

Head Teacher's Welcome

Welcome back to school from all the staff at Al-Ashraf Primary School. It has been wonderful to see the children rush through the doors as the new school year begins.

Our School is a vibrant and inclusive small Islamic school at the heart of our local community. Our dedicated and talented team of staff is passionate about providing a broad and deep curriculum, to ensure every child can reach their highest potential. We have high expectations for all children and believe in nurturing a child's natural curiosity and creating in them, a life-long love of learning.

We provide a caring and supportive environment for our children to thrive and for our parents to feel valued, as part of our school community.

Parents play a vital role in supporting our school; those past and present are clear that the most important factors of life at Al-Ashraf Primary are that we radiate a welcoming and friendly ethos, that their children love coming to school and that they are encouraged to learn in a supportive, yet challenging environment.

Maulana Abdullah and I wish to keep our channels of communication open with parents to enable us to understand and work in harmony so that our objectives in educating our children are fulfilled. We will be present in the playground every morning where you can speak to us, alternately, you can make an appointment via the school office.

Please pay us a visit - it would be my pleasure to show you around our fabulous school.

Mrs Zainab Apa Patel



Contacting the school

Please feel free to contact the school on 01452-503533 or book a face-to-face appointment with any member of the Senior Leadership Team.

Feel free to pop into the Admin office anytime during the school day with any immediate enquiries or email our admin team: padmin@al-ashraf.gloucs.sch.uk. JazakA...

We are in the process of updating our website <http://primary.al-ashraf.org.uk>; Once completed, information about the school, events, curriculum overviews, newsletters, a yearly calendar and policies will be available for parents.

Term Times

TERM	START	END
1	3 rd Sept	25 th Oct
2	4 th Nov	20 th Dec
3	6 th Jan	14 th Feb
4	24 th Feb	3 rd April
5	21 st April	19 th May
6	1 st June	9 th July

You will find a detailed school calendar on the school website. Please do refer to it to find out about school events throughout the year.

If there are any changes to the above dates, we will inform you at the earliest opportunity, inshaA...

Parking

The school playground can be used as a temporary car park when picking up and dropping off children. Please refrain from parking unlawfully and causing disruption to neighbours.

Pencil Cases

We will be providing every child with their own pencil cases, fully kitted with whatever they need for the classroom, from glue sticks to pencils, purple pens, rulers and sharpeners.

If a pencil or eraser were to run out, the school will happily replace them. However, if a child loses any of the stationery, they will be expected to replace it themselves. We believe this approach, preferred by many other schools, is a great way to empower our children and create a greater sense of personal responsibility.



What to bring to school?

As a bare minimum, every child should bring with them a healthy packed lunch and the requirements for that day, e.g. PE kit when necessary, exercise books, homework etc.

Absences and Illnesses

If a child is too unwell to attend school, please notify us at the earliest opportunity through ParentMail. If you fail to notify us, your child will be registered as having an unauthorized absence.

Safeguarding

Al-Ashraf Primary is committed to safeguarding and promoting the welfare of children and young people in line with government legislation. The school expects all staff and volunteers to share in this commitment, raising concerns when necessary. Please see the attached safeguarding booklet and the safeguarding policy on the school website.

Admin Office

The Admin office will be open from 8:15 am daily, until 3:45 pm, inshaA...

PTA (Parents Teacher Association)

Our PTA organise a variety of fun and social events, such as Mums and Munchies, staff and pupil lunches and various other fundraising initiatives throughout the year to raise money for the school.

This money helps to pay for some of the vital extras for our children and our school.

Anyone is welcome to join the committee to discuss ideas and plan upcoming fundraising for our school. It does not matter if parents can't make every meeting and it is always very friendly.

Our PTA also appreciate volunteer helpers for their events. Please do call our office if you feel you could help.

Governing Body

The governors are a body of volunteers set up to help the school provide the best possible education for its pupils and thereby raise standards.

They have a legal responsibility to conduct the school with a view to promoting high standards of educational achievement.

Together with the Headteacher, the governors set the future direction for the school and decide how the school's budget should be spent.

As a Governing Body, they make decisions collectively on matters such as performance targets, school policies and the school's improvement plan. The governors provide the Head teacher with support and advice, drawing on their own knowledge and experience. If you are interested in becoming a Parent Governor, please do let us know.



Social Media

Please follow our school and your child's progress on social media:
 Twitter – @AlAshrafPrimary
 Instagram – @AlAshrafPrimary

ParentMail

As part of our efforts to improve school-parent communication, we have purchased the ParentMail software, which connects schools and parents, efficiently and reliably using modern technology making essential communications much simpler for everyone. It means minimal paper wastage, online payments, our own app, online parents evening manager, and many other features. We will be arranging a parent's training session in school to offer support to parents who require assistance with setting it up.

All you will have to do is download the school's ParentMail app when you receive a text link from ParentMail. If you do not receive this text message by Saturday 7th September, please contact the school's admin office to ensure your contact details are up to date.



Please ensure that we have your up to date contact information so that ParentMail can be set up accurately. Additionally, on occasion school staff may need to contact you during the day if for example your child is unwell. It would be helpful to have at least three emergency contacts per child.

Our School Values

Our school values are summarized in the word AKHLAQ, an Arabic word meaning 'good character':

- A Ambition
- K Kindness
- H Honesty
- L Loyalty
- A Appreciation
- Q Quality

Each value will be the focus in each half-term. We hope that parents can support the school embed these values into our children's lives.

Medicine at school

As you may be aware, the school is unable to administer medication to your child without your prior consent, and at the dosage levels prescribed by doctors. On most occasions, your child will be asked to take the medication themselves, which will be recorded and signed by their class teacher.

All prescribed medicines, including asthma inhalers and epi-pens which children may need at school must be handed in to the school office. They must be clearly labelled with the child's name, contents and exact dosage required and must be accompanied by a form signed by a parent giving permission and clear instructions for their administration (copies of this are available in the school office). They may be collected from the school office at the end of the school day. Asthma inhalers are kept in an accessible place by the class teacher for all children, and we will inform you if your child has used theirs during the school day. If required, teachers will be given consent to keep medication securely in their classrooms for ease of access.




School Uniform

The full uniform list can be found on our website, <http://primary.al-ashraf.org.uk/downloads/UniformList.pdf>

Meeting Teachers

If you would like to meet class teachers before the first formal parent's evening, please feel free to book an appointment with them, at their convenience.

As you can appreciate, their commitment to teaching means early mornings, long days and late nights, therefore please consult with them beforehand. They are always willing to help.

<p>House Teams We have split the children into four houses:</p> <ol style="list-style-type: none"> 1. Sayyiduna Abu Bakr RA 2. Sayyiduna Umar RA 3. Sayyiduna Uthman RA 4. Sayyiduna Ali RA <p>Pupils can earn house points for good behaviour, manners and effort. We announce the weekly winner in our Friday assemblies with the trophy having the team colours placed around it for the week.</p> <p>Parent’s evenings As is clear on the parent calendar for this year, we have assumed two parent’s evenings, but with a slight twist. From this year, we expect these meetings to be pupil-parent-teacher consultations, with the child at the centre of their learning, again, to build their confidence and create a greater sense of personal responsibility for their own learning. More details will be provided closer to the time, inshaA...</p>  <p>Star of the Week Every week, class teachers will be selecting children who have been <i>stars</i> throughout the previous week: shining lights and leaders. Each child to receive this accolade will be given a star of the week certificate which will showcase their brilliance for their family members.</p> <p>Parent Helpers The school actively encourages parents to come into the school to help out with activities such as listening to children reading and school trips etc. The school also welcomes parents wanting to share outside skills with pupils e.g. cooking, cultural talks, languages or professional skills. If you wish to help out at the school, please do come and talk to us.</p>	<p>School Home-work As per our Homework Policy (available on the school website), the class teachers will distribute homework tasks to children, which may come in a variety of forms. We do not wish for homework to be an insurmountable burden, but also feel that it can help bridge the gap between students and create confidence in children.</p> <p>We encourage parents to:</p> <ul style="list-style-type: none"> ✓ Show a positive interest in homework; talk and ask questions. ✓ Help and support but encourage independent thinking. Please do not complete the child’s homework for them. It will only serve to stunt your child’s educational growth. ✓ Ensure children have the time and space to complete homework. ✓ Praise children for their efforts. ✓ Giving due importance to non-written tasks such as reading and assisting in the learning of tables and weekly spellings. ✓ Keeping the staff informed of any changes in the child’s circumstances, which may affect their learning. <p>At Al-Ashraf, we are very keen for parents to support and help their children with homework. We take the view that children are likely to get more out of an activity if parents get involved as long as they do not take over too much. However, there are times when we will want to see what children can do on their own. It is particularly important, as they get older, for children to become increasingly independent.</p> <p>Please do ensure homework tasks are completed and handed in on time to ease the teacher’s workload.</p>	<p>School Timings</p> <p>- Mornings School gates will be open by 8:10 am, and children will be allowed into the school building at 8:20 am, going straight into their respective classes where their teachers will be waiting for them. Any child arriving in the school after 8:30 am will be registered as late. Please ensure your children attend punctually on time to ensure their learning can begin with minimal disruption.</p> <p>- Afternoons School gates will open at 3:15 pm, with children expected to be waiting and ready soon after 3:30 pm. Please be punctual in picking up your children, no later than 3:40pm.</p> <p>Here for you With every school change, big or small, there are bound to be questions and queries, which we will be happy to answer, iA. Please help us make a success of it by supporting our staff and helping us where you can.</p> <p>Where you feel you can offer your expertise and support, please do not hesitate to contact us. We wish for parent involvement and want you to have a voice in the future successes of our school, inshaA...</p> <p>We hope this document has given you a brief overview of our school for this year. However, please remember we are always available via visits, phones calls or emails should you need any more information. There is a lot to take in! We want the support that our school offers to families, to reflect the great trust that you are placing in us by choosing our school. We look forward to welcoming you into our warm and nurturing community.</p> <p>Please keep our school, our children and our staff in your duas. They are priceless and draw the special mercy of A...</p>
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Staffing Team

As you're aware, the school's structure has changed slightly, causing the staffing team to also change slightly. Below are some of the staffing changes you should be aware of.

Teaching Staff	Responsibilities
Mrs Zainab Apa Patel	Head Teacher Designated Safeguarding Lead Science Curriculum Policies SENDCo
Maulana Abdullah Patel	Deputy Head PSHE Islamiyat SMSC Feedback Assessment Pupil Welfare
Mrs Khatija Apa Panchbaya	EYFS Manager Health and Safety Staff Well-being Deputy Designated Safeguarding Lead
Mrs Hasina Apa Varachia	Educational Consultant Curriculum Policies
Mrs Sabiha Dukandar	English Subject Leader
Mrs Shagufta Parveen	Reception/ Willow class teacher
Mrs Naseem Apa Veshmia	Reception/ Willow Islamiyat teacher
Miss Kyra Timmins	Y1/2 – Elm class teacher
Mrs Hanifa Bham	Y1/2 – Elm class Morning TA
Mrs Rabya Apa Girach	Y1/2 – Elm class Afternoon TA
Mrs Shaakira Apa Veshmia	Y1/2 – Elm Islamiyat teacher
Mrs Mwanaidi Apa Foulds	Y1/2 – Elm Islamiyat TA/ Tajwid Teacher
Mr David Briggs	Y3/4 – Cedar class teacher
Mrs Rubyna Apa Nanabawa	Y3/4 – Cedar class Morning TA
Mrs Shamim Apa Girach	Y3/4 – Cedar class Afternoon TA
Mrs Umme Kulthum Apa Nakhuda	Y3/4 – Cedar Islamiyat teacher
Mrs Naima Apa Mehta	Y3/4 – Cedar Islamiyat TA/ Tajwid Teacher
Miss Farheen Nanabawa	Y5/6 – Oak class teacher Maths Subject Leader
Mrs Asma Apa Kathrada	Y5/6 – Oak class Morning TA
Miss Habibah Apa Veshmia	Y5/6 – Oak class Afternoon TA
Maulana Hassan Ghodawala	Y5/6 – Oak Islamiyat teacher
Miss Habibah Apa Veshmia	Y5/6 – Oak Islamiyat TA/ Tajwid Teacher
Mufti Ismail Patel	Support Islamiyat TA/ Tajwid Teacher
Mrs Naadiya Moosa Mrs Arefa Apa Patel	Admin Office
Mrs Yasmin Chopdat	Payroll Officer
Miss Ruqayya Ginwalla	Nursery Admin
Mrs Aisha Patel Mrs Nawshaba Ryman Saib Miss Asma Moosa Mrs Naseem Veshmia Mrs Farida Pandor	Nursery Practitioners
Mrs Khaleda Apa Shaikh Mrs Mollika Rahman Mrs Shahnaz Khalifa Mrs Naheed Akhtar	Lunchtime Supervisors

If you wish you contact any member of staff, please arrange a meeting with the Admin Office. JazakA...