

Normanton House School



*Nurturing. Honouring. Serving*

# PROSPECTUS FOR PRIMARY SCHOOL

A Project of  Trust

# The Importance of Education

“Improvements to the quality of teaching in Key stages 1 and 2 have ensured that most primary pupils are now making strong progress, including in English and mathematics.”  
Ofsted 2019

- *The seeking of knowledge is obligatory on every muslim*  
[Muslim]
- *THE excellence of a learned man over a worshipper is like my excellence over the lowest ranking man of my companions*  
[Al-Tirmizi]
- *The one for whom ALLAH intends good, He makes him to understand the religion*  
[Al-Bukhaari]



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*“And say! My Lord, increase me in knowledge.” The Holy Quran, (20:114)*

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# Welcome to Normanton House School

Normanton House School is an initiative of Al-Akram Trust, a registered charity (no.1077822) committed to providing excellence in education in general and Islamic education in particular.



Since its beginnings, Al-Akram Trust has directed all its efforts towards setting up an Education Centre in Derby, which would house an independent Islamic Primary School. After years of consistent effort, Normanton House School started in June 2003. The school is fully registered with the DfES (Department for Education and Skills) and has been growing and flourishing ever since Alhumdulillah.

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*“Read! In the name of your Lord who hath created; created man from a clot. Read! And your Lord is the most bountinous, who teaches by the pen, teaches man that which he knew not.” The Holy Quran, 96:1-5*

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# Our Ethos

**A**t Normanton House school, we aim to provide an inspiring educational experience within a caring and secure Islamic environment embedded with the values of discipline and



mutual respect which extend beyond the school into the wider community. Pupils are encouraged to develop a strong Islamic character and achieve their spiritual, moral, social and educational potential.

A deep appreciation of our faith is at the heart of everything we do at Normanton house school. We aim to combine traditional values with vibrant learning so that our children are nurtured to become confident, kind and well-rounded members of the community who provide a positive contribution to society. Pupils and staff are expected to work hard, to take pride in their work whilst constantly being directed by their inner moral compass. Values of patience, modesty, gratitude and humility are continuously encouraged. Our school provides a warm and welcoming environment where everyone feels part of our inclusive family. Our missions and values are founded on the Quran and the sunnah of the Prophet (PBUH) and safeguarding the future generation is at the core of our endeavours. In a modern and multicultural world, it is essential that pupils understand and respect those of different faiths and cultures. We have taken lessons of respect and tolerance from our faith and embedded them in our curriculum, form time discussions as well as assemblies

# Our Vision

Nurturing our children and inspiring them to succeed within a high quality and intellectually challenging educational environment.

Honouring the core values of honesty, integrity, compassion and mutual respect of our faith and embedding them in the day to day running of our school

Serving the wider community is vital to our vision and we endeavour to develop pupils who become outstanding citizens and positively contribute to social and economic prosperity and have a strong sense of spiritual awareness and personal accountability

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*“O mankind! We created you from a single (pair) of a male and a female, and made you into nations and tribes, that ye may know each other (not that ye may despise each other). Verily, the most honoured of you in the sight of Allah is (he who is) the most righteous of you. And Allah has full knowledge and is well acquainted (with all things)” The Holy Quran, 49:13*

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# OUR CURRICULUM

Islam is central to all subjects taught at the school. Guidance is taken from the Quran and Sunnah in every aspect of the education. This is an ongoing and continuous process. Special effort will be made to develop in the children a deep love for Allah, The Exalted, for the Prophet Muhammad (Peace be upon Him) and for the Quran.

It is not possible in the space of a few lines to describe the curriculum in detail. That is best done during a visit to the school and the Head teacher will be happy to show you children's work and how the curriculum is delivered. For this and many other reasons, a visit to the school is highly recommended prior to application or admission.

All subjects are taught within an Islamic framework and using cross-curricular themes that reflect the ethos of the school and its aims as outlined above.

