



# 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 successful mutual partnership; we can effectively educate your child/ren.

### 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 that promotes interaction 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 pupils 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.

### School Times

- |             |                    |                          |
|-------------|--------------------|--------------------------|
| ➤ Reception | 10.00 am - 12.00pm | (Sunday only)            |
| ➤ Friday    | 5.30 pm - 7.30 pm  | Qur'an                   |
| ➤ Sunday    | 10.00 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 going to leave, otherwise the full term's fees will apply in all circumstances and this is non-negotiable. 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 online and the parental portal contains details of payment plans.

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

Re- registration of existing pupils, 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 AHMA website for updated application deadlines.

Altrincham & Hale Muslim Association  
Grove Lane, Hale, Cheshire, WA15 8JG (Registered Charity Number 1101378)

## **Punctuality and Attendance**

Pupils should arrive punctually to lessons, as lateness not only disrupts other pupils but means valuable lesson time is lost. Pupils are expected to attend both Friday and Sunday sessions consistently and regularly, unless there are valid reasons for non attendance. Please text any absences. Any pupil that does not adhere to punctuality and misses more than three consecutive sessions without prior authorisation or has an attendance of less than 85% may have their place retracted or progression to the next class may be affected.

## **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.

## **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. Please note that we do not have SENCO trained staff but try our best to provide adjustment for pupils.

## **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 and some books are charged for separately.

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

Pupils' progress is regularly monitored and evaluated through formative assessment. This includes continuous ongoing assessment throughout and formal assessments at the end of each term. Teachers set pupil targets and try to maximise pupil potential so they meet the required standards to be promoted to the next class. However, we do not operate a policy of 'grade retention' if the required standards are not met. Parent/Teacher consultation meetings are held within 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**

- Each class presents an assembly during the year and Islamic themes are creatively presented, based on what pupils have learnt. Certificates are presented to class members for specific achievements and parents of that class are invited to attend assemblies.
- Each term there is a competition to enhance the pupil's learning using interactive methods.

## **Parental Support**

Please provide a supportive home learning environment for your children. The amount of directed teaching per week is generally less than other Qur'an schools. Therefore, it is essential for parents to 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) Have a water bottle and healthy snack for Sundays - **NO** fizzy drinks, chocolate or crisps.
- ii) Ensure textbooks, class books and homework are at hand.
- iii) Ensure that electronic devices are not brought in as these items 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 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 may wear a hijab and boys may wear a cap.

### **Parental help**

Parental help is welcomed and please speak to administration about any suggestions.

### **Communication**

This is primarily through the parent portal, email, Broadcast List messages and the AHMA website. MOBILE numbers and EMAIL addresses must be correctly communicated and regularly updated please.

### **Health & Safety Issues**

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

### **Parking**

Our neighbours are very important to us, so please park responsibly without blocking drives or parking in a way that pedestrians or those in wheelchairs are unable to pass. 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.

### **Complaints procedure**

Parents may speak to the teachers, administration, Principal or the AHMA 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** 07766 115 408

Urgent Contact      07738 301 775 (Saima Alvi)

Email                    [admin@bayaanacademy.org.uk](mailto:admin@bayaanacademy.org.uk)

Web                      <http://www.ahma.co.uk>

## Altrincham Bayaan Academy/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.
- Providing information to parents about Bayaan's activities via the parent portal, Broadcast List, the AHMA website, newsletters, open days, parent/ teacher meetings and a presentation evening.
- Updating information on the website relating to Bayaan Academy.
- Please note that your data will be securely stored and used for contacting you via email and phone.

### **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 will result in the child regretfully losing their Bayaan place.
- Ensure that the child arrives at Bayaan on time and has an 85% attendance.
- 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.
- Support Bayaan's 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 and 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.
- Play carefully and be helpful and kind, whilst always remembering to speak politely to their friends and teachers.
- Ensure they try their best in all they do.

***We value the partnership between pupils, 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 Name &amp; Year Group</b>			

## **RE: GUIDELINES FOR ONLINE LEARNING**

Due to the ongoing COVID-19 restrictions Altrincham Bayaan Academy has had no alternative but to move to online learning. Please note that for online learning timings may differ to those highlighted in the Bayaan handbook. In order to facilitate online learning:

1. Parents MUST ensure that correct and updated mobile numbers and emails are provided so they can receive information via the parent portal. The portal contains a host of parent information including: registration information, fees update, links for online learning and homework uploads etc. In addition parents will also be added to a mobile phone Broadcast List from which they will also receive updated Bayaan information.
  
2. FOR ONLINE LEARNING - the teacher/assistants will be the HOST of the meeting and certain rules are strictly applied:
  - a) Attendance is taken very seriously and logged in registers. Pupils MUST be punctual for their class and notification of absences must be made by text. If a pupil misses their allocated slot – they will NOT get this time back.
  - b) Pupils must be appropriately dressed and have all their books/papers organised, ready by their learning device PRIOR to their class starting. Pupils must be seated in an appropriate learning environment and not lying on their bed etc.
  - c) There must be a full name ID for video learning identification purposes (even if it's the parents' name).
  - d) Pupils must keep their video on at all times for safeguarding reasons and when pupils are not speaking they can mute themselves (avoids background noise). Also please avoid household noises that may disrupt learning.
  - e) Where applicable, the code of conduct as outlined in this handbook between staff and pupils applies for online learning.
  - f) If you have any queries you may text the Bayaan phone on: 07766 115 408