

**Primary
SCHOOL**



PROSPECTUS

ABU BAKR AL-IHSAAN ACADEMY

2023/24

Welcome to Abu Bakr Al-Ihsaan Academy

Assalamu alaykum wa rahmatullahi wa barakatuhu

“Acquire knowledge, learn and teach with dignity and tranquility and humility”

Umar ibn Al-Khattab

A warm welcome to Abu Bakr Al-Ihsaan Academy

Our school aims to educate our students to an outstanding standard in the formal national curriculum subjects - within the context of a warm, safe and secure Islamic environment. In addition, the strong faith dimension of the school facilitates the provision of a deeper sense of meaning, purpose and strength for our students and staff; with a wide range of curricular, extra-curricular and enrichment activities that promote independence of thought, compassion for others, creativity, and a sense of responsibility both individually and for the good of society.

Abu Bakr Al-Ihsaan Academy prides itself on strong academic rigour, a supportive pastoral care program and teachers who are motivated to provide the very best in educational opportunities for our students. Parents strongly appreciate the tremendous enthusiasm, energy and expertise that our staff bring to the school and to their daughters' education. We are blessed to have such a cohesive team of sincere and dedicated staff who are always ready to accept new challenges and work hard to overcome them.

We aim to equip our students to become global citizens of the future. They will leave us with the skills necessary for life in an ever- changing, highly technological and very competitive world whilst also fulfilling their potential to become confident, articulate, and successful leaders and positive role models in our diverse multi-cultural and multi-faith society.

We are determined to continue to uphold the values, ethos and vision that have made Abu Bakr Al-Ihsaan Academy so successful in recent years - while endeavouring to create an even brighter future for our students through innovative curriculum design, inspirational teaching and an increasingly effective partnership between parents, pupils and the school community.

Please feel free to visit the website for an application form and further information about the work of the school and the Abu Bakr Trust.

Mr.M.Ramzan
Executive Head teacher



Aims and Objectives

All praise is due to Allah SWT who is our Creator and Sustainer. It is Allah alone who deserves all praise. Almighty Allah is unique in all His attributes and His power evades everywhere and all time. May peace and blessings be upon our final and beloved Prophet Muhammad (SAW).

The following Qur'aanic ayah shows the high place that education has in Islam.

‘Allah will exalt in degree those of you who believe, and those who have been granted knowledge and Allah is well acquainted with what you do.’

Surah Al Mujadilah: 11

Whilst the benefits of being in the path of knowledge are truly immense;

‘He who issues forth in search of knowledge is busy in the cause of Allah until he returns from his quest.’

Tirmidhi

“If you educate a man, you educate an individual. If you educate a woman, you educate a nation.”

African Proverb

‘Management of School

Our school is headed by the Abu Bakr Trust, which is concerned with the running of the school, its policies and finances.

Chairman- Mohammad Zia-Ul-Qasimi

C/O- 154-160, Wednesbury Road, Walsall. WS1-4JJ.
01922 626 829



Mission Statement

It is only through gaining knowledge can we advance as a society.

At Abu Bakr Al-Ihsaan Academy our aim is to provide a strong Islamic environment in which our pupils achieve their full potential and go on to become outstanding ambassadors for Islam. We are committed to creating a culture of learning in which pupils will strive and flourish Insha'Allah.

Our school is headed by the Abu Bakr Trust, which is concerned with the running of the school, its policies and finances.

Our school is based on a foundation of the teachings of Islam and we endeavour to provide a journey that fosters true Iman and love for Islam in the hearts and minds of our pupils, staff, and parents.

We aim to:

1. Encourage our pupils to grow and develop an Islamic personality based upon the teachings of the Holy Qur'aan and the teachings of our beloved prophet Muhammad (SAW).
2. Provide a safe, welcoming environment in which pupils feel confident and secure.
3. Value each pupil as an individual ensuring they reach their full potential academically and spiritually.
4. Encourage good behaviour, respect and the value of working together.
5. Provide pupils the opportunity to develop their leadership skills.
6. Enhance a sense of belonging and strengthen commitment to society so that our pupils become aspiring, effective and productive members of our society.