## Subjects taught:

- English
- Arabic      Reading and writing  
                  Listening and speaking
- Science
- Mathematics
- Urdu

**“The school has an extensive curriculum, which includes all the required secular areas of learning, and Islamic studies.” Ofsted 2014**

- Quran
  - Recitation
  - Memorisation
  - Understanding
- Islamic Studies
  - Fiqh
  - History
  - Hadith
  - Akhlaaq
- Hifz (Memorisation of Quran)
- History
- Geography
- Information Technology
- Art, Craft and Technology
- Physical Education
- PHSE

Children of years 3, 4, 5 and 6 will have the opportunity of joining the Hifz group. Children in this group will have more time allocated to them in order to memorise more of the Quran. We hope that children attending the Hifz classes progress at a pace that is comfortable for them. Pupils who are enthusiastic and have an input from home can memorise several juz by the end of Year 6. Note that these children will finish school at 4:30pm.

Blackboard teaching, hands on learning, self motivated study, learning through play and a variety of other methods will be adopted whilst teaching to ensure pupil interest in a subject remains high while their knowledge of it grows. A main aim will be to keep the children eager and keen to learn.

# ADMISSIONS

The distinctive character of Normanton House School is that of an Islamic school. Admission decisions will be made so as to ensure that this distinctive character is preserved. Commitment to Islam as a way of life will be a major factor in selection. This should not deter any parent from applying for a place for their child.

Selection of pupils for entry to the school is based on the following:

- Parents who are committed to and supportive of the ethos of the school.
- Siblings at the school.
- Order on the waiting list.
- Availability of places.
- Previous school report.

A right of appeal to the Trust is available to children who are refused admission to the school. Please contact the school immediately on refusal to follow the appeals procedure.

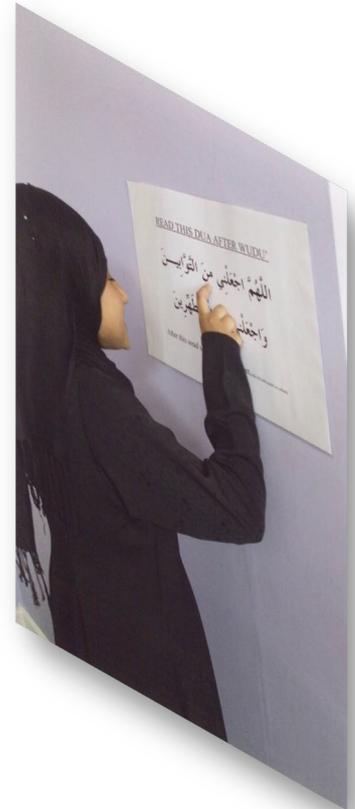
# HOW TO APPLY

An admission application form is found at the back of the prospectus. This should be completed and returned to the school as soon as possible and before any deadlines. A photograph and copy birth certificate of the child is required by the school. In cases where a child has attended another school previously, we require the last end of year school report for the child.

You may also attach a supporting letter to the admission form. In this letter you may tell us any concerns you have and reasons why you would like to send your child to the school. Tell us any other information you would like us to consider with regard to your child's admission to the school.

At present there are no deadlines for receipt of applications. This may change as places become more limited.

If you are considering admission, of more than one child additional application forms are available from the school office as well as the school website.



# OUR FEES

The school operates on a fee-paying basis. Fees are currently set at £2100 for the academic year. Parents may pay the whole amount in one single payment at the start of the year or in three instalments of £700 each at the start of each term. Payment **must** be made by cheque payable to “Al Akram Trust GS”.

There is a discount scheme in place for parents with more than one child attending the school. The reductions will be applied as follows:

First child pays full fee	£2100 per academic year
Second child (brother/sister)	£1950 per academic year
Third child (brother/sister)	£1800 per academic year
Fourth child (brother/sister)	£1650 per academic year
Fifth child (brother/sister)	£1500 per academic year

Each child’s due fee is reduced by £150 per academic year multiplied by the number of siblings already attending the school. As well as the tuition fees outlined above, there is an initial **admission processing fee** of £50 per child payable once only and is non-refundable.

Parents must also pay for all exercise books and any other stationery issued to their children during the year.

All fees are due to be paid every term in advance and reminders will be issued if payment is not received at the end of the first week of term. If fees are unpaid by the end of the first half of the term, the child’s place may be suspended and a re-admission fee of £50 will then be added to the amount due.

Funds **on time** and are **essential** in order to keep the school operating. In the event of a child leaving the school at short notice fees will be

payable for the whole of the half-term in which the child leaves the school.

