



ALAMEEN
PRIMARY SCHOOL



WELCOME PACK

EYFS ADMISSIONS

IN THE FOOTSTEPS OF

MUHAMMAD

In the name of Allah, The Beneficent, The Merciful

Assalamu Alaikum wa Rahmatullah

Welcome to our Early Years Foundation Stage!

We are delighted to welcome your child to Al-Ameen's Early Years Unit. Starting nursery is a very special milestone, and we look forward to working in partnership with you to support your child's learning, development and well-being.

Our aim is to provide a warm, secure and stimulating environment where every child is valued and given opportunities to develop socially, emotionally, physically and intellectually. Our qualified and caring staff are dedicated to ensuring that your child thrives and feels confident as they begin their school journey.

Our Early Years Unit

Al-Ameen Early Years consists of two phases:

- **FS1 (ages 3–4):** Focus on play-based learning to support physical, social, emotional and language development.
- **FS2 (ages 4–5):** Builds on FS1 with more structured learning, including phonics, reading, writing and early maths.

Play is at the heart of our curriculum. Children learn best when they are engaged, curious and having fun. Activities are carefully planned to support EYFS learning goals and to prepare your child for key stage 1.

We value the role parents play as a child's first and most important educator. Your knowledge of your child helps us support them effectively, so we work closely with families to create a strong home-school partnership.

Session Times & Funding

Universal 15 Hours (all 3–4 year olds)

Begins the term after your child turns 3.

Available as:

- Five morning sessions (8.15–11.15)
 - Five afternoon sessions (12.00–3.00)
 - Two full days + one morning
- All options free of charge.

30 Hours Funding (for eligible working families)

Families who meet HMRC criteria may receive up to **30 free hours per week**.

Apply online: **www.childcarechoices.gov.uk**

Sessions run:

Monday–Friday, 8.15am–3.00pm

Additional hours beyond funded entitlement are charged at **£5.00 per hour**.

Please note: parents must renew their funding code on time. Funding cannot be backdated, and any unfunded hours will be charged to parents.

Settling Into Early Years

New environments can feel overwhelming for young children. We begin with a short, supportive settling-in period. Parents are invited to attend an introductory session with their child to help them get to know the space and the staff.

During settling-in we ask parents to:

- Share key information about your child (health, likes, dislikes, routines).
- Keep goodbyes short once your child begins to settle.
- Call the office if you would like reassurance — we understand this can be emotional for parents too.

FS2 children may have shorter sessions at first before building up to full days.

Most children settle quickly once routines become familiar.

Attendance

Good attendance supports your child's learning and confidence.

Please:

- Avoid keeping children at home unless they are unwell.
- Book medical appointments outside school hours where possible.
- Call **0121 706 3344** by **9.30am** if your child is absent for any reason.

Collection of Children

- Please arrive on time for collection — waiting can cause distress.
- If someone new is collecting your child, inform staff or the office in advance.
Children will not be released without confirmed authorisation.

If you have multiple school pickups, please collect your youngest child first.

Emergency Contacts

Please provide **two emergency contact numbers** and keep these updated. Accurate information is essential if we need to contact you in an emergency.

Medication & Illness

If your child requires prescribed medication in school, a medical form must be completed. Only prescribed medication can be administered by staff.

Do not send your child to school if they have:

- Covid-19 symptoms
- Vomiting

- Diarrhoea
- High temperature
- Rash (e.g., measles, chickenpox)
- Persistent cough

Children must be clear of vomiting/diarrhoea for **48 hours** before returning.

If your child becomes unwell during the day, we will contact you immediately. In urgent cases, medical assistance will be sought.

Minor Accidents & First Aid

Trained staff will administer basic first aid for minor bumps and scrapes. You will be informed when you collect your child.

Safeguarding & Child Well-being

Your child's safety is our highest priority. All staff follow safeguarding procedures in line with Birmingham Safeguarding Children's Board.

If staff have concerns about a child's welfare, these will be referred to the Designated Safeguarding Lead.

Whistle-blowing procedures are in place to support staff accountability.

Communication With Parents

We keep families informed through:

- Class Dojo
- Newsletters
- Notice board
- Informal conversations
- Parent workshops
- Letters
- School website

We welcome open communication and value your involvement.

What to Bring to Early Years

You only need to provide a few essentials:

- A labelled change of clothes (for accidents)
- Weather-appropriate outdoor clothing (coat, hat, gloves etc.)
- Spare clothing for toilet training, if needed

Please label everything clearly.

Our Approach to Learning

Our Early Years curriculum is designed to be:

- Child-centred

- Play-based
- Inclusive
- Engaging

We listen to children's interests and adapt learning experiences accordingly. This helps children build confidence, independence and readiness for the next stage of learning.

Staff observe children's play and progress, using this to plan meaningful and enjoyable activities that support emotional, social and academic development.

How We Track Progress

Each child has an **electronic learning journey** which includes:

- Observations
- Photos
- Samples of work

This is shared with you during the year, and you will receive a full copy at the end of the academic year.