Admissions

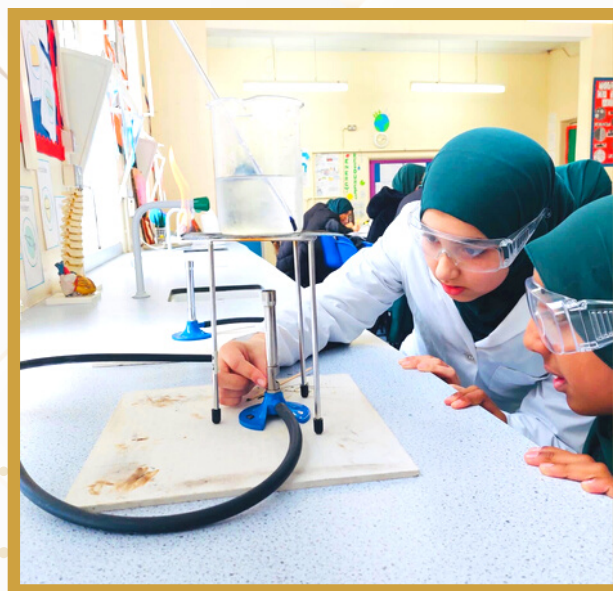
Prospective parents are expected to complete our school application form from the website and submit it to us electronically. All applications should be accompanied by an administration fee of £200, your child's most recent school report and a copy of the birth certificate. This should be emailed to the school's admissions officer electronically at abgs.admissions@abubakrschool.org.uk. Please note the administration fee is non-refundable and is not part of the school annual fee.

On receipt of the application, a reference request will be made to your daughter's existing school. On receipt of a satisfactory reference a confirmation letter of your daughter's place at the school will be sent.

Should it be felt that an interview is needed, parents and pupils will be invited to the school. A decision for admission will follow this interview and a formal letter will be sent to parents. This decision will be made at the discretion of the Head Teacher and is final. If it is felt that an application cannot be accepted a letter regarding this decision will be sent to parents as soon as possible.

All parents will be expected to support the schools Islamic ethos and to nurture and encourage Islamic values at home. All parents/guardians of new pupils are expected to attend an induction evening in June of the year of entry.

Preferences are given to siblings already in the school. Incomplete applications will not be processed until all documents and information have been received.



School Uniform

Boys	Girls
<ul style="list-style-type: none"> • Plain black topi (KS1 optional) • Grey school trousers • White polo shirt • Navy blue jumper • Grey socks <p>Fridays only – Juba any colour Black / Navy blue / Grey coat Black school shoes</p>	<ul style="list-style-type: none"> • Navy blue scarf– No pins (KS1 optional) • Grey sleeveless pinafore dress • White long sleeved blouse • Grey school trousers • Navy blue cardigan • Grey socks <p>Fridays only – Juba any colour Black / Navy blue / Grey coat Black School shoes</p> <p>No make-up or nail varnish is permitted. Pupils may wear a wrist watch and one pair of studs or sleeper earrings. No other jewellery is permitted. No smart watches allowed.</p>
P.E Uniform	Uniform Supplier
<ul style="list-style-type: none"> • Black jogging bottoms • Light blue polo shirt (short sleeves) • White sports socks • Black OR white trainers • Black fleece jacket <p><u>Light Blue Polo</u></p> <p>ASDA</p> <p>Sainsburys</p>	<p>Click on the following suppliers to be directed to their site</p> <div> <p><u>Navy Jumper</u></p> <p>ASDA</p> <p>Sainsburys</p> <p>Marks & Spencers</p> <p>Matalan</p> </div> <div> <p><u>Navy Cardigan</u></p> <p>ASDA</p> <p>Sainsburys</p> <p>Marks & Spencers</p> </div>

Uniform checks are done on a daily basis and sanctions apply to those pupils in incorrect uniform.