All rules and regulations regarding payment of fees are specified in the school's **fees policy** which can be viewed at the school and on the school website.

# ABSENCE AND LATENESS

Punctuality in attendance is an important part of discipline that affects a pupil's ability to study and learn. An attendance register is kept for each morning and afternoon session and a serious view will be taken of persistent lateness.

Where children come and go on their own, they should be instructed to go straight to school from home and to go straight to home from school.

Children are not allowed to take leave from school for holiday breaks during term times other than the designated holidays. Any foreseeable absence must be authorised by the Head teacher.

The Head teacher can only authorise absences for illness, bereavement and medical appointments. Any other absence will show on the register as unauthorised and may be regarded as truancy. Lateness in some cases will be regarded as unauthorised absence.

A letter of explanation is required when a child returns to school after absence except when the head teacher has already been advised by telephone or a written note. Similarly, a note or telephone call is required if you know your child will be late for school. This will ensure we know that you are aware of your child's lateness.

# SCHOOL MEALS

Lunch time lasts 50 minutes and is from 12:00 noon to 12:50pm. Parents may take their children home during this time. However we would encourage them not to do so.

Currently, no meals are provided by the school. Children should bring with them a packed lunch from home in a container clearly marked with their name.

We do offer a warming facility whereby children's food can be warmed up for them at lunchtime.

# SCHOOL UNIFORM

- Pupils are required to maintain a smart appearance throughout the school day.
- Hair must be kept clean and neat and boys haircuts should be uniform and regular. Irregular haircuts including the cutting of designs and patterns into the hair are not allowed.
- In order to minimise the risk of injury, no jewellery is allowed in school.
- Girls with pierced ears may wear small studs on the understanding that they will be wearing their scarves all the time.
- Fridays – Uniform does not need to be worn on Friday but pupils must be dressed appropriately. This means that girls' 'qameez' should not be too short and clothes should not have logos and pictures on them. It is best if girls wear jilbab and boys wear jubba on Fridays.
- Please **do not** send your child in to school with valuable items.

***Parents are requested to ensure that all items of clothing are marked with their child's name.***

## **GIRLS UNIFORM:**

- White head-scarf
- White, grey or black socks
- Black flat soled shoes (maximum heel height 1 inch)

*and either:*

Option 1:

- Grey pinafore or long (ankle-length) skirt
- Grey bootleg, trouser or salwar
- White blouse or polo-shirt
- Navy blue sweat shirt or jumper

or

Option 2:

- Grey salwar (not jogging bottoms)
- Grey or white qameez
- Grey jilbab
- Navy blue sweat shirt or jumper

## **BOYS UNIFORM:**

- White, grey or black socks
- Black shoes

*and either:*

Option 1:

- Grey trousers
- White shirt or polo-shirt
- Navy blue sweat shirt

or

Option 2:

- Grey salwar (not jogging bottoms)
- Grey, white, / jubbah / thowb
- Navy blue sweat shirt or jumper

## **PE KIT (GIRLS & BOYS):**

- Grey jogging suit (jogging bottoms and sweat top)
- white polo shirt
- black pumps
- white trainers for outdoors.

# SALAAT

Salaat, a major pillar of Islam, is a compulsory part of every Muslim's life and wudhu is its key.

There are specialised wudhu areas, separate for boys and girls, which will be used appropriately by staff and pupils to make wudhu in preparing for salaat.

Children may bring a small towel and slippers to use for wudhu.



Pupils of the first two years (Year 1 and Year2) will be taught the requisites of salaat and its practice, preparing them to be able to perform salaat in the later years.

Throughout years 3, 4 and 5, pupils will be required to observe those salaat, which fall within the school day, together in *jamaat*. Parents will be asked to actively encourage their children in these years to observe the remaining salaat which fall outside school time.

Salaat will be deemed compulsory on the pupils of year 6. Pupils of year 6 will be given a responsible role in conducting preparations (such as coordinating wudhu times between different classes, the calling of azaan) for salaat in the school. Parents of year 6 pupils will be asked to insist that their child observes all his or her salaat. The schools policy is that these children must perform regular salaat. This will be given much weight in the final end of primary school reports.

