

A Project of  Trust



# GIRLS SECONDARY SCHOOL PROSPECTUS



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# The Importance of Education

*In The Name of Allah, the most Beneficent, the most Merciful*

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

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- *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]*



# Welcome to Normanton House School Girls Secondary

The Girl's Secondary branch of Normanton House School is an initiative of Al-Akram Trust, a registered charity (number 1077822) committed to education in general and Islamic education in particular. It is housed at Village Street, Derby.

Al-Akram Trust was set up to establish and direct various educational activities in Derby and the UK. An education centre has been in operation at Normanton House in Derby for several years and has served as a base for many educational activities in the community.



Part of this is the primary branch of Normanton House School which started in June 2003. The school is fully registered with the DfE (Department for Education) and was extended into the secondary years and a year seven class for girls was opened from September 2011 Alhamdulillah.

The school aims to provide an all round education in Islamic disciplines along with national curriculum subjects leading towards GCSE qualifications within an Islamically favourable environment and ethos.

# The Governing Body

Al Akram Trust is the governing body of the school and the trustees include:

- Dr A J Piracha ( Chairman)
- Dr N A Zaman
- Mr S Hussain

The chairman of the trust can be contacted directly by writing to:

Chairman of the Trustees  
Al-Akram Trust  
Normanton House  
Village Street  
Derby DE23 8DF

## The Head Teacher

The Head Teacher at Normanton House Girls Secondary School is:

Ms A Piracha

# 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 become confident, kind and well-rounded members of the community who provide a positive contribution to society. We aim to nurture, within our pupils, a deep love for Allah, His beloved Prophet (pbuh) and His righteous people as well as respect for parents and elders.

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 Islamic educational environment.

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

Serving the wider community and humanity as a whole is vital to our vision and a fundamental part of Islam and we endeavour to develop pupils who become outstanding citizens and positively contribute to social 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.

Describing the curriculum in detail 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:

- Quran  
Recitation  
Memorisation  
Tafseer  
Tajweed
- Uloom ul-Fiqh
- Uloom ul-Quran
- Uloom ul-Hadith
- Usool ul-Deen
- Ilm ul-Akhlaaq
- Arabic
- Science
- Mathematics
- English (Language and Literature)
- Geography





- ICT
- Art, Cookery and Textiles
- Physical Education
- PHSE

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.

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.

# How to Apply

Admission application forms should be completed and returned to the school as soon as possible.

A photograph and full 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 include any reasons why you would like to send your child to the school or include any other information you would like us to consider with regard to your child's admission to the school.

For secondary students, there is also an entrance exam which they will need to pass before they will be offered a place.

At present there are no deadlines for receipt of applications, however you are encouraged to apply as soon as possible as places available are limited by class size. If you are considering admission of more than one child, additional application forms are available from the school office.



# Our Fees

The school operates on a fee-paying basis. Fees are currently set at £2700 + £540 VAT for a total of **£3240** 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 £1080 each at the start of each term. Payment can be made by online bank transfer, cash or cheque payable to “Al Akram Trust”.

There is a discount scheme in place for parents with more than one child attending the school. There is no discount for the 1<sup>st</sup> child. The 2<sup>nd</sup> child discount is £100 per term, the 3<sup>rd</sup> child discount is £200 per term, 4<sup>th</sup> child discount is £300 per term, and so forth with each additional child getting a further £100 discount per term.

As well as the tuition fees outlined above, there is an initial **application processing fee** of £60 + £12 VAT per child payable once only and is non-refundable. Parents must also pay for all textbooks 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 the re-application fee will then be added to the amount due.

Payment of fees **on time** is **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 School 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 60 minutes and is from 12:30pm to 1:30pm. 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 if needed. Any specific instructions for warming food must be clearly provided on the child's food container.

# School Uniform

## GIRLS UNIFORM:

- Navy blue head-scarf
- Grey Jilbab
- Grey bootleg, trouser or shalwar
- Navy blue sweat shirt, jumper or cardigan.
- White, grey or black socks
- Black flat soled shoes (maximum heel height 1 inch)

Please note that no dress-maker pins should be used by pupils for health and safety. Make up and nail varnish is not allowed in school.