Stationery

Pupils should ensure they have at all times, all the necessary stationery and equipment required. Every item should be clearly labelled.

Pupils are expected to complete all their homework on time and keep their books clean and tidy.

It is compulsory for all pupils to have the following equipment at all times:

Stationery	
Pencil Case 1	Pencil Case 2
2 x HB Pencils	Pack of 12 Coloured Pencils
1 x Rubber	Pack of 12 Felt Tips
15cm + 30cm Ruler	Highlighters
Sharpener	
Handwriting Pen (when a pen licence has been granted)	

Until January, pupils may bring a temporary school bag. In January, a school bag will be introduced.

Disclaimer: We do not want pupils to bring in extra and/ or expensive items for stationery.

Food and Drink

At our school it is our policy to encourage healthy eating and to promote a healthy lifestyle for our pupils. During break, children will be provided with a snack and a drink of milk or pupils may bring in fresh fruit. After snack, children go out into the playground for play.

Pupils may opt to purchase from the lunch menu offered for four days during the week. Sweets, chocolates and fizzy drinks are not allowed in school. We recommend fruit and vegetables, crackers, cheese, yoghurts, sandwiches, rice and pasta.

For health and safety reasons we cannot provide food warming facilities so parents are asked to buy thermal storage containers for children who prefer warm food. Parents are asked to supply a napkin in the lunchbox. Please ensure you only provide your child with lunch that they will eat as lunch supervisors spend a considerable amount of time encouraging children to eat foods that parents would like children to eat, but which they dislike.

Parents are also asked to send a bottle of water, clearly labelled with their child's name each day. These can be refilled at school.

Phase	Break	Lunch Time
Reception	10:00am – 10:25am	11.50 am – 12.35pm
KS1	10:00am – 10:25am	11:50am – 12:35pm
KS2	10:00am – 10:25am	11:50am – 12:35pm

School Day - Primary

Time	Monday – Thursday
8:00 – 8:40	Breakfast Club
8:50	Registration
8:55	Focus Morning Activity
9:15	Lesson 1
10:00	Break
10:20	Lesson 2
11:00	Lesson 3
11:40	Lunch
12:35	Registration and Lesson 4
1:35	KS1 – Outdoor break KS2 – Salah
2:00	Lesson 5
3:00	Dua
3:15	School Ends

Time	Friday
8:00 – 8:40	Breakfast Club
8:50	Registration
8:55	Assembly
9:30	Lesson 1
10:20	Break
10:40	Lesson 2
11:25	Golden Time
11:45	School Ends

The School Day

Regular and punctual attendance is essential for good progress at school. Punctuality is a discipline of life and it is an important lesson for children to be taught. Parents play an important role in this respect and as such should ensure that all school times are strictly adhered to.

Gates Open: 8:40am

Breakfast Club: 8:00am - 8:40am

Phase	Start time	Finish time
Reception	8:50am	3:15pm
KS1	8:50am	3:15pm
KS2	8:50am	3:15pm

Late Collection

School closes at 3:15pm for all pupils. If you arrive to collect your child after 3:30pm you will be charged £5 late fee for every 15 minutes. We understand at times there may be a genuine reason for late collection this should only be in exceptional circumstances.

Friday School Closure 11:45am

Parents are expected to ensure their child is collected promptly at the end of the school day. Our Late Collection Policy will apply where children are not collected on time.

After School Club on Fridays

We provide an after school club on Friday afternoons from **11:45am - 3:00pm**.

Pupils are supervised by members of staff, will take part in activities and will be expected to bring in a full packed lunch for the afternoon. There will be a charge of £8.00 for the afternoon session, which will be payable on the day.

Breakfast Club

The club runs every day from 8:00am – 8.40am where supervision and breakfast is provided. There is a daily charge of £4.00 per session.