# DISCIPLINE

The importance of good Islamic manners cannot be emphasised enough. All persons in school at all times are required to observe good Islamic manners, and follow the *uswa hasana* of the Prophet (Peace and Blessings be upon Him). The school should be a living embodiment of Islam as an ideal and *Deen and* should demonstrate the Islamic way of life and be a witness to society.

“Pupils behave well and are respectful towards each other and their teachers. Pupils have a secure understanding of the need to respect those who have different beliefs and values from them.” Ofsted, 2019

Parents, staff and pupils must all be aware that we as Muslims are the *ummatun wasatun* and stand as a witness to society and that the Prophet (Peace and blessings be upon Him) stands as a witness to us. Good *akhlaaq* (manners) are essential. The Prophet (Peace and Blessings be upon Him) was sent to perfect *akhlaaq*.

There is a core set of rules which are consistent throughout the school. These include:

- To be kind, polite and respectful to others and not to hurt each other
- To concentrate on ones work
- To listen and look at the teacher when they are speaking
- To raise ones hand when wanting to speak

Any breach of school rules will be taken seriously. Bullying and the use of bad and vulgar language will not be tolerated. Anti Islamic ideals and behaviour will not be tolerated.

# SCHOOL POLICIES

“Staff are highly vigilant of pupils’ welfare and take swift action when they have concerns.” Ofsted 2019

## COMPLAINTS

We constantly try to improve our services to pupils, parents and the community. As part of this we have a comprehensive complaints policy and procedure which is available for inspection at the school.

## SAFE GUARDING CHILDREN

The school has a holistic approach to the safeguarding & welfare of children and implement the latest government guidelines in safer recruitment and child protection.

All staff are subject to thorough recruitment checks and vetting prior to being employed.

Staff members receive child protection training in order to equip them to help ensure the well being of all children in their care. The school additionally has a nominated child protection officer who is trained to a suitably higher level.

The schools safeguarding policy will be sent to all parents and is available to be seen at the school.

Parents need to be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases when the school has reason to be concerned that a child may be subject to ill-treatment, neglect or any other form of abuse, staff have no alternative but to follow current child protection procedures.

## HEALTH & SAFETY

The school has a health & safety policy and implements robust procedures to ensure a safe environment for all pupils, parents & staff.

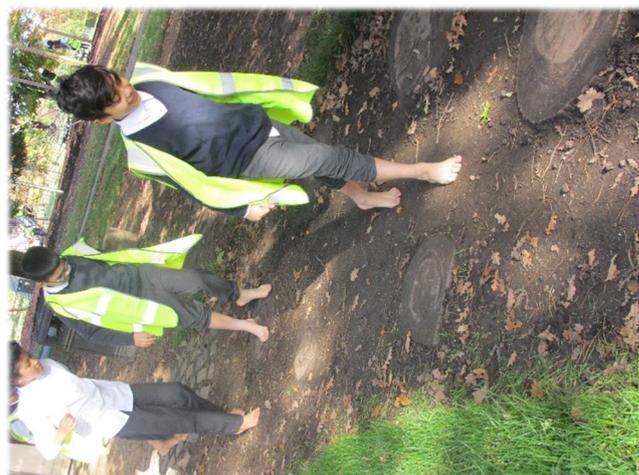
The premises are equipped with a fully functional and well maintained fire safety system. All electrical and gas fittings and systems are regularly inspected and maintained to meet regulatory requirements.

Staff are trained in First-Aid care and all classes are equipped with first aid and sanitary kits.

## SAFETY ON SCHOOL VISITS

Pupils will take part in many educational & leisure visits during their school life

All school visits will be planned with safety in mind. This includes carrying out risk assessments, provision of first aid staff and equipment, good communication via contact lists of parents and staff.



## ANTI-BULLYING POLICY

All pupils should be safe and happy at Normanton House School and we have procedures and strategies to ensure this is the case.

Parents and children should know what to do if they are concerned that bullying is occurring.

We take allegations of Bullying very seriously.

The Health and Safety, Safety on School Visits, and Anti-Bullying policies are available from the school upon request.