## PE KIT:

- Grey jogging suit (jogging bottoms and sweat top)
- White/black trainers for outdoors
- Long Grey Dress below knee length or alternatively a Grey loose fitting Jilbaab above ankle length (for health and safety)
- White/blue cotton slip on Hijaab

## Additional Guidance:

- Pupils are required to maintain a smart appearance throughout the school day.
- 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.
- 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.***



# 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 which will be used appropriately by staff and pupils to make wudhu in preparing for salaat



Salaat will be deemed compulsory on the pupils. Pupils will be given a responsible role in conducting preparations (such as coordinating wudhu times between different classes) for Salaat in the school.

Parents of pupils will be asked to insist that their child observes all her Salaat both in the school and at home.

The schools policy is that pupils must perform regular Salaat. This will be given much weight in the final end of 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.

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

## 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.

## SAFEGUARDING 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 is available on the school website and can be provided in print form to parents on request.

## FIRST AID

The school has several designated first aiders who are clearly indicated on the school notice boards as well as first aid rooms on both the ground and second floors.

## **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 have first aid and sanitary kits available to them.

## **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.



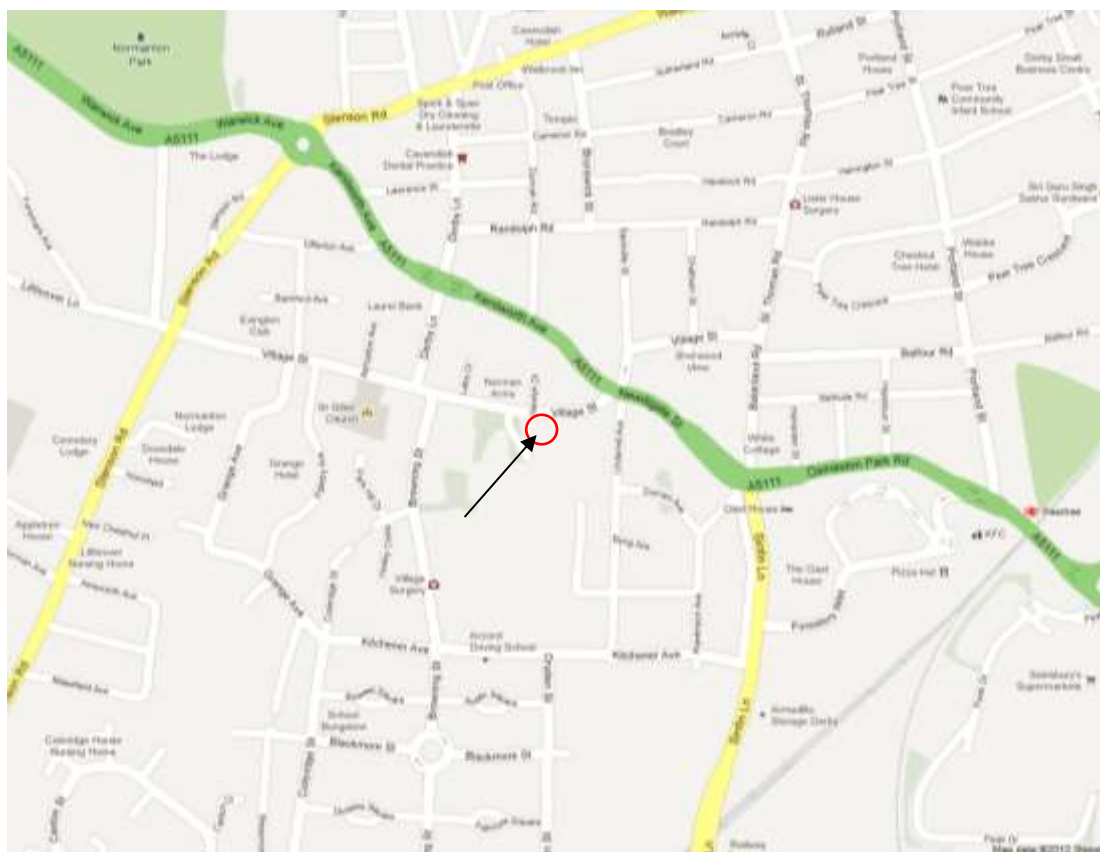
## **ANTI-BULLYING POLICY**

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 and 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.

# HOW TO FIND US



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

**TEL: 01332 769333**

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

**[www.alakramtrust.org.uk/normantonhouseschool](http://www.alakramtrust.org.uk/normantonhouseschool)**