Attendance and Punctuality

We would like to remind parents of the importance of good attendance and punctuality. As a school we take attendance and punctuality very seriously. Parents are responsible for ensuring that their child attends School regularly and punctually. The school policy is very clear that on no account should pupils be absent or late without a valid reason.

If a pupil is unwell before or during school and they 'car share' parents **MUST** ensure that alternative provisions have been made for the arrival and collection of their own child. We cannot approve pupils to leave school early due to car sharing issues.

Parents must also try to keep all medical or dental appointments for pupils outside school hours. If pupils need to leave School during the day to attend medical appointments, they must bring with them a medical letter before the appointment day. Pupils must be collected by a parent/carer on such occasions and will be asked to sign out.

We will monitor attendance and punctuality very closely. Where regular absences occur or your child is late to school regularly then the school may carry out home visits to identify the reasons for absence, lateness or any concerns we may have. The school will also notify the local authority where regular absences or lateness occur without a valid reason as any unexplained pupil absences are now regarded as a safeguarding concern.



Attendance and Punctuality

Extended visits to the country of family origin provide important opportunities to reaffirm family, linguistic and cultural identities. As such they can be positive personal and educational experiences. At the same time there is evidence to indicate that visits resulting in significant absence from school during term time can have a negative impact on attainment.

The law states that families do not have the right to take children out of school during term time.

Our policy for extended leave is given below:

Primary

Our policy only allows ONE extended period of absence of 10 days during term time in each phase. Circumstances in which leave will be granted are given below.

Phase 1 Reception to Year 3 - Only one period of leave.

Phase 2 Year 4 to Year 6 - Only one period of leave.

For Hajj 3 weeks leave is granted, but only once during their school journey.

1. Exceptional circumstances such as visiting grandparents, a parent or siblings during terminal illness. Medical information may be requested where it is felt necessary. For other family members who do **NOT** fall into this category, leave is not granted.
2. Holidays to the country of family origin in which family and close relatives reside.
3. Umrah leave.
4. Hajj Leave: Where parents are performing Hajj and pupils are also travelling, or will need to move town to live with other family members during parental absence, a maximum period of 15 days is granted.



Attendance and Punctuality

Holiday Absence

A Holiday Absence Form must be completed in all circumstances 4 weeks prior to travel. Parents MUST contact the school via email Sheereen.bhana@abubakrschool.org.uk where they have had to travel in an emergency.

Points to Note:

- For all absences, pupils are expected to catch up work missed. This may require attendance to lessons outside school time and parental support will be expected.
- Should pupils not return to school after the period authorised, pupils will be removed from School roll, unless the pupil is unwell on return, for which a medical note from a GP will be required.
- If there have been airline errors which cause a delay for return, official documentation will be required, e.g a letter from the airline.
- Where school is not informed of any extended leave undertaken, pupils may be removed from School roll and the local authority informed. No requests for appeal will be considered.
- A copy of tickets is required as part of holiday leave requests.



Code of Conduct

Self Respect

- Take care to present yourself, especially concerning uniform, punctuality and good behaviour.
- Take care of your belongings.
- Work hard to do class work and homework on time.
- Be proud of your achievements
- Be co-operative and trustworthy.
- Think things through for yourself.

Respect for Others

- Move quietly and sensibly about the building.
- Be a good listener.
- Always speak politely.
- Be helpful and welcoming to visitors and people who are new in the school.
- Never bully or act in a way that is unpleasant to others.

Respect for Learning

- Make it easy for everyone to learn and for teachers to teach.
- Arrive on time for school and for all school lessons.
- Begin and end lessons in an orderly way.
- Ask teachers for help when you need it and always try to help each other when appropriate.

Respect for the Environment

- Take care of the school.
- Look after rooms and furniture and leave them tidy for others to use.
- Take care of displays of work around the school.
- Keep the school a litter free zone.
- Think about the health and safety of others both on your way to school and in your movements around the school.