Parents are encouraged to share achievements from home, as this helps us plan next steps for your child.

Snacks & Milk

We promote healthy eating.

Children receive **morning and afternoon snacks** including fresh fruit, vegetables and milk.

Cost: **£15.00 per child per half term**

Please inform staff of any allergies.

Outdoor Learning

Children use our outdoor area daily.

Please ensure your child has:

- A waterproof coat
- Hat, scarf and gloves in cold weather
- Suitable footwear

Toilet Training

Most children aged 3 are expected to be toilet trained or close to independence.

Please teach your child to:

- Use the toilet confidently
- Wipe themselves
- Wash hands properly
- Boys: sit down to prevent spills

For hygiene and safeguarding reasons, staff **cannot** change children after soiling. Parents will be called to come in or take their child home.

We can supervise children changing after wetting, so please provide spare clothes.

Behaviour Policy

We focus on **positive reinforcement**, praise and consistency.

Staff apply a clear behaviour code which helps children feel secure and understand expectations.

Excursions & Trips

Parents will be informed in advance of any trips. A consent form will be required for each outing.

Safeguarding Concerns

If you are worried about the safety or welfare of any child, contact:

Mohammed Rahman (Headteacher and DSL) or

Ustadha Nazia Sultana (Early Years Manager / Deputy DSL)

0121 706 3322

Or contact **CASS**: 0121 303 1888

CASS@birminghamchildrenstrust.co.uk

Our Team

Our team comprises 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 are 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

Our teachers work hard to provide a good standard of education to our pupils. Ongoing professional development ensures that teachers are aware of best practice, making learning an enjoyable experience for our children.

In addition to classroom teachers, we have additional teachers for Islamic Studies, Qur'anic Studies, Arabic Language, and PE.

Support Staff

We make use of teaching assistants where required. They are allocated following a needs assessment and are well qualified for their roles.

Other Staff

Our office and support staff are integral in ensuring the administration of the school runs smoothly. Additionally, we have staff who maintain the school environment, ensuring the school is clean and safe for children, staff and visitors.

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 Governors: Maulana Moin Uddin

Head Teacher: Maulana Mohammed Aminur Rahman

Deputy Head: Sister Zeenat is our deputy head and works alongside the head teacher taking the lead in curriculum development amongst other roles.

Designated Safeguarding Lead: Mohammed Aminur Rahman is our Designated Safeguarding Lead.

Senior Leaders: Sister Nazia works alongside Sister Zeenat on curriculum development and teaching and learning responsibilities amongst other responsibilities.

School Policies and Information

At Al Ameen Primary School, we are committed to transparency and ensuring that parents have access to all essential information.

All school policies are available at: www.alameen.bham.sch.uk/policies

If a policy is not currently visible online (e.g. during website updates), printed copies are available at no cost from the school office.

Summary of Key Policies

Policy	Summary
Safeguarding & Child Protection	Details how we keep children safe from harm.
Curriculum Policy & Statement	Describes our teaching aims and curriculum structure.
Health & Safety	Ensures a safe environment for pupils, staff, and visitors.
Absconding Child Policy	Procedures if a child leaves school premises without permission.
Visitors in School	Sets out how we manage and monitor visitors.
Fire Safety	Details prevention and evacuation measures.
Pupil Supervision	Ensures appropriate supervision throughout the school day.
Risk Assessment	Explains how risks are identified and mitigated.
Admissions	Outlines fair and transparent admissions procedures.
Attendance	Encourages regular attendance and punctuality.

Policy	Summary
Behaviour	Promotes positive behaviour and consequences for misconduct.
DDA Accessibility Plan	Ensures access for pupils and visitors with disabilities.
RSE & PSHE Policies	Cover personal, social, health and relationships education.
Complaints Policy	Explains how to raise and resolve concerns. Parents can also view how many complaints have been received in each year on our website or on request from the office.
SEND Policy	Support for children with special educational needs and disabilities.
EAL Policy	Support for children with English as an additional language.
Privacy Notice & Data Protection	Explains how personal data is managed.
Suspension & Exclusion Policy	Ensures fairness in disciplinary processes.
Premises Management	Covers the safety and maintenance of school grounds.
Supporting Pupils with Medical Needs	Sets out care for children requiring medication.
First Aid Policy	Procedures for responding to injuries and emergencies.
Anti-Bullying Policy	Prevents and addresses bullying effectively.

School Performance and Accountability

Parents may access on the website or request from the office the following information:

- School performance data for the past three years
- The number of formal complaints received each year
- Inspection reports and other key information

How to Contact Us

Al Ameen Primary School

447 Warwick Road, Tyseley, Birmingham, B11 2JR

☎ 0121 706 3322 📠 07399 79231

✉ contact@alameen.bham.sch.uk 🌐 www.alameen.bham.sch.uk

"We look forward to working in partnership with you. May Allah bless our children with beneficial knowledge, good character and success in this life and the next. Aameen."