

AL AMEEN

PRIMARY SCHOOL

WELCOME PACK



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Introduction

I would like to begin by welcoming you to Al Ameen Primary School and hope that your association with us will be a long and an enjoyable one.

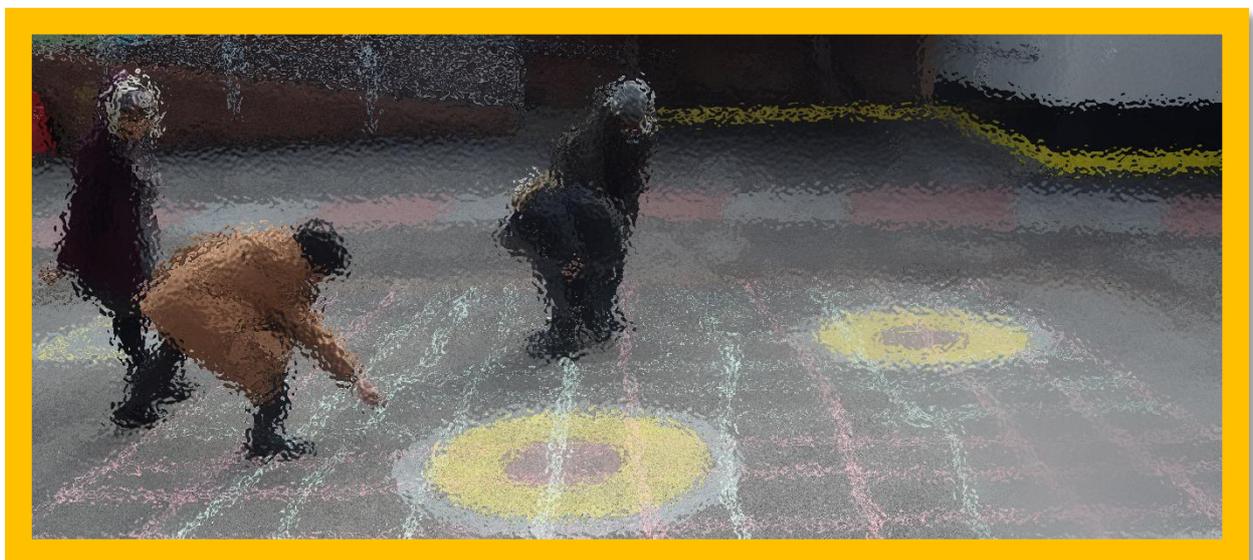
Al Ameen Primary School is a successful independent Islamic primary school. Our ethos is summarised in our moto 'learning together'. At Al Ameen, we aim to create a secure, caring and stimulating learning environment in which everyone can develop his or her aptitudes and abilities to the full. To this end, we share a commitment to ensuring children achieve their highest alongside developing them as confident, caring and responsible citizens. We provide a happy and friendly environment, with a team of committed and talented staff.

Al Ameen Primary School is located in the Tyseley area of Birmingham. The school is located within a densely populated area, close to amenities and works hard to bring in much needed services for the local community.

As your child starts at Al Ameen the purpose of this pack is to provide you with information about the school, the procedures you need to be familiar with and suggestions of ways you can support your child in making this important transition into education.

M A Rahman

Head Teacher



Our Team

Our team comprises of dedicated and motivated teachers, practitioners, assistants and managers who work hard to ensure that the children are at the centre of everything. Learning is planned diligently to ensure that the aptitudes and dispositions of all learners is taken into consideration. Subsequently, children learn and develop at a good pace and are able to accomplish key milestones in their journey of learning and development.

Teaching Staff

At Al Ameen, we have dedicated teachers who work hard to impart a good standard of education to our pupils. Ongoing professional development ensures that teachers are aware of key practices, making learning an enjoyable experience for our children.

We have additional teachers who are responsible for Arabic language and Quran lessons.

Teaching Assistants

Depending on the number of children in a class (and other factors), some classes have fixed teaching assistants who will work alongside the classroom teacher taking an active approach.

Leadership

Governors: We have a team of governors actively involved in taking the school forward. This includes qualified teachers and experienced professionals with many years of service in the education sector.

Chair of Governor: M M Uddin

c/o 447 Warwick Road, Tyseley, B11, 2JR (0121 706 3322)

Deputy Head: Sister Zeenat Riaz is our deputy head and she works alongside the headteacher taking a lead in curriculum development. Additionally, she works with others in the team with other teaching and learning responsibilities.

Early Years Manager: Sister Shefa Malik is our Early Years Manager. She is also our Designated Safeguarding Lead.

Senior Leader: Sister Sumeira Akram works alongside Sister Zeenat Riaz on curriculum development and teaching and learning responsibilities.

Getting Ready for School

Transitions can often be difficult to manage, even for grownups. We aim to provide a seamless transition process for your child so that they become quickly accustomed to and familiar with their

Transition

We have adopted different strategies for transitioning children into the school. If your child is joining our early years, a practitioner will discuss the transition process which may include a home visit.

For children joining the primary school, depending on your child's age, we will adopt an approach which allows your child to have a comfortable transition into school. Contact is made with your child's previous school and we aim to get them started on their learning straight away.

Timings (Nursery)

	Monday	Tuesday	Wednesday	Thursday	Friday
A M	8:15 – 11:15				

Timings (Primary)

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 3:15	8:30 – 3:15	8:30 – 3:15	8:30 – 3:15	8:30 – 3:15

First Day

The first day is an exciting day. Children tend to easily settle in at Al Ameen and we try and make their experience as enjoyable as possible. At times, children may not settle in as easily as we'd like them to which is why we ask parents to stay with their child on the first day until we feel it is suitable for them to leave. This process varies with different children and we ask parents to work patiently with us as we try and complete the transition in a way which does not upset the child.

Uniform

Nursery

Children attending the nursery are not required to wear any particular uniform however we do require that they attend in suitable clothing, appropriate for the activities they will be doing throughout the day.

Please refrain from sending your child with high heels and jewellery. Please also provide the nursery with a spare set of clothes in case of an emergency.

Reception & KS1

Children begin wearing uniform once they begin reception class. The uniform for children in reception class and KS1 is as follows:



Girls	Grey hijab (purchase from school)
	Grey trousers
	White shirt/blouse
	Light blue cardigan/jumper with logo (purchase from Mansuri Schoolwear)
	Black or grey socks
	Black shoes (no slip-ons or trainers)
	Grey pinafore dress (optional) (wear with grey trousers/leggings/tights)
Boys	Grey hat (purchase from school)
	Grey trousers
	White shirt
	Light blue jumper with logo (purchase from Mansuri Schoolwear)
	Black or grey socks
Black shoes (no slip-ons or trainers)	
PE	White polo shirt
	Black jogging bottoms
	Plimsolls or black trainers



Key Stage 2

There are a few uniform changes and options available for children in key stage 2. The uniform for children in key stage 2 is as follows:

Girls	Grey hijab (purchase from school)
	Grey trousers
	White shirt/blouse
	Light blue cardigan/jumper with logo (purchase from Mansuri Schoolwear)
	Black or grey socks
	Black shoes (no slip-ons or trainers)
	Grey pinafore dress (optional) (wear with grey trousers/leggings/tights) or plain black abaya
Boys	Grey hat (purchase from school)
	Grey trousers
	White shirt
	Light blue jumper with logo (purchase from Mansuri Schoolwear)
	Black or grey socks
Black shoes (no slip-ons or trainers)	
PE	White polo shirt
	Black jogging bottoms
	Plimsolls or black trainers



Curriculum

EYFS: Our curriculum in the early years is based on the Early Years Foundation Stage Framework. The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS.

