

# *Abu Bakr Islamic School*

<http://www.cambridgeislamicschool.org.uk/>

## **Aims and objectives of the school**

Abu Bakr Islamic School's aim is:

- To provide a sound Islamic Education to children from 5 yrs to 12 yrs old and, to help them develop a sense of belonging to the Muslim Community.
- To nurture the student's personality towards the best moral conduct, healthy attitudes and self-discipline in accordance with the teaching of the Quran and Sunnah and to encourage him/her to develop as responsible citizen, contributing to the well-being of society and of humankind in general.
- To enable students to fulfil their obligation to worship Allah in the manner that the Quran and Allah's messenger have prescribed.

## **The School's Curriculum**

The curriculum is carefully designed for children, to fulfil these requirements:

To be able to read, write and understand commonly used Arabic terms and phrases, including Quranic reading.

To have a full understanding of basic Islamic beliefs.

To be able to understand and perform the rituals that are practiced in Islam.

To acquire the necessary knowledge and skills for practicing Islamic etiquettes and morals.

## **The subjects taught:**

1. Arabic and Quran
2. (a) Sirah of the Prophet Muhammad (S.A.W).  
(b) Stories of other Prophets.
3. Islamic Studies
4. Morals/Manners based on the teaching of Prophet Muhammad (S.A.W)

## **How do we plan to achieve these objectives?**

- Teachers meet regularly to plan lessons.
- Teachers plan lessons that are stimulating and interesting, using a variety of methods and activities. The Arabic and Islamic Studies Syllabus, including targets are available online. Paper copies are available upon request.
- Lessons are planned to meet the needs of the children, according to their age and ability. Group teaching as well as one-to-one teaching styles and strategies are used in classes.

There are 8 classes altogether (Boys/Girls mixed):

- Reception – 5-6 yrs
- Class 1 – 6-7 yrs
- Class 2 – 7-8 yrs
- Class 3 – 8-9 yrs
- Class 4 – 9-10 yrs

- Class 5 – 10-11 yrs
- Class 6 Boys – 11-12 yrs
- Class 6 Girls – 11-12 yrs

### **SCHOOL POLICIES:**

The following outline important information from our school policies. Please refer to the school website: <http://www.cambridgeislamicsschool.org.uk/> for the complete versions of our policies. Paper copies are available upon request.

### **Admission/Registration:**

Children will be admitted to the school from ages 5 to 12. In Reception, Year 1, and Year 2; each class should have a maximum of 20 children. Classes 3, 4, 5 and 6 may have up to 25 children.

Admission normally occurs at the beginning of each school year and when there is a vacant place in a particular class.

The following criteria will be taken into consideration before a child is admitted to the school:

- a. Children who have older brothers and sisters already in the school
- b. Children who are on the waiting list
- c. Children from nearby villages
- d. Children from reverts
- e. Children's ability in Islamic and Arabic studies

A special concession is made for teachers needed by the school. Their child may be admitted as young as 4yrs.

A special concession is also made for the children to repeat the class **for one additional year only, if necessary**. This recommendation will be decided by the teacher with the consultation of the parents. The final decision would be made by the Head.

### **Discipline:**

We believe that the school should be a happy and secure place for all. Therefore, we encourage every child to behave in a responsible and self-disciplined manner and to be concerned about the needs and rights of others.

We ask the children to:

- Greet fellow Muslims with "assalamu alaikum"
- Always walk and speak quietly
- Treat everyone with respect
- Help everyone to enjoy school
- Respect other people's right to speak
- Be sensible
- Tidy up before leaving school
- Be friendly
- No Mobile Phones
- No sharp instruments

Bullying, name calling, fighting and ganging up is strictly forbidden. Continuous aggressive behaviour is discussed with the parents concerned and appropriate action is taken by the Head of the School. The school holds the right to suspend the child in extreme circumstances.

A log book of incidents reported will be kept.

