



# Altrincham Bayaan Academy

(Primary)

## Parent Handbook & Agreement



Dear Parents, *As salaamu alaikum wa rahmatullah*

We are pleased to welcome you to our 'Supplementary School' and InShaaAllah by establishing a mutual partnership, we can successfully educate your children.

### History

Altrincham Bayaan Academy was set up in 1996 in response to the needs of a growing local Muslim community.

### Aims and Objectives

- Teaching of the Qur'an with effective reading that incorporates the rules of Tajweed, in addition to the memorisation of surahs and duaas.
- Islamic Studies teaching that incorporates the message, meaning and practice of Islam.
- Developing and instilling Islamic characteristics that are espoused through the Quran and Sunnah.
- Providing a friendly environment, encouraging socialisation amongst other Muslim children.

We aim to equip pupils with the skills to proficiently read the Qur'an, but it may not be necessarily completed by class 6. Due to time constraints, the quality of reading and understanding is prioritised over the amount read.

### Age Groups and Classes

Bayaan caters for primary school children aged 4 to 11. Pupils are placed in classes according to their Qur'anic reading ability. Islamic Studies pupils are grouped corresponding to school year group/age. Classes range from Reception to Year 6 but the Reception classes attend one day ONLY.

### School Times

- Reception 5.30pm - 7.30pm(Friday) **OR** 10.00am - 12.00pm(Sunday)
- Friday 5.30 pm - 7.30 pm - Qur'an
- Sunday 9.55 am - 1.30 pm - Qur'an & Islamic Studies

There are regular breaks in between sessions.

### Fees

Fees are charged for the entire term and do not take into account any absence (please refer to fees information document). If you withdraw your child mid-year, a **notice period of half a term** must be given before the child is leaving, otherwise the full term's fees will apply in all circumstances. If fees are not paid within the first half of each term, a **LATE PENALTY FEE** will be charged. Fees can be paid via card payment online or card/cash/cheque payments may be taken at the administration desk.

### Registration of students (prior to start of the academic year)

Re- registration of existing students, new admissions to reception and year 7 as well as 'in year admissions' (other year groups excluding reception and year 7) will be completed online. Please refer to the AMA website for updated application deadlines.

### Punctuality and Attendance

Children should arrive punctually, as lateness not only disrupts other students, but also results in valuable lesson time being missed. Pupils are expected to attend consistently and regularly, unless there are valid reasons for non attendance. Please text in absences. Additionally, pupils should attend both the Friday and Sunday sessions. Any pupil that misses more than three consecutive sessions, without prior authorisation, may have their place retracted.

## Holidays

Please refer to Bayaan's annual school calendar, which takes into account local school holidays with the addition of Eid. Please do not take additional (unauthorised) holidays during term time.

## Parking

Our neighbours are very important to us, so please park responsibly without blocking drives or parking on in such a way that pedestrians or those in wheelchairs are unable to get past. Parking directly outside the Centre is **strictly prohibited**. If a violation of these rules occurs, this will be recorded and reported and photos of offending cars may be posted online to Bayaan parents. A further violation will result in a written warning and a third violation, may finally result in the child regretfully losing their Bayaan place.

## Teaching Staff

Learning is provided by teachers and assistants who are suitably qualified and formally recruited. Staff receive regular professional development (CPD) and are DBS checked.

## Curriculum

The Qur'an teaching is based on the Uthmani script and the 'Graded Steps in Quran Reading' series and 'What Do We Say' duaa books. The American Weekend Learning 'Islamic Studies' series (from class 2) is used for teaching Islamic Studies and is supplemented with an internal curriculum and additional materials. An additional Juz Amma book is used from Class 3, which is charged for separately.

## Pupil Assessment, Target Setting & Reporting

Pupils' progress is regularly monitored and evaluated through formative assessment. This includes continuous ongoing assessment throughout the term and formal assessments at the end of each term. Teachers set targets for each pupil and try to maximise their potential enabling them to meet the required standards, in order to be promoted to the next class. However, we do operate a policy of 'grade retention' if the required standards are not met. Parent/Teacher consultation meetings are held earlier in the academic year and reports are distributed at the end of the last term.

If parents have any concerns or questions about their child's progress, they should firstly speak to the class teacher and then to the administration or Principal.

## Celebrating Achievement

- Each class presents an assembly during the year and Islamic themes are creatively presented, based on what pupils have learnt and understood. Certificates are presented to members of each class for specific achievements. Parents are encouraged to attend all assemblies.
- In each term there are competitions and challenges implemented to enhance the learning of the children, using modern teaching techniques.

## Parental Support

Please provide a supportive home learning environment for your children. The pupils receive around five hours of directed teaching per week, which is generally less than other Qur'an schools. Therefore, it is essential that parents practise with their children at home every day, or employ a private teacher to ensure that their child is meeting the required standards.

## Pupils' are expected to:

- i) Bring their own water bottles and a healthy snack on Sundays - **NO** fizzy drinks, chocolate or crisps.
- ii) Bring in their textbooks, class books and homework.
- iii) Ensure they do not bring in electrical items, as these will be confiscated.

## **Pupil Code of Conduct:**

- Respecting staff, pupils and visitors as well as respecting the property of others.
- Playing safely and responsibly.
- Putting best effort into each activity attempted.
- Being a fully committed, participating class member.
- Implementing the Islamic ethos of Altrincham Bayaan Academy.

Additionally, there are separate policies for anti bullying, good behaviour and child protection etc.

## **Dress Code**

All pupils must be appropriately dressed. Girls must wear a hijab and boys may wear a cap.

## **Parental help**

Parental help is welcomed and valued and we are always looking for volunteers especially to monitor the parking situation.

## **Communication**

This is through emailed parent letters, the AMA website and occasionally text messages. To receive regular updates please ensure that your MOBILE numbers and EMAIL addresses are correct and updated.

## **Health & Safety Issues**

Bayaan has a 'Fire Evacuation Procedure.' Additionally at the end of each session, children not collected from the classroom will be supervised in the main hall, for up to **ten** minutes.

## **Complaints procedure**

Parents may speak to the teachers, administration, Principal or the Education Committee.

## **Suggestions and Comments**

Please feel free to email any comments or suggestions you might have, as we are continuously striving to provide the highest standards.

**For any further information, please contact us via any of the following ways:**

**TEXT MESSAGES** 0776 611 5408

Urgent Contact 0773 830 1775 (Saima Alvi)

Email [bayaan@ama-online.org.uk](mailto:bayaan@ama-online.org.uk)  
Web <http://www.ama-online.org.uk>

## **Bayaan-Parent Agreement**

### **Altrincham Bayaan Academy will:**

- Maintain a high standard of Islamic education.
- Care for each child's safety.
- Provide homework appropriately

### **Ensure effective communication with parents by:**

- Holding a 'Parent Induction' meeting at the beginning of the year (compulsory to attend).
- Holding a parents meeting to discuss the child's progress and provide an annual report.
- Providing homework books and files for classwork.
- Providing opportunities for parents to become involved in Bayaan life.
- Providing information to parents about Bayaan's activities via email communication, the AMA website, newsletters, open days, parent/ teacher meetings and a presentation evening.
- Having Bayaan policies available.

### **The Parent/Guardian will:**

- Pay fees on time. An £10 admin charge is applied if fees are not received by each half term.
- Not park **directly outside the Centre** and will park responsibly. A violation of the rules will be recorded and reported and photos of offending cars may be posted online to Bayaan parents. A further violation will result in a written warning and a third violation, may finally result in the child regretfully losing their Bayaan place.
- Ensure that the child arrives at Bayaan on time and attends regularly.
- Support their child with homework and ensure it is returned on time.
- Attend Parent Induction and Parents /Teacher meetings.
- Support Bayaan in dealing with any behaviour management issues.
- Inform Bayaan of any concerns that may affect the child's behaviour, work or homework.
- Read and implement information sent home.
- Encourage daily home learning.
- Support Bayaan in extra activities.
- Foster a positive attitude towards Bayaan Academy and encourage a harmonious relationship amongst the school community including pupils, staff and parents.

### **The child/ren will:**

- Understand they have the right to be treated with respect and kindness. They should be listened to, not be bullied and should feel safe and happy.
- Respect the culture and feelings of others.
- Accept responsibility for the things they do. Take responsibility for homework and be sure to ask for help if required.
- Be helpful and kind and play carefully, always speaking politely to their friends and teachers.
- Ensure they do their best in all they do.

***We value the partnership between children, parents and Bayaan. We listen to and support each other and our aim is to provide the best education for our children inShaaAllah. JazakumuAllahukhairun.***

|                        | <b>Signature:</b> | <b>Name:</b> | <b>Date:</b> |
|------------------------|-------------------|--------------|--------------|
| <b>Bayaan Official</b> |                   |              |              |
| <b>Parent/Guardian</b> |                   |              |              |
| <b>Child</b>           |                   |              |              |