The Early Years Foundation Stage (EYFS) framework supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives parents confidence that regardless of where they choose for their child's early education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

Reception Class: Your child will get a foundation in literacy through communication and language activities such as role play, listening exercises and show and tell. They will also learn the alphabet and high frequency words, and begin to be taught phonics blends.

In addition, children in Reception year will begin to write; you can help them with this and practise handwriting at home. They'll be shown how to hold a pencil, form letters and, eventually, sentences. Basic grammar is taught at this point, but this will be continued in Year 1

Children in Reception year will just begin to learn about numbers and how to work with them in basic calculations. Your child will probably bring home a number line that will help them add, subtract and count in twos, fives and 10s.

Your child will also be taught to describe and recognise 2D shapes, 3D shapes and the location of objects, as well as form patterns and describe events in a chronological order.

Along with literacy and numeracy, your child will learn about much more in a more structured manner than as was the case in nursery.

Islamic Curriculum: We endeavour to keep a simple but effective curriculum that ensures a child's age and stage of development is taken into consideration. We believe in simplicity, consistency and learning which extends into the home. Our Islamic learning focuses on mannerisms; simple duas; projects and activities around Eid/ Zakah/ Sadaqah/ Hajj/ Ramadhan, etc.

Key Stage 1 & 2: There's now less play and more structured learning when your child moves into key stage 1. Below is a sample curriculum map. Please note that changes are made to these and the latest versions

Al Ameen School Curriculum | Year 1 Curriculum Map

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Trips / events at school	Local MP- explaining what elections and democracy is- Student council special		Masjid Church Synagogue Guthwara			
Key Events / assemblies	Year 5 Assembly New beginnings School Council Elections Black History month	Year 3 Assembly Anti bullying Bonfire Night Interfaith week Road Safety Christmas	Year 4 Assembly Martin Luther King Mohammed Ali We are all one race, the human race We are different and that's what makes us amazing	Year 2 Assembly My Parents – Mothering Sunday Easter – Eisa the Messiah Celebrating Science – Science week	Year 1 Assembly The British electoral System – Local May elections Our teachers- national teachers' day A clean heart Helping one another	Year 6 Assembly Staying Safe Making the right choice The importance of reflection
English Fiction	Stories in familiar settings	Stories with repeating patterns	Stories with repeating patterns	Traditional Tales	Fairy Stories and Traditional Tales	Fantasy
English Non-Fiction	Labels, lists and signs	Information texts: Big Machines	Instructions	Information texts: Nocturnal Animals	Letters	Information texts: Tigers
Poetry	Senses	Songs and repetitive poems	Pattern and Rhyme	Traditional Poems	Nature	Humorous Poems
Assessments	Rising Stars: SPAG: Autumn 1 week 6	Rising Stars: SPAG: Autumn 2 week 13	Rising Stars: SPAG: Spring 1 week 6	Rising Stars: SPAG: Spring 2 week 13	Rising Stars: SPAG: Summer 1 week 6	Rising Stars: SPAG: Summer 2 week 13
Maths	Place Value Addition and Subtraction Multiplication and Division Fractions Properties of Shape		Place Value Addition and Subtraction Multiplication and Division Fractions		Place Value Addition and Subtraction Multiplication and Division Fractions Properties of Shape Position and Direction	
Assessments	Rising Stars: Maths: Autumn 1 week 6 Maths: Autumn 2 week 13		Rising Stars: Maths: Spring 1 week 6 Maths: Spring 2 week 13		Rising Stars: Maths: Summer 1 week 6 Maths: Summer 2 week 13	
Science	Animals including Humans	Plants		Everyday materials	Seasonal Changes	
History/ Geography	Geography: Our School	Events beyond living memory: The Great Fire of London	Geography: Up, up and away!	Changes in Living Memory: Shops	Geography: Polar bears and Penguins	Significant Historical Figures: Pieter Bruegel the Elder and LS Lowry
Creative Arts	Portraits	Let's Sculpt	Sensationald salads	LS Lowry	Drama	Nasheed
Computing	We are treasure hunters	We are TV chefs	We are painters	We are collectors	We are storytellers	We are celebrating
PE	Gymnastics 1 (lessons 1-6)	Dance/ Movement Animals	Games 1 (lessons 1-6)	Athletics	Gymnastics 1 (lessons 7-12)	Games 1 (lessons 7-12)
PSHE	Our Happy School (New Beginnings)	Out and About (Getting On & Falling Out / Say No to Bullying)	Looking Forward (Going for Goals)	My Friends and Family (Relationships)	Healthy Bodies, Healthy Minds (Good to be Me)	Ready, Steady, Go (Changes)
Islamic Studies	The five pillars	Akhlaaq	World Religions Celebrations	Islamic History Pre Hijrah	Other Prophets in Islam And Ramadhaan	Putting Islam into practice

