



ALAMEEN
PRIMARY SCHOOL

WELCOME PACK

PRIMARY ADMISSIONS



IN THE FOOTSTEPS OF
MUHAMMAD

Assalamu Alaikum wa Rahmatullah

We would like to extend a warm welcome from Al Ameen Primary School and hope that your association with us will be a long and enjoyable one.

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 our school.

Background of the School

Al Ameen Primary School was set up in September 2005 by members of the local community who really wanted to make a difference. Although we began as an early years unit, the school built itself with it's pupils and has been running as a complete early years and primary school setting for many years.

The school has a vision to develop confident, respectful, active British Muslims who achieve academic excellence and draw guidance from the Quran and life of the Prophet (peace be upon him). We want our children to be proud of who they are and to be confident that there can be no barrier to them being successful.

Our Vision

Our vision is to develop confident well-mannered children who use their full potential and achieve their best. Children at our school will acquire the skills and knowledge required for them to live in modern Britain. Subsequently, they will become courteous, law abiding, proud and active citizens of a harmonious multi cultured society, drawing guidance from the Quran and the life of the Prophet (peace be upon him).

Our Aims

At Al Ameen Primary School, we are committed to providing a high standard of education in the delivery of the curriculum. In doing so, we aim to:

- Promote equality of opportunity for all pupils and staff
- Promote and maintain a healthy physical and emotional lifestyle
- Learn to understand, respect and value our own and others' way of life
- Ensure everyone has equal access to a broad and balanced curriculum that reflects their individual needs and equips them for the future
- To create a stimulating and attractive learning environment where children feel happy, safe, secure and respected
- To ensure through careful planning and assessment, that each child receives a curriculum which enables them to achieve their potential
- To help pupils develop a caring attitude towards other people, a sense of responsibility and respect for the wider community
- Display high standards of good manners and politeness at all times
- Promote the spiritual, moral and cultural development of children, including an understanding and appreciation of the various communities who make up our society.
- Enable all pupils to achieve their full potential as independent life-long learners

Our Ethos

To develop the whole personality of pupils with Islam as a prime focus of their lives, taking guidance from the Quran and the Sunnah of the Prophet Muhammad e. Furthermore, we aim:

- To encourage the pursuit and acquisition of general knowledge and skills.
- To promote the dignity of each young person through self-respect, respect for peers and through the development of personal responsibility.
- To help young people understand the challenges of the world in which they live and that their own well-being is closely connected to the well-being of others.
- To ensure that young people enjoy their life at school and develop a love of learning and a strong desire to continue their education as a lifelong experience.

Partnership with Parents

Why partnership matters

We believe that education is most effective when children, school and parents work together. When everyone is on the same page it helps our children to thrive academically, spiritually and socially.

Our Agreement

We ask parents, pupils and the school to commit to a shared responsibility, summarised here:

- **The School will:** provide a safe, respectful, motivating learning environment; deliver a broad and balanced curriculum; support your child to reach their potential; communicate regularly with you.
- **The Parents will:** ensure your child attends every day, on time; provide a supportive home-learning environment; read with your child and help them complete homework; communicate with the school about concerns or changes; reinforce our values at home.
- **The Pupil will:** attend daily and on time; try their best in lessons; follow our values; show respect and good behaviour; talk to parents and teachers if they need help.

With this, we all aim to work together to help your child achieve excellence.

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.

Curriculum Overview – What Your Child Will Learn

At Al Ameen Primary School we deliver a broad and balanced curriculum which prepares children for modern Britain while retaining our Islamic identity.

Key features of our curriculum:

- We cover the following subjects: English, Mathematics, Science, Computing, Art & Design, Physical Education, Geography, History, Arabic language, Quran and Islamic Studies.
- We sequence learning carefully so that children build on prior knowledge, revisit and deepen their understanding.
- Assessment is purposeful: we use regular formative assessments and report to parents through periodic updates, parent consultations and an annual report.
- Homework is used to reinforce and extend learning, not simply as a task. Reading is especially important: all pupils are expected to read at home regularly.
- Personal, social, health and economic education (PSHE) is woven in, and includes British values, Islamic values, and preparation for life in a diverse society.

How you can support at home:

- Read with your child regularly; ask them about what they've read.
- Check homework, ensure it is completed in a quiet, suitable space.
- Encourage talk about school: what they learned, what challenged them, what they enjoyed.
- Use opportunities for real-life learning: cooking, shopping, family walks, discussions about our values and communities.

Relationships and Sex Education (RSE)

At Al Ameen Primary School, our RSE curriculum is taught in a way that is fully in line with our Islamic ethos and values. The purpose of RSE at primary level is to help children develop healthy, respectful relationships, understand their own feelings, and learn how to keep themselves safe.

Our RSE curriculum focuses on:

- **Family relationships** and the importance of care, kindness and respect
- **Friendships**, cooperation, and resolving conflicts
- **Feelings and emotions**, including how to seek help
- **Personal boundaries** and respecting the boundaries of others
- **Keeping safe**, including recognising unsafe situations
- **Basic body awareness**, appropriate for age and development
- Understanding that families may differ, while maintaining our Islamic principles

As a faith school, we teach RSE in a way that upholds Islamic beliefs about family life, modesty, and moral conduct. We will not teach content that conflicts with our faith values. Children are taught to respect others while being confident and secure in their own beliefs.

We do not teach Sex Education at primary level. Any content within the science curriculum is taught factually, age-appropriately and sensitively, in line with statutory requirements.

Parents are welcome to discuss the RSE curriculum with the school if they have any questions, and the full RSE policy is available on our website or from the school office.

Reading

- Children should bring their **book bag** to school every day.
- They are encouraged to read **10-15 minutes daily** at home and log their reading.
Please sign the reading record once your child has read.

Behaviour & Character Development

At Al Ameen we believe outstanding behaviour is integral to academic and personal success. Schools are expected to have high standards of behaviour and to promote pupils' personal development; our ethos incorporates this fully.

Our approach:

- We encourage positive behaviour through praise, recognition and rewards.

- We teach our children to manage their behaviour, to show respect, empathy and self-control.
- Our values are reinforced in every lesson, in assemblies and around school.
- Consequences for unacceptable behaviour are clear, consistently applied and communicated to parents.
- We ask parents to support us: ensure your child adheres to our expectations, attends punctually, and is ready to learn.

Parent role:

- Reinforce school values at home: e.g., showing respect, helping and sharing, doing your best.
- Monitor your child's attitude to learning and behaviour—if you notice concerns, speak to us early.
- Attend school events, meetings and behaviour conversations if invited.

Celebrating Positive Behaviour

We believe in recognising and rewarding pupils who demonstrate excellent behaviour, strong effort and good character.

Children may be rewarded through:

- Praise and verbal recognition
- Stickers or certificates
- "Star of the Week" awards
- Special responsibilities or privileges
- Positive phone calls or messages home
- Class rewards for working well as a team

We aim to nurture pupils' confidence and help them understand that positive choices lead to positive outcomes.

Safeguarding & Well-being

Your child's safety and well-being are at the heart of what we do.

Our commitment:

- We create a safe, secure, nurturing environment where children feel valued and respected.
- