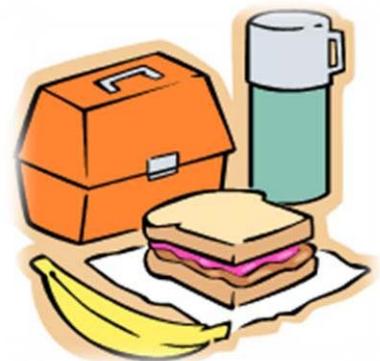
### Mid – Morning Break

All children are permitted to bring in a snack of their own choice, cut up and ready to eat; in a labelled plastic container.

We encourage healthy snacks such as fruit, raisins, breadsticks or healthy snack bar, as this is essential for their development and growth.

Milk is also available for the children (Reception- free of charge).

At Al-Ashraf we have a healthy eating policy. We do not allow sweets and chocolates in school. Please do not include them as part of your child's packed Lunch, or as a treat for during the day.



### Lunch Time Arrangements

At present we have a packed lunch or home dinner's option only. If you choose to take your child home for dinners you must ensure that you leave sufficient time in which you can collect and bring your child back to school, as lateness will be disruptive for your child and the teacher.

## ATTENDANCE & PUNCTUALITY

Lateness is a disruption for the class teacher, students and office staff. Bringing in your child late may also be upsetting for them, causing them an embarrassment. Regular attendance at school is vital if children are to gain maximum benefits from their education.

Parents with children who have 5 late arrivals in a term will be invited into school to discuss the issues surrounding their punctuality with the Head teacher/Deputy Head.

Absence can interrupt a child's learning and can lead to poor attitudes to school. If children are unwell or are absent for reasons that are accepted and regarded as valid, it will be noted as 'authorised' absence. Medical/Dental or any other appointments should be arranged out of school hours.

It is important for parents to inform us every time their child is absent from school. This may be done in the following ways:

- Telephone call to school.
- Send in signed not to school.
- Send verbal message- via an adult.

If the school is not notified, an unauthorised absence is recorded against the child's attendance record.

## **HOLIDAYS**

The Government has made clear that parents do NOT have an automatic entitlement to time off during school time to go on holiday. All holiday leave and other circumstances for absence in term time are at the discretion of the Head Teacher/Deputy Head Teacher. Provided the request is made in advance in writing by the parent/guardian looking after the child.

Requests for leave will ONLY be granted except in exceptional circumstances on a case-by-case basis.

- Holiday during term time will not be agreed when a pupil is just starting the school, if the reasons being offered for are not sufficiently compelling to merit exceptional leave, immediately before and during assessment periods. When a pupil's attendance rate is already below the school's target of 95% and if a child is in year 2 or year 6 as they are due to take SATs assessment.
- Extending a holiday by not making use of out of term time holidays (including pilgrimage), however if a few days leave is taken either side of term time holidays the school will look upon such requests far more favourably.

If parents fail to comply with the above and take unauthorised leave or take extend their leave above the authorised limit, penalties will be applied. Please refer to our attendance Policy for more details.

## **APPEARANCE**

Children are encouraged to take pride in their appearance, which promotes modesty and enhances confidence. Correct school uniform must be worn at all times. School uniform gives a distinct Muslim identity to pupils and parents are requested to cooperate with the school by ensuring correct attire is worn at all times e.g.

- Boys must wear a Topi (skull cap) and trousers above the ankles.
- Girls are required to wear long sleeves, head scarf and a pinafore; mid-calf length and to wear tights/trousers under the pinafore.

At Al-Ashraf we feel it is essential to promote understanding of following the Sunnats and learn about shame and modesty (Hayaa) from a young age to form a habit for the future, Insha Allah.

## UNIFORM LIST

Colours: Navy Blue, White, Grey or Black

School uniform with our logo is available from the National School wear centre.

Uniform can be bought from any high street store as long as it adheres to the school requirements. School logo on uniform is optional.