# TEACHING STAFF

At Normanton House, we have a team of dedicated staff that aim to provide a high standard of education and *tarbiyah*. The school encourages and supports its staff for Continuing Professional Development and provides regular training to ensure staff are up to date with new developments. The teaching staff at the school are as follows:

Head Teacher

- **Mrs N Iqbal**

Year 6 class teachers

- **Miss Dar**
- **Mr Munir**

Year 5 class teachers

- **Miss Romana / Mrs Z Khan**

Year 4 class teachers

- **Mrs Nawaz / Mrs Husna**

Year 3 class teachers

- **Mrs Lall / Mrs Akhter**

Year 2 class teachers

- **Mrs Sajda / Mrs Sohail**

Year 1 class teacher

- **Miss Anzilla / Mrs Nishat**

Arabic Teacher

- **Mrs Ekram / Mrs Ayesha**

Quran Teacher

- **Sheikh Saad**

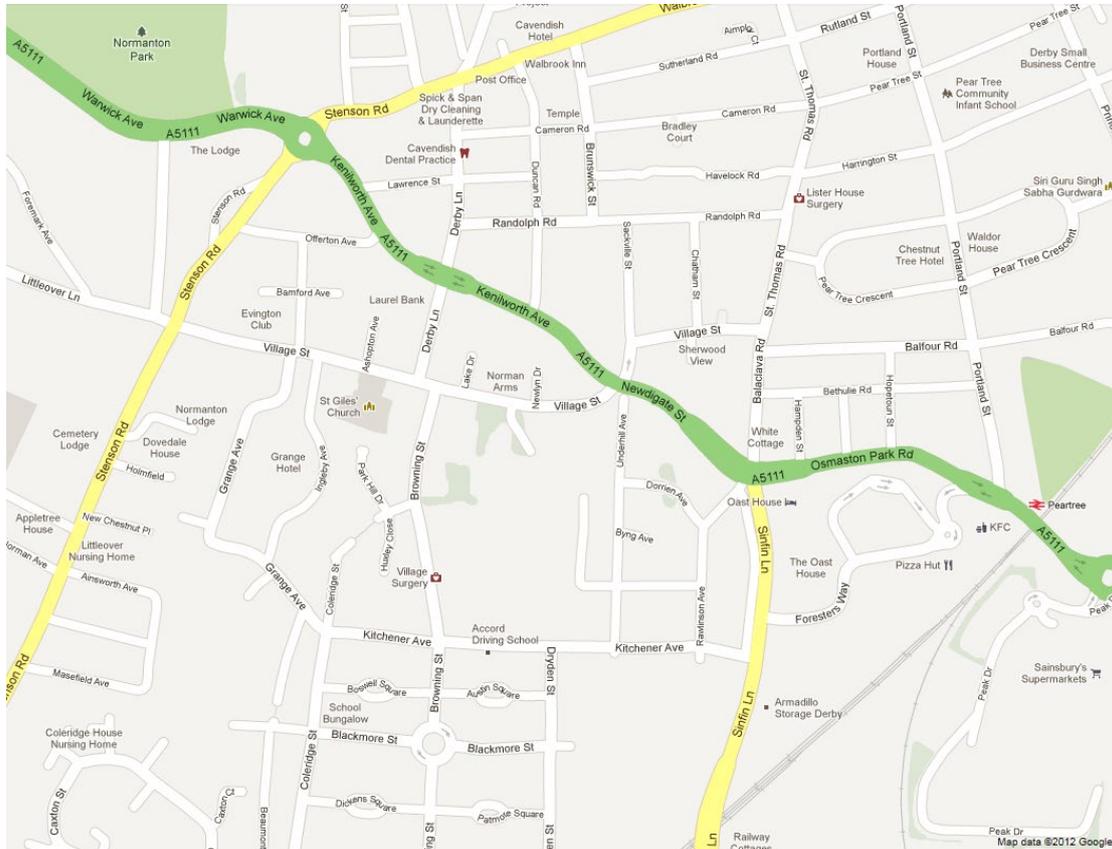
Quran Teachers

- **Mrs Ali /Mrs Rafia**

Teaching Assistant

- **Mrs Atia**

# HOW TO FIND US



**Normanton House, Village Street, Derby, DE23 8DF**

**TEL: 01332 76933**

**EMAIL: ADMIN@ALAKRAM.ORG.UK**