Behaviour and Rewards

The Prophet Muhammad SAW has said:

"The best amongst you is the one with the best manners." (Bukhari)

It is a primary aim of our school that every member of the School community feels valued and respected, and that each person is treated fairly and well. As Muslims, it is our natural disposition to be a caring, considerate and progressive community – where values are built on mutual trust, respect for all and fulfilling the rights of others.

The school's behaviour policy, therefore, seeks to embed an ethical framework for behaviour management. A process of sanctions and rewards applies to all aspects of School life, to promote mutual respect, discipline and harmony throughout the school.

Our Rewards Procedure

- **Verbal Praise**

Phrases such as 'well done,' 'you have tried hard,' and 'what a good response' etc should be used but more importantly, Mash'Allah should precede these positive phrases.

- **Delegating responsibility**

Where a child is consistently attending on time, performing well academically and in conduct, then it is at the teacher's discretion to delegate specific tasks for a child to encourage a sense of responsibility and recognition (from the child) that they can be trusted.

- **It's Good to be Green**

This system is used by all staff to highlight good behaviour in class and to note unacceptable behaviour.

- **The Golden Book**

The Golden Book records excellence across a number of parameters and is awarded by the Head Teacher each week.

- **Peg chart**

Pupils will move up the peg chart as and when they produce good work, good behaviour etc. When a pupil reaches the top of their peg chart, they are rewarded a sticker or a treat.

- **Merit Awards**

From Year 1 - 6 merits are awarded for good work, achievement, effort and good behaviour. Merits are recorded in pupil planners. The number of merits are totaled each term and certificates are presented.

Behaviour and Rewards

Sanctions

Sadly, there will be times when children are not well behaved.

Children need to discover where the boundaries of acceptable behaviour lie, as this is a part of growing up. These boundaries are firmly and clearly outlined below.

Minor breaches of discipline are generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding age of the child, as far as sanctions are concerned. Each case is treated individually.

Generally, children are made aware that they are responsible for their own actions and that breaking rules will lead to loss of privileges. Normal sanctions include a verbal reprimand and reminder of expected behaviour, loss of golden time and completing reflective forms. Should problems persist or be recurring, then parents will be involved at the earliest possible stage to ensure a collective approach to restorative behaviour and a more detailed behaviour monitoring system introduced.

Major breaches of discipline include:

- physical assault
- deliberate damage to property
- stealing
- leaving the School premises without permission
- verbal abuse
- refusal to work
- continuous disruptive behaviour in class

This type of behaviour is generally rare and it is the responsibility of the Head Teacher primarily who will deal with it, particularly if the problem keeps recurring.

Health, Welfare and Security of Pupils

Abu Bakr Al-Ihsaan Academy is a small and friendly place. If pupils have problems they are free to contact their form teacher, any other member of staff or our designated welfare officer is Mrs Rayhana Patel.

If pupils become unwell or have an accident at school and are unable to continue lesson, parents/guardians will be contacted as soon as possible. Parents/guardians will be asked to sign pupils out before leaving the school premises.

Taking Medication

If pupils need to take medication, they must always leave this with the first aider. Parents/Guardians must send a letter stating the dates and times that medication will need to be taken. Only prescribed medication and paracetamol can be given.

Istinja (Toilet Training)

Some of our children to wash themselves when using the toilet and children can wet clothes and create water mess which results in health and safety issues. Regulations do not permit staff to wash children, so we request parents to teach children the method to adopt when visiting the toilet.



Safeguarding

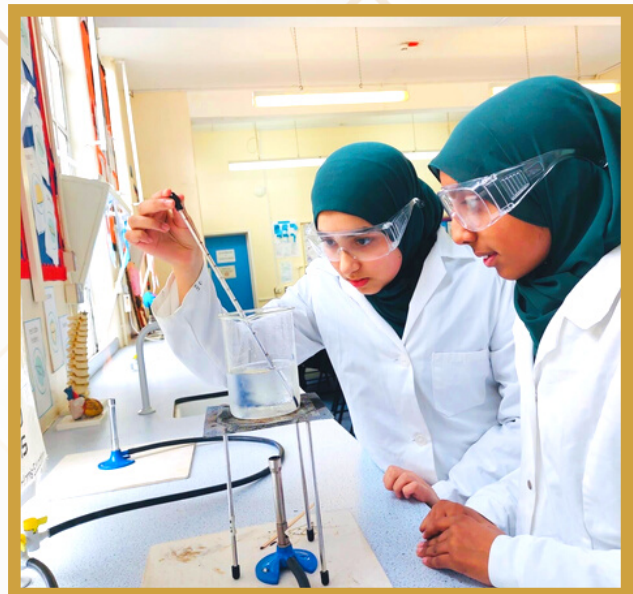
Concerns

We believe that you will find it easy to contact us if there are any concerns about your child's welfare, needs or progress. A given issue can be solved either by contacting your child's class teacher or if you prefer with the Welfare Officer. Please phone for an appointment so that a mutually convenient time can be arranged.

We work in close partnership with the Local Education Authority support services. Whenever necessary, those involved in working with your child will liaise closely between home and school in the interest of the individual pupil.

The following school policies are available on request:

- Anti- Bullying Policy.
- First Aid policy
- EAL Policy (English as an Additional Language)
- Behaviour Policy
- Health and Safety Policy
- Complaints Procedure and the number of complaints for the previous academic year.



The Curriculum and Extra Curriculum

As a school we believe firmly in providing our children with a curriculum that is varied, challenging and creative. We believe that learning outside the classroom firmly meets all three aims. When children learn outside the classroom they become motivated as it stimulates interest, curiosity and passion for 'doing'. These types of activities broaden horizons, enable the children to develop new skills and build relationships with their peers. They encourage our children to be more engaged with learning and therefore more likely to do well.

Learning outside the classroom can also support areas that are difficult to cover in the classroom. As teachers, we value its inspirational quality because it enables our children to understand better – for instance, what is the point of learning how to do a survey for geography if you never actually do it?

We fully appreciate that many of our children travel from all over the West Midlands and the challenges that this brings. However, parents should be aware that there are times that children will need to have arrangements in place so they can be dropped and collected from School at times beyond the normal school day. Where possible, we provide parents with as much time as possible to allow appropriate arrangements to be made. Long distance trips are kept to a minimum, so parents are rarely asked to make these alternative arrangements.

We expect that parents will support the school fully at all stages of their child's learning journey.

School Trips, Onsite and Offsite Activities

Class teachers will at some stage, wish to use a lesson to visit the local community to draw on its facilities and experiences. Please note that pupils will be supervised fully during the visit. Therefore, it would be helpful and time saving for parents to give their overall consent to offsite activities.

We send information about each trip or activity before it takes place.

School Clubs

A range of clubs are offered to children throughout the year. Details are sent at the start of the academic year.

Early Years Foundation Stage Curriculum

Children in Reception are working within 'The Early Years Foundation Stage'. This is a crucial stage in a child's learning and development, which supports and extends their range of basic skills, knowledge and understanding.

The Foundation Stage incorporates seven areas of learning, all of which are interlinked, and hold equal importance to a child's learning and development.

These seven areas are:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Mathematics
- Understanding the world

Expressive arts and design

The Foundation Stage recognises that young children learn most effectively through play, and it is well-planned play opportunities and experiences that underpin most of what we do in Reception. Each day areas of learning will be set up by adults who have taken into account your child's interests and next steps.

The Foundation Stage uses a cross-curricular approach, which means that within each topic, children will have opportunities to develop skills within each of the seven areas of learning.



