



## Parent Handbook & Agreement

Dear Parents, *As salaamu alaikum wa rahmatullah*

We are pleased to welcome you to our 'Supplementary School' that provides Islamic education for young males and females between the ages of 11- 16 years. InShaaAllah by establishing a successful mutual partnership; we can effectively educate your child/ren.

### **History**

Altrincham Bayaan Primary was set up in 1996 in response to the needs of a growing local Muslim community and in the last few years a secondary section has been successfully developed.

### **Aims and Objectives**

- Teaching of the Qur'an with effective reading that incorporates the rules of tajweed.
- Some students may have the chance to gain a recognised qualification in Quran reading, endorsed by a leading accredited organisation.
- Memorisation of the Quran and duas.
- A one/two year study programme gaining a GCSE in Religious Studies, focusing on Islam and Christianity.
- Islamic Studies teaching - study of Islamic beliefs, practices, history and science. Also encouraging the students to discuss contemporary issues and create point presentations, that are presented to peers.
- Using innovative teaching methods to convey the message, meaning and practice of Islam.
- Helping to develop and inspire confidence around Muslim identity and nurturing an Islamic character.
- 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. Due to time constraints, the quality of reading and understanding is prioritised over the amount read.

### **Age Groups and Classes**

Bayaan caters for secondary school children aged 11 to 16. Students are placed in classes according to their Qur'an reading ability. Islamic Studies is grouped to correspond to school year groups/age.

### **Bayaan Times (Saturday's only)**

➤ 9.30am	- 10.55am	Islamic Studies for Years 7 & 8
➤ 9.30am	- 11.00am	GCSE 1 (for Year 9 and above students)
➤ 11.15am	- 12.45pm	GCSE 2 (for current GCSE 1 students)
➤ 10.55am	- 11.10am	<b>BREAK</b>
➤ 11.10am	- 11.30am	Student presentations (power point)
➤ 11.30am	- 1.00pm	Quran reading

### **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 year 7 as well as 'in year admissions' (other year groups excluding year 7) and GCSE registration will be completed online. Please refer to the AMA website for updated application deadlines.

## **Punctuality and Attendance**

Students should arrive punctually as lateness not only disrupts other students, but ensures that valuable lesson time is missed. Students are expected to attend consistently and regularly, unless there are valid communicated reasons for non-attendance. Please text any absences. Any pupil that does not adhere to punctuality or 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 as well as 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 will 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 any students with initial difficulty will be directed to the 'Graded Steps in Quran Reading' series. Students will be placed in ability groups of up to three different levels, depending on their standard of Quran reading. We endeavour to divide the boys and girls as far as possible, but it might become necessary to combine smaller classes due to teacher constraints. For Islamic Studies an internal curriculum is in place, which is supplemented with additional resources.

## **Pupil Assessment, Target Setting & Reporting**

Pupils' progress is regularly monitored and evaluated through formative assessment. This includes continuous ongoing assessment throughout the term as well as formal assessments. Teachers set targets for each pupil and try to maximise their potential and enable them to meet the required standards. Parent/Teacher consultation meetings are held earlier in the academic year and reports are distributed electronically following 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**

- Islamic themes are creatively presented, based on what pupils have learnt and understood. There is a 'Graduation Presentation Evening' held in the autumn term for GCSE students and all parents are encouraged to attend.
- There are regular competitions and challenges implemented to enhance student learning, using modern teaching techniques.

## Parental Support

Please provide a supportive home learning environment for your children. Pupils receive less than three 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, or employ a private teacher to ensure that their child is meeting the required standards.

### Pupils' are expected to:

- i) Bring in a own water bottles for the break. **NO** fizzy drinks, chocolate or crisps.
- ii) Remember their textbooks, class books and homework
- iii) Ensure they do not use phones or other electrical items in class, as they 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 their best effort into each activity they attempt.
- 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

Girls and Boys must purchase and wear the Bayaan uniform. Both girls and boys must be modestly dressed.

### 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.'

### Complaints procedure

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

### Suggestions and Comments

Your feedback is valuable to us, so 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 course tutor:**

Saduf Chaudhri      [sadufchaudhri@hotmail.com](mailto:sadufchaudhri@hotmail.com) (For GCSE Islamic Studies)

### **General enquires**

Fauzia Hafiz      07742 174 347  
Saima Alvi      07738 301 775

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

# Altrincham Bayaan Academy (Secondary) - Parent Agreement

## Altrincham Bayaan Academy will:

- Maintain a high standard of Islamic education.
- Care for each child's safety.
- Provide homework (where required).

Ensure effective and sensitive communication with parents by:

- Holding a 'Parent Induction' meeting at the beginning of the year (compulsory to attend).
- Holding a parent's meeting to discuss the child's progress and provide an annual report.
- Providing information to parents about Bayaan's activities via email communication, the AMA website, newsletters, open days, parent/ teacher meetings and a presentation evening.
- Updating information on the website relating to Bayaan Academy.

## 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.
- Encourage daily home learning and support homework, ensuring that 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 letters sent out and also update any changes to the child's personal details.
- 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.
- Speak politely to their friends/ teachers and be helpful and kind.
- 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.***

	Sign:	Name:	Date:
<b>Bayaan Official</b>			
<b>Parent/Guardian</b>			
<b>Child</b>			