Attainment

At Al Ameen Primary School, we work hard to ensure children achieve well and are progressing at or above their expected levels. When children take their SATs tests at the end of key stage 2, we aim for all our pupils to be prepared for secondary school. Below are our SATs percentages for 2018 (please note that schools are expected to achieve above 65%)

Subject	Percentage of pupils achieving the expected standard	Average scaled score: school
English grammar, punctuation and spelling	82%	108
English reading	76%	105
Mathematics	88%	105

Two of our pupils achieved the highest possible score of 120 in their Spelling, Punctuation and Grammar tests.

At Our School

School starts at 8.30am and finishes at 3.15pm. Please you bring your child to school and collect them punctually. The school gates open at 8:15am and children begin to line up at 8:20am. Children will listen to the morning prayers in the playground between 8:20 and 8:30am. Please can you ensure your child arrives for school on time, as the morning sessions are an extremely part of the school day and set the scene for the days activities . All children who miss the registration period have to be marked 'late' and any child arriving after 9.00am (without a valid reason) will be marked as 'absent without authorisation'.

What happens if I am late collecting my child?

At the end of the day the children are dismissed by their class teacher and any children who have not been collected are taken to wait outside the school office. If we have been informed a parent is slightly delayed then the child waits by the office until their parent arrives. If we have not been notified we start to contact the parents and named carers to find out what arrangements can be made. This is obviously time-consuming and it is appreciated if parents can notify us of lateness for any particular reason. We are obliged to keep a record of children collected late.

Repeated instances of late collection may incur fines.

What do I do if my child is unable to attend school?

We have to keep detailed records of individual children's attendance and punctuality and the school liaises with the local council to ensure children attend school regularly. Children may only miss school if they are too ill to go in or if they have advance permission from the school. If a child is unable to come to school, you must call the school between 8am and 8:30am on the day and inform us of the reason for absence. If they are not going to be in for more than one day, you will still need to call in on each day of absence to inform us. If your child is away for more than four days, you might be asked to obtain a note from the doctor. Please do NOT text the school phone or send an email. It is important that you call in to the school.

If your child is vomiting or has diarrhoea, they must be kept away from school until they have been symptom free for 48 hours. If your child has a dental or hospital appointment, please inform the office and your child's class teacher. We will need to see proof of the appointment (before or after the appointment). We urge parents to book appointments outside of school times.

Worried about a child? Have concerns regarding safeguarding? Talk to someone who can help.

Call: 0121 303 1888

What happens if we need to take our children out of school during term time?

Government legislation dictates that parents should not take their children on holiday outside an official school holiday period as even in the younger years the children miss important aspects of the school curriculum. On the rare occasion where it may be necessary for children or families to be away for “exceptional circumstances” it will be necessary to request permission from the headteacher by submitting a “Leave of Absence” request form which is available from the school office or the website.

What happens if my child is ill at school?

