



## 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 pupils 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 two-year AQA programme gaining a GCSE in Religious Studies with 50% Islam and 50% Christianity.
- Islamic Studies teaching - study of Islamic beliefs, practices, history and science. Also encouraging the pupils 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 students.

We aim to equip pupils with 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. Pupils are placed in classes according to their Qur'an and Tajweed reading ability. Islamic Studies is grouped to correspond to school year groups/age.

### Bayaan Times (Saturday's only)

<b>SATURDAY</b>		
<b>9.45 - 10.45am</b>	<b>Islamic Studies</b>	<b>9.45 - 11.15am</b>  <b>GCSE 1</b>
<b>10.45 - 10.55am</b>	<b>Break</b>	
<b>10.55 - 11.15am</b>	<b>TOPIC</b>	
<b>11.15- 12.00pm</b>	<b>Tajweed</b>	<b>GCSE 1 join other students and continue with classes until 1.30pm.</b>
<b>12.00 – 12.10pm</b>	<b>Break</b>	
<b>12.10- 1.20pm</b>	<b>Quran Reading</b>	
<b>1.20- 1.30pm</b>	<b>Salah</b>	

## Fees

Fees are charged for the entire term and do not take account of 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 of £10 will be charged. Fees can be paid through the parent portal and the website details updated fees payable. A third sibling will receive a 15% discount on the highest fee payable. In the case of a fourth sibling they will receive a 20% discount on the highest fee payable

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

Re- registration of existing pupils, 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 Bayaan website for updated application deadlines and assessment dates. <https://bayaanacademy.org.uk/>

## 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 sessions consistently and regularly unless there are valid reasons for non-attendance. Please text through any absences to the Bayaan phone. 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. Emails to parents regarding absence are automatically generated.

## 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, where possible, try our best to provide adjustment for pupils.

## Curriculum

The Qur'an teaching is based on the Uthmani script and any pupils with initial difficulty will be directed to the 'Graded Steps in Quran Reading' series. Pupils will be placed in ability groups of up to 4 different levels of Quran reading and 3 different levels of Tajweed. 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 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 at the end of the summer 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 pupils and all parents are encouraged to attend.
- There are competitions implemented to enhance student learning, using interactive techniques.

## **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 by employing 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 used in class 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 in their best effort and being a fully participating class member.
- Implementing the Islamic ethos of Altrincham Bayaan Academy.  
Adhering to the 'C' system

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

## **Dress Code**

Girls and Boys must be modestly dressed; which includes long tops (ensuring for modesty when in ruku) and a hijab for girls.

## **Parental help**

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

## **Communication**

This is primarily through the parent portal, email and the Bayaan website. MOBILE numbers and EMAIL addresses must be correct and updated please.

## **Health & Safety Issues**

Bayaan has a 'Fire Evacuation and Critical Incident Procedure.'

## **Parking**

Our neighbours are very important to us. Please park responsibly without blocking drives or preventing wheelchair and pedestrian access. Parking directly outside the Centre is strictly **prohibited**. A violation of these rules will be recorded 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 appointed Trustee.

## **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.

## CONTACTS:

Saduf Chaudhri [schaudhri@bayaanacademy.org.uk](mailto:schaudhri@bayaanacademy.org.uk) (**GCSE Religious Studies**)

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

**TEXT MESSAGES** 07766 115 408

Saima Alvi (Principal) 07738 301 775 (**Emergencies only**)

Web <http://www.bayaanacademy.org.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/or letters sent at the beginning of the year.
- Holding a parent meeting to discuss the child's progress and provide an annual report.
- Providing opportunities for parents to become involved in Bayaan.
- Providing information to parents about Bayaan's activities via the parent portal, the Bayaan website, newsletters, open days, parent/ teacher meetings and a presentation evening.
- 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 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.
- If a student is withdrawn 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.
- 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>RE: GUIDELINES FOR ONLINE LEARNING (if required)</b>
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In order to facilitate online learning on Fridays for Primary students:

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 variety of parent information including: registration information, fees update, links for online learning and homework uploads etc.
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 electronically 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 is 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