### **Attendance/Lateness:**

**Children are expected to arrive on time (9.55am) as lessons begin at 10.00am.**

If children are unable to attend school on the day then parent/carers must inform the school on the following number: (01223) 243768 or 07783483081 or 07891666126.

If a child is late for 2 school sessions per half term, the parents will receive a warning. If lateness still occurs, the child will be suspended. If a child is absent without reason more than twice per half term, a warning will be sent to the parents. If absences continue after the warning, the child will be suspended from the school.

The school's complete attendance policy is available online and must be read by all parents before their child begins school. Paper copies are available upon request.

If the parents arrive before 9.55am with their child, then they should go directly into the Main Hall. There they should make sure that the children do not touch any of the items or displays. From there the parents should leave with their child to be in the class by 9.55am.

### **Dress Code:**

We believe that every culture as well as religion has a distinct identity. Therefore we believe that children attending our school allows for an excellent opportunity for them to express their Islamic as well as cultural identity. In doing so, we encourage children to dress as follows:

- (a) cover the entire body except the hands and face for girls
- (b) no transparent or revealing clothing;
- (c) loose; not tight-fitting clothing
- (d) boys should wear trousers/ shorts that are below the knees
- (e) girls should wear a headscarf
- (f) suitable indoor and outdoor footwear

### **Lunch time snack:**

Food is a huge blessing from Allah that he has given us both for our sustenance and our pleasure. In return we have a responsibility to look after our health by ensuring we eat only halal and healthy food. Healthy eating habits are formed in childhood and therefore it is the responsibility of both parents and teachers to form these habits.

The Islamic School would like to remind parents to try to provide their children with a good healthy lunch at the School.

We would encourage the inclusion of:

- A sandwich with healthy filling e.g. salad, cheese or egg
- A piece of fruit
- A small snack e.g. cereal bar, crackers or biscuits
- A drink e.g. water, fruit juice or milk

Please avoid fizzy drinks, crisps, chocolate or sweets, all of which are generally unhealthy or harmful for children's teeth.

Please also ensure that all food is halal if prepared at home or if bought. Look for halal or vegetarian labelling which ensures that food is in accordance with our deen.

### **Parking:**

We would like to remind parent/carers that the school car park is not a playground and therefore you should ensure your child arrives and leaves the school grounds safely and promptly.

All car drivers are also reminded to take great care when in the school grounds. Please park only in the designated parking bays and do not block any entrances. Please refer to:

<http://www.cambridgemuslims.com/services/school/ParkingInformation.htm>

for specific information about parking at the school.

### **Dropping off and collecting your child from school:**

- SCHOOL STARTS PROMPTLY AT 10.00am.
- SCHOOL ENDS PROMPTLY AT 2:00pm.

For children in Classes: Reception, 1, 2, 3, 4 and 5, it is essential that parents should drop off and collect their child from the appropriate classrooms.

For children in Class 6 (boys/ girls), it is accepted by the school that some parents feel their child is responsible enough to arrive/leave the class by themselves and either meet their parents outside the school or make their own way home. If you allow your child to arrive to/ leave the class alone, then we would like to remind parents that the school cannot accept responsibility for the care of your child before entering or after they have left the classroom.

It is also noted that some parents may send an older brother or sister to drop off or collect children from younger classes. In this case, again the school cannot accept responsibility for the care of your child before entering or after they have left the classroom.

If possible, parents should try their best to attend Dhuhr prayer at the school with their children (12.30pm winter time and 1:30pm summer time).

### **Payment of Fees and Registration:**

School fees are currently set at £20 per month for the first child and then £10 per additional child from the same family. Fees should be paid by a monthly standing order only. Please note that fees are likely to increase periodically, however we will confirm this in writing to parents with a minimum of one month's notice.