The Key Stage 1 & Key Stage 2 Curriculum

The school follows the National Curriculum. Our aim is to provide the best possible education within the teaching of Islam. Our purpose is to lay down the foundations for academic and spiritual success. At the heart of our curriculum is our programme of Qur'an and Islamic Studies.

Throughout Key stage 1 and 2, our children are taught the following subjects:

Literacy	Numeracy	Science
Religious Studies	Geography	History
PSHEE	Qur'anic Studies	P.E
Computing	Art	Islamic Studies

Lessons are taught from an Islamic perspective to reinforce the links between faith and learning.

Islamiyah Programme

We offer the following subjects:

- Qur'anic Studies
- Islamic Studies

In Islamic studies the following topics are taught each year:

- Aqaaid
- Fiqh
- Akhlaaq
- Aadaab
- Seerah
- In Qur'anic Studies, pupils learn Surahs, Duas and understanding of some Surahs.

Equal Opportunities

The school aims to be an inclusive school, where equality of opportunity is a reality for all our children.

We work to foster the social and emotional growth of each child throughout their school life and foster positive attitudes towards our multi-cultural society. Children feel secure and know that they are valued. They are taught to appreciate the differences in others and encouraged to participate in all aspects of school life.

Pupils with Additional Needs

Respecting each child's unique personality, experiences, interests, strengths and weaknesses, we aim to maximise the development of our children and work towards realising their individual potential.

Teachers monitor pupils progress and provide appropriate tasks to stimulate, challenge and reinforce learning. Our assessments procedures allow us to identify children of exceptional ability as well as pupils who display greater difficulties in learning.

The individual needs of all children will normally be catered for within the classroom by the class teacher. A support teacher in each of our classrooms provides additional support for such pupils. On some occasions, additional support from parents will be required at home and in these cases the head teacher will arrange a meeting with parents and advise on the best possible course of action

School Fees

Frequently asked questions regarding school fees

Q. What do I have to pay to register my child?

A. There is a £200 charge to cover the administration of registration and assessment. This is non-refundable. From September 2023 a deposit of £400 is payable once you accept the offer of a place for your child. This is refunded when your child leaves school and all fees have been paid in full.

Q. What are the school fees for 2023/2024?

A. The school fee structure for the academic year 2023/2024 is as follows:

Abu Bakr Al-Ihsaan Academy

Year group	Total Fees
Reception to Year 6	£4000 (Evenly spread over 11 months @ £363.63 per month)

Q. When are school fees due?

A. Payments are made by standing order on the 5th or the 15th of every month. All fee payments are to begin from the 5th or the 15th of August 2023 with the last payment to be made on the 5th or the 15th of June 2024. As we are beginning a new fees structure for 2023-24, if your child's payment for August is not received by the 15th August, it will be assumed a place at the school is **NO** longer required.

Q. Are there other consequences of failing to pay?

A. Fees unpaid by two weeks or more after the due date will result in your child's place being withdrawn. Fees which continue to be outstanding will result in action being taken to recover the debt and associated costs.

School Fees

Frequently asked questions regarding school fees

Q. What are the Bank account details for the standing orders?

A. The Bank details for standing orders are as follows:

Bank Name: Metro Bank

Recipients Name: Abu Bakr Trust Primary

Recipients Sort Code: 23-05-80

Recipients Account Number: 45967344

Q. Are there any sibling discounts?

A. Yes, discounts are available for 2 or more siblings across the Trust

2 siblings - £200 per child

3 siblings - £300 per child

4 siblings - £400 per child

Discount for more than 4 siblings can be negotiated with management.

Q. How often are school fees increased?

A. There is normally an annual review of school fees which comes into effect at the beginning of the academic year (September). We will endeavour to give parents a terms notice if there is any change to the fees.

Q. Do I have to give notice if my child is leaving School?

A. Yes, a minimum 2 months notice in writing must be given before the removal of a pupil or a 2 months fee paid in lieu of such notice.



ABU BAKR AL-IHSAAN ACADEMY
The Pursuit of Excellence

How to find us

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