



Aims and Objectives

2023-24



Headteacher: Fatima Tahaiekt

Deputy Headteacher: Iman Ibn Tahaikt

Head of Administration: Abdul Latif Rajput

Management Committee: Fatima Tahaiekt, Abdul Latif Rajput, Iman Ibn Tahaikt

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 students' personality towards the best moral conduct, healthy attitudes and self-discipline in accordance with the teaching of the Quran and Sunnah. To encourage him/her to develop as responsible citizens, 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. E-copies of the Arabic and Islamic Studies Syllabi are available online and paper copies are available upon request, including targets. For Islamic Studies, we follow the syllabus of Weekend Islamic Studies textbooks.
- 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):

- Class 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 → 11 – 13 yrs

Parents' / Carers' 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 and practice 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 9.45 am 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.

Homework

Homework is an important part of ensuring your child's learning and application of knowledge in their everyday life, therefore we regularly set homework for Arabic and Islamic studies. Current procedure for children who fail to complete homework is to speak to the parents/carers first explaining the importance of homework. If homework is still incomplete on a further occasion, we will send a note home as a reminder. Failing this, a formal letter will be sent home and a meeting arranged with parents/carers. After this, as a last resort the child will be excluded.

Parking:

We would like to remind parents/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. If you do not find a place to park within the school grounds, then please do not block others. There are several side streets where you could park and walk your child to the classroom.

Dropping off and collecting your child from school:



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

For children in Reception and Years 1, 2, 3, 4 and 5, it is essential that parents/carers 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/carers 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 they must inform us of this arrangement and 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, you must inform the school and the school cannot accept responsibility for the care of your child before entering or after they have left the classroom.

Parents/carers must inform the school if someone else is going to pick up their child. If someone other than the pupil's regular adult comes to pick the child up without informing the school, then we must not allow them to go home with this adult as it relates to safeguarding issues. There is a form available from the class teacher that they must fill of their child and the person who is going to pick the child other than a parent/carer.

If possible, parents/carers should try their best to attend Dhuhr prayer at the school with their children (12.30pm wintertime and 1:30pm summertime).

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/carers with a minimum of one month's notice.

We have the full right to dismiss a child from the school if the monthly fees are not paid regularly without informing the school. We are happy to discuss of any circumstances regarding the non-payments.

SCHOOL POLICIES:

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

Admission/Registration:

Parents can apply for their child to join the school when registration opens every year in April.

Children who are successful, will be admitted to the school from ages 5 to 13 and. A maximum of 25 children in all classes.

Admissions normally occur at the beginning of each school year and it may also occur later in the first term 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 a member of staff volunteering at the school



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

A special concession is made for the children to repeat class 6 **for one additional year only, if necessary**. This recommendation will be decided by the teacher with the consultation of the parents/carers.

When an online application form is completed for a child's admission, the application is entered on to a **Waiting List**. Simply completing an application form **does not** automatically admit the applicant to Abu Bakr Islamic School. Applications are assessed and any that are found to be incomplete or contain incorrect, false or unreadable information will be rejected.

Where your child is on a waiting list, once there is a free place within a suitable class, a child's application form is re-assessed and the parents/carers will be informed. Unfortunately, sometimes we are not able to offer each child a place in the school due to a very long waiting list and limited free places available within the school.

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 another people's right to speak
- Be sensible
- Tidy up before leaving school
- Be friendly

Bullying, name calling, fighting or any prejudice-related behaviour is strictly forbidden. Continuous aggressive behaviour is discussed with the parents/carers concerned and appropriate action is taken by the Head of the School. This may include exclusion from the school.

A logbook 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 preferably by Email: office@abubakrschool.org or on the following number: (+44 1223 459249).

If a child is late for 2 school sessions per half term, the parents will receive a warning. If lateness still occurs, without a reason then a warning will be sent to parents and if this continues then 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/ carers before their child begins school. Paper copies are available upon request.

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. All students and staff are required to dress modestly and in accordance with Islamic guidelines. Students who are not in compliance with the dress code will be deemed to be in violation of Abu Bakr Islamic School rules of behaviour.

Parents are encouraged to assist their children by providing the appropriate clothing that fit the dress code.

In doing so, we encourage children to dress as follows:

- (a) no transparent or revealing clothing
- (b) loose; not tight-fitting clothing
- (c) trousers/ shorts below the knees/ Kameez Sarwal/ dresses/ skirts that are below the knees*
- (d) suitable indoor and outdoor footwear
- (e) girls who have reached the age of puberty are encouraged to cover the entire body (Hijab) except the hands and face.

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.

Abu Bakr Islamic School would like to remind parents/carers to try to provide their children with a good, healthy lunch at the School.

We would encourage the inclusion of:

- A sandwich with a 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 **nut-free** and halal if prepared at home or if bought. Look for halal or vegetarian labelling which ensures that food is in accordance with our deen.

We also encourage children not to share their food with others in school to avoid any reactions to unknown allergies.

Safeguarding

Through their day-to-day contact with pupils and direct work with families, all staff in school are trained in safeguarding children and have a responsibility to:

- Provide a safe environment in which children can learn
- Identify concerns early to prevent them from escalating



- Identify children who may benefit from early help
- Know what to do if a child tells them he/she is being abused, exploited or neglected

Procedures

We follow the procedures set out in the Cambridgeshire Safeguarding Children Partnership Board. Please refer to our Safeguarding and Child Protection Policy online for further details.

The Designated Safeguarding Lead (DSL) for Child Safeguarding is:

Ms. Iman Ibn Tahaikt

The Designated Person (DP) is: Mrs. Zina Ougana

Health & Safety

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.

If your child has been ill (e.g. diarrhoea, sickness etc) in the last 48 hours please do not send them into the school - even if they appear to be well, as this can still spread to other children.

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

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) unless with permission for fundraising events.

Dissolution:

Under any circumstances, if Abu Bakr Islamic School should close, then the Management Committee holds the right to distribute the assets and monies to a similar Islamic School or Charity.

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/carers, teachers and our community to educate them in such a way that they will grow up - with the help of Allah (S.W.T) - to be confident in their deen and be practicing Muslims.

JAZAAKUMU ALLAHU KHAIRAN