BOYS	
<b>Jumper, Cardigan or Sweatshirt</b>	Navy Blue
<b>Shirt/Polo Shirt</b>	White
<b>Trousers</b>	Black or Grey (trousers must be worn above the ankles)
<b>Topis</b>	White/Navy Blue
<b>Socks</b>	Plain White/Blue/Black/Grey
<b>Shoes</b>	Black school shoes – No trainers
<b>Jumper, Cardigan or Sweatshirt</b>	Navy Blue

### PE Kits

BOYS	
<b>T-Shirt</b>	White
<b>Jogging/Track suit bottom</b>	Grey/Black
<b>Plimsolls/Daps</b>	Black

### Summer Uniform

BOYS	
Short sleeves summer shirt or Polo t-shirt. Black/Grey below knee length shorts.	

GIRLS	
<b>Jumper, Cardigan or Sweatshirt</b>	Navy Blue
<b>Shirt/Polo Shirt</b>	White – Full Sleeves
<b>Skirt/Pinafore (mid-calf length)</b>	Black or Grey (trousers/tights must be worn under the garments)
<b>Headscarf</b>	White/Navy Blue
<b>Socks</b>	Plain White/Blue/Black/Grey
<b>Shoes</b>	Black sensible low heel school shoes – No trainers
<b>Jumper, Cardigan or Sweatshirt</b>	Navy Blue

GIRLS	
<b>Long sleeve T-Shirt or Polo shirt</b>	White
<b>Jogging/Track suit bottom</b>	Grey/Black
<b>Plimsolls/Daps</b>	Black

GIRLS	
Blue & White gingham dress with White Long sleeve shirt worn inside. White trousers Reception, Year1, Year 2 and Year 3 permitted to wear tights and leggings if dress is 3/4 length. No Jeans or Leggings/Jeggings allowed for Year 4 & above.	

## Optional Jubbah/Kafni For Year 3 & Above Students

Plain White/ Plain Black (above ankles.) White/Black trousers to be worn under jubbah

## Mandatory Trousers for Year 4 & Above Girls

Trousers to be worn beneath skirt, summer dress or pinafore.

No Jeans or Leggings allowed.

Please ensure all items of clothing and personal belongings are labelled clearly. The school will not accept any responsibility for loss.

## Personal Safety

Jewellery must not be worn at school (apart from stud earrings) Watches maybe worn if responsibility is personally accepted.

## School Bags and Jumpers



Satchel Book Bags



Unisex Embroidered V-Neck Jumper



Girls Embroidered Cardigan



Embroidered Rucksack

## SCHOOL POLICIES

The school has a set of comprehensive policies | policy statements which are available on the school web site [www.primary.al-ashraf.org.uk](http://www.primary.al-ashraf.org.uk) or to view from the office on request. Advance notification is required if you desire a personal copy.

The following policies are available on request:

- Admission Policy
- Attendance Policy
- Health and Safety Policy
- Health and Safety Policy on Educational Visits
- Health and Safety Procedures
- Healthy Eating Policy
- ICT Acceptable Use Policy
- Marking Policy
- Safeguarding Policy
- School Complaints Procedure
- SEN Policy
- Calculation Policy



## SEN: SPECIAL EDUCATIONAL NEEDS

The Class Teacher working with the appointed SENCO regularly performs varied observations and record progress, for all pupils within the classroom. Observations will allow us to recognise and address any concerns efficiently. The school has limited resources to cater for serious learning difficulties, so parents are encouraged to make an appointment and speak with the teacher if they have any concerns.

## SAFEGUARDING

Al-Ashraf Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response. In recognising our responsibilities for Safeguarding and Child Protection, as a school we:

- Have clear staff recruitment and selection procedures, ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure.
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Support children who have been abused in accordance with his/her Child Protection Plan.

- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

For more details on our school's safeguarding policy please visit our school's website on <http://primary.al-ashraf.org.uk>.

## **EQUALITY**

At Al-Ashraf Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socioeconomic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

## **ADMISSIONS**

The school has an admission policy available on request or available for download from the website [www.primary.al-ashraf.org.uk](http://www.primary.al-ashraf.org.uk) Any applications may be considered by the school governors (if necessary) and will be subject to the additional following conditions:

Parents/guardian must agree to work in partnership with the staff and governors in the education of their child.

All members of the education partnership undertake to ensure that children, abide by the rules and regulations of the school, as determined by the governors.

## **IN PARTNERSHIP WITH PARENTS**

The privilege of a low-cost independent Muslim community school can only be maintained by parental participation at all levels from organising fundraising events; attending meetings; taking part in events; offering their time and expertise and encouraging other family members/parents to do so.

## **PARENTS EVENING**

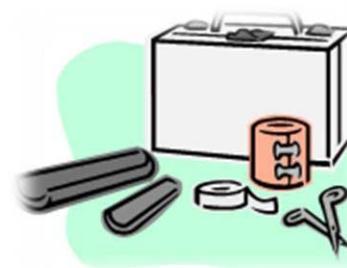
We arrange two parents' evenings each year, in the autumn and spring terms. At each of the evenings you will be able to discuss your child's progress with the class teacher. Parents are allocated ten-minute appointments. If further discussion is necessary a separate appointment can be arranged. This is also an ideal opportunity to meet with Governors to see how you can support your child's school.

## **CONCERNS & COMPLAINTS**

Any concerns regarding your child, their welfare or progress, should primarily be discussed by appointment with the deputy head teacher or teaching staff. If results of any complaint or concern are not satisfactory they can be discussed further with the Head Teacher on appointment. Procedures outlined in our complaints policies will need to be adhered to; policy is available on request or from the website, [www.primary.al-ashraf.org.uk](http://www.primary.al-ashraf.org.uk). Suggestions and constructive ideas are welcome, however all final decisions will have to be agreed by the Head Teacher.

## FIRST AID/MEDICAL CARE

Parents of children suffering from any medical condition, should complete medical forms and inform staff on arrival to the school. Any medication required for the child's condition e.g. inhaler, must be clearly labelled and given to the teacher, who will store it safely for the child until it is required. There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is purely a voluntary role.



May we suggest a hearing and sight test for your child before starting school in order to ensure that they have the best possible start to school.

## SCHOOL FEES: ACADEMIC YEAR 2017/2018

### Reception Class

School Fees for Reception Class are set at £875 which includes a deposit of £100 which must be paid when your child's application is confirmed (the school year before your child starts); this payment is non-refundable (School fee is subject to limited changes following the Governing Committee's annual review).

Note: This charge is separate to the admission fee. Please refer to The Admission Policy for more details.

All cheques should be made payable to: **Al-Ashraf Primary School**

The remainder of the fees can be deposited using any of the following options:

**Direct Debit:** Mandate set over 8 months. Consisting of 8 equal payments £96.88 paid in monthly, from September to April.

**One Single Payment:** £775 - Payment accepted either online or cheque, which must be paid by the end of September.

**Three Termly Instalments:** Payment accepted either in online or cheque, which must be paid by the end of each month

- £258.33 paid in by cash/cheque in September
- £258.33 paid in by cash/cheque in January
- £258.33 paid in by cash/cheque in April

Acknowledgement and Receipts can be provided on request.

Online Bank Details can be provided on request.

### Year 1 - Academic Year

Fees are set to £1075, but are subject to limited changes following the Governing Committee annual review. All payments to be completed by April 2018.

## Year 2 - Academic Year

Fees are set to £1125, but are subject to limited changes following the Governing Committee annual review. All payments to be completed by April 2018.

## Year 3 - Academic Year

Fees are set to £1175, but are subject to limited changes following the Governing Committee annual review. All payments to be completed by April 2018.

## Year 4 - Academic Year

Fees are set to £1225, but are subject to limited changes following the Governing Committee annual review. All payments to be completed by April 2018.

## Year 5 - Academic Year

Fees are set £1,225, but are subject to limited changes following the Governing Committee annual review. All payments to be completed by April 2018.

## Year 6 - Academic Year

Fees are set £1,225, but are subject to limited changes following the Governing Committee annual review. All payments to be completed by April 2018.

Please refer to the school's Admission Policy (available to download from our website) for more details on the admission procedures and process.

The fees include charge for one set of Safar work books for your child's school year and Ofsted charges.

## Confirmation fee for enrolled students

A £50 confirmation fee (which is subtracted from school fees) is payable by end of previous school year.

## Discount

A discount mechanism is in place per academic year available to each sibling<sup>1</sup> enrolled. This discount only applies to siblings attending Al-Ashraf Primary School or Al-Ashraf Secondary Girls School. **Please note there has been a £75 increase from last year's fees. The £75 increase is added after sibling discount has been applied.**

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<sup>1</sup> Sibling is defined as a (full/adopted/half/step) brother or sister living at the same address where that child will be on the school register in the academic: year for which the admission is requested.