Please inform staff of any health problems, that your child may have e.g. allergies, eczema, asthma, and of any other upsets that might affect them during the day i.e. if they have had a nosebleed in the morning or complained of feeling unwell. If your child complains of feeling unwell at school we will notify you at home or work to see if there have been any concerns that morning. Sometimes the children sit outside the office, sometimes they return to class and sometimes they lie down on the put up bed in our medical room. Depending on the time of day and how unwell your child actually is you may be asked to come and collect your child from school.

What happens if my child needs to take medicine at school?

The school has adopted the following guidelines for the administration of medicines as recommended by Birmingham City Council and in line with current guidelines

Office staff are trained and responsible for administering medication. Class teachers cannot give medicine to children, nor can they keep medication in their rooms.

All parents wishing for their children to be given medicine must complete parental consent form which can be obtained from the school office.

Medicines must always be handed in to the school office by a parent or carer and not by children. These procedures apply to all medicines including inhalers.

All medication must be within its ‘best before’ date.



How will I know my child is safe at school?

The safety of your children is very important to us. Please can you help by remembering the following

If you are late please ensure you bring your child into the school and report to the school office.

If someone else is picking up your child from school please let the class teacher know who it will be or inform the office as soon as possible if there is a change in plan during the day.

Please remember to always close the school and nursery doors/gates behind you when entering and leaving the building.

When your home details or emergency telephone numbers change please inform the office. It is very important that we have up to date information so that we can contact you or a close friend/relative if your child is sick or has an accident in school.

Parking near the school is limited. If you have to drive your child to school please do not park on zigzag lines, across our neighbours' drives or in a way which would endanger others.

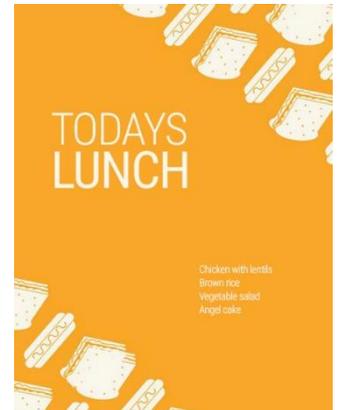
If you need to come into school for any reason, please enter through the main entrance and report to the school office. All visitors (including parents who are helping in school) are asked to sign in the Visitors Book.

What happens at lunchtimes?

Our lunchtime break starts at 11:45am (11:30 for early years). Children have lunch in their classrooms as currently we do not have regular access to a hall. As they finish their lunch they go out to the playground.

Children may bring in a packed lunch from home or they may opt to have warm lunches provided by an external caterer. Parents who wish to take up this option will need to pay the fee of £11 per week at the school office at least 1 week in advance.

We like to promote 'healthy eating' at Al Ameen and would ask that sweets are not included in children's lunch boxes. It would also be very helpful if fruit that is difficult to peel i.e. an orange, is already peeled for your child and if you could help your child learn how to open their lunchbox, flask, yoghurt pots and other containers. Please could all lunch boxes and flasks be named. If you are at all concerned about whether or not your child is eating their school lunch, please do mention it to the school office or class teacher.



What happens at playtimes?

Children go out to play twice during the day. Firstly, in the morning for break and then during lunchtime break. In the morning break, children will sit on the bench and have their snack. We do not allow children to eat whilst walking around the school building or playground.

What happens if my child gets upset in the playground?

We aim for our playtimes at Al Ameen to be an enjoyable part of the day. There are always members of staff on duty when children are in the playground and if a child is upset they can go straight to the member of staff, who will assist, comfort and reassure them.

What happens at home time?

At home time, children in years 4,5 and 6 line up in the school playground ready for their parents/ carers to collect them (during poor weather, children will wait near the doors of their building). Children in the early years (including reception class) and in years 1, 2 and 3 are to be collected from their buildings (Block B and Block C).

Parents are responsible for their own children once they have been collected from the teacher. They should ensure that their child does not run around in the playground as there are other children, often young who may get hurt due to older children playing.