In certain cases where you cannot afford to pay, please come and talk to Br.A.Latif

## **HEALTH/ SAFETY POLICY**

### **Policy Statement**

This policy sets out the approach Abu Bakr Islamic School will undertake in reporting all accidents, hazards, near misses and dangerous occurrences. Abu Bakr Islamic School has the duty to look after the health, safety and welfare of its staff and pupils and this includes a duty of care to reduce accidents, as far as reasonably practicable.

## **Medical Forms**

All parents have mandatory responsibilities to fill in the **Medical form** whose children have medical condition. It is also the duty of parents to update the school of any **medical changes** in their child.

## **Duty of Care**

The duty of care is a general legal duty on all individuals involved with Abu Bakr Islamic School to avoid carelessly causing injury to persons while undertaking general school duties such as:

- Classroom activities
- Fund-raising events

## **Our Commitment**

The aim is to ensure that all accidents, hazards, near misses and dangerous occurrences are fully reported and investigated, so that trends as well as corrective actions can be identified.

**Near Miss:** Where a serious accident or incident could have occurred but did not occur due to one or more factors, such as a member of staff detecting an unsafe condition and taking appropriate corrective action.

**Dangerous Occurrence:** Where a serious accident has occurred but there was no physical injury.

## **Investigation**

The aim of an accident investigation is not to assign blame to an individual or group of people involved, but to look for solutions to prevent similar incident occurring again. Accidents arise from a combination of conditions rather than a single-cause; any investigation should focus on why an incident happened, and not just on what happened.

## **Responsibilities**

Teachers are responsible for:

- Completing accident and hazard investigations
- Corrective actions where appropriate and
- Passing a signed report to the Head Teacher.

## **First Aid**

The Head Teacher has the overall responsibility for ensuring that adequate First Aid Training is undertaken by nominated members of staff. The Head Teacher also ensures that the First Aid box is kept fully equipped and accessible to the First Aider in school.

Should there be any incidents that require First Aid treatment, individual teachers or helpers will always seek the named First Aider to administer this.

## **Insurance**

### **Public Liability**

### **Limit of Indemnity**

**£5,000,000**

### **Fund Raising:**

The school does not permit any individuals or organisations to do any form of fundraising or charity collection on school premises (whether within the school building or outside the school) without the written permission of the Head of the school.

### **Advertising and Selling:**

The school does not permit individuals or organisations to advertise, buy or sell goods and services on school premises (whether within the school building or outside the school).

### **Fire Safety**

All staff are familiar with the fire regulations and procedures of the hosting school (The Grove).

The Head Teacher ensures that the Grove School Fire Policy and procedures are clearly displayed and accessible throughout the school.

### **PARENTS' ROLE IN THE SCHOOL:**

Here are some ways in which you can help your child (ren) to reinforce what they have learnt in the school:

1. Discuss with your child what they have learnt in school. If they have learnt any Surahs/ Duas, help them to memorise them. Praise them for their effort. If they are not doing well or not taking interest in their work, come and talk to the teacher and find out how you can help. If you need to see a class teacher, please arrange a time before or after school.
2. Make sure they do their homework regularly. If a child continuously does not complete homework, parents will be informed. If there is no response after the warning, the child will be suspended from school.
3. Make sure that you are good role models for your child at home and at school. Bring and collect your child from school on time. Lessons begin promptly at 10:00am and finish at 2:00pm.
4. The school entrance will be locked at 10.00am and will be opened again at 1:30pm for parents to join the Dhuhr prayer. Not only will this encourage your child to pray but it will ensure that children are collected promptly from their classrooms at 2:00pm. Wudu facilities are available.
5. Read the school policies to ensure the rules and guidelines are adhered to.

Education starts at home, exerting a strong influence on the upbringing of a child. The children are our future, so it is up to parents and teachers to educate them in such a way that they will grow up with the help of Allah (S.W.T) to be confident, practicing Muslims.

IT IS A VENTURE WHICH SHOULD CONCERN THE ENTIRE COMMUNITY.

JAZAAK ALLAHU KHAIRAN