How are parents involved in the school?

Parents are integral in the learning and development of their children and we value your contributions. If you are interested in helping on a regular basis please ask to speak to one of our senior leaders. Please note that all adults working with children must undergo certain checks before they can start. A newsletter is sent home each half term along with regular general letters. A range of informative meetings/ workshops are held throughout the year.

When can I hear about my child's progress?

Parent Consultations are held at least twice each year. In the autumn term, we have the first round of parent consultations and teachers will discuss your child's performance and any targets they have set for them for the current year. This is a good time for parents to understand how they can help support their child at home. The Parents Evening in the summer term provides an opportunity for an indepth discussion between yourselves and teachers about your child's progress. At this meeting parents can look at their child's work. In the summer term, you will also be provided with your child's annual report.

Are there any other things my child needs to bring in to school?

It is important that your child brings their book bag to school every day as this is an easy way to send home letters, reading books, homework, etc. All children are encouraged to bring in a named water bottle so children can access water when they choose. This is taken home at the end of the day so it can be cleaned and replenished with water. If your child has packed lunch they should include a separate drink/water bottle.

Reading

Our school library is open throughout the week and children will have opportunities to visit the library. We strongly encourage that each child reads for 10 minutes every evening whilst a parent, carer or older sibling listens. Parents are to sign their child's reading log to confirm that they



Ofsted

Our most recent inspection by Ofsted was in December 2017. In our Ofsted inspection, we were graded as a 'Good' school with the following breakdown:

Overall effectiveness	Good
Effectiveness of leadership and management	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Outstanding
Outcomes for pupils	Good
Early years provision	Good

Inspectors were immensely impressed and the progress the school had made since its previous inspection. Some of the comments made by inspectors in the report are as follows:

"Personal development, behaviour and welfare are outstanding. Caring for everyone is embedded in the pupils' attitudes to one another. This reflects the school's Islamic ethos."

"The leadership team is very dedicated. The deputy headteacher and two senior leaders support the headteacher very effectively in his determination to improve the school. They have clear action plans and specific responsibilities that have a positive impact on all parts of school life. As a result, pupils make good progress in the early years foundation stage, key stage 1 and key stage 2."

"Leaders ensure that pupils are well cared for."

"A very clear programme of interventions for pupils ensures that those who need to catch up receive good support. This system is regularly monitored and evaluated."

"Leaders ensure that they deliver a strong programme of continuous professional development for the adults in the school. In this way, all teachers, and especially those who are new to the profession, benefit from opportunities to develop their practice significantly."

"It was evident that staff have an intimate knowledge of the families that attend the school."

"Parents are most appreciative of the school because of the progress their children make and because the children feel safe and happy. They emphasised the importance to them of the religious ethos of the school. Each morning begins in the playground with morning prayers that parents observe, as the pupils stand in their lines to prepare for the day."

"The vast majority of the staff say that they are proud to work in this school. One member of staff said, 'Leaders encourage and support staff to do their best.'"

"The pupils benefit from a strong programme of spiritual, moral, social and cultural development through personal, social, health and economic education, citizenship lessons and lessons in Islamic studies."

"The school's ethos is clearly embedded in the minds of the pupils. As one said, 'Everybody should be included, no matter what the differences. You treat everybody how you would like to be treated yourself.'"

"The school's work to keep pupils safe and secure is effective. Pupils feel very safe at school because they trust the adults working with them to help them deal with any problems."

“Relationships between staff and pupils are good. Teachers know their pupils well. Consequently, the work set ensures that pupils make good progress. Teachers often adapt their lessons, responding to pupils’ needs. They give praise and rewards for hard work. Because of this, pupils are highly motivated.”

“Pupils respond very well to the excellent opportunities they have to study a wide variety of different subjects, engage in art and crafts and take part in special visits to places of interest. They have an enthusiasm for learning.”

“Pupils’ ability to consider others in the wider community is strong. For example, they support the homeless. They have supported a very large number of charities and have developed relationships with pupils from other cultural backgrounds. In this way, leaders have ensured that they develop a strong sense of how to make relationships with the wider community in Britain and across the world. Because of these experiences, they have a deep understanding of British values. They are very thoughtful about their own responsibilities and caring for other children.”

“Staff make sure that pupils are taught how to stay safe. Pupils confirmed that they feel safe in school. They talked about road safety, fire safety, safety near water and staying safe from online bullying. Year 5 and Year 6 pupils have the opportunity to learn about first aid because they attend a first aid after-school club. Leaders have set this up because some of the pupils have shown an interest in becoming doctors in the future. Older pupils have a good understanding about the dangers of radicalisation and racial prejudice.”

“The behaviour of pupils is outstanding.”

“Pupils are polite and courteous. They are friendly to each other, staff and visitors. Classrooms are calm and pupils settle quickly to work when moving from one lesson to another and when required to change their seating arrangements.”

“Pupils listen carefully and respond enthusiastically during group work and class discussions. Pupils listen to adults and to each other. They collaborate well, both in lessons and during outdoor play.”

“Pupils dress smartly and ensure that they keep their classrooms tidy. Pupils who attend the breakfast club automatically tidy up at the end of the session, including washing up the crockery and cutlery.”

“Pupils say that there is no bullying in the school, pupils do not use derogatory language or racial discrimination.”

“Attendance is good. Pupils are rarely late for school. The school works very hard to ensure that the few pupils who attend less regularly are encouraged to improve. This has resulted in consistent improvements in attendance over the past year. Parents fully support the school by bringing or sending their children to school regularly and on time.”

“The very few pupils who have special educational needs (SEN) and/or disabilities are making strong progress from their starting points. They are well supported by teaching assistants, teachers and outside agencies. The few pupils who arrive in school unable to speak English are well supported and also make strong progress.”

“Pupils experience a wide range of subjects and activities during their time at the school that prepare them well for the next stage of their education. In this school, the pupils also benefit from learning about Islam as well as other world religions.”

“Provision in the early years foundation stage is good because of strong leadership and an ethos of caring and support for families. Relationships between staff, parents and children are strong.”

“The children in the Nursery and Reception classes make strong progress in early phonics, reading, writing and mathematics. This prepares them well for Year 1.”

Fees

As an independent school, we rely on the prompt regular payment of school fees to ensure a smooth running of the school. Parents will need to pay school fees in advance (e.g. September's fees are paid by the end of August). Failure to pay school fees may result in penalties being incurred.

Please see below a structure of our fees (academic year 2018-2019)

	Annual fees	Monthly cost
1 child attending	£2200 per child	£188.83 per child
2 children attending	£2150 per child	£179.16 per child
3 or more children attending	£2125 per child	£177.08 per child

We highly recommend that parents pay fees by standing order as this can be tracked easily. Parents who do not wish to pay by standing order and pay by cash at the office will need to pay fees in advance. Along with this they will also have to pay an annual £50 cash handling fee.

Fees for other items including trips, stationery and uniform items can be paid as cash at the school office.

Standing order forms can be obtained from the school office.

Policies & Procedures

We have detailed policies available for key areas related to the school. These range from safeguarding to curriculum and clarify the protocols we adopt in the running and management of the school. Our safeguarding policy along with our other policies are available on our website and at the office.

A list of all staff who are first aid trained is displayed on the school notice board.

If you would like more details, please do not hesitate to speak to us.

Contacting Us

There are a number of ways to get in touch with us. Please see below:

Main office number: 0121 706 3322

Mobile number: 07939 979 231

Email address: contact@alameen.bham.sch.uk

Website: www.alameen.bham.sch.uk

Address: Al Ameen Primary School, 447 Warwick Road, Tyseley, Birmingham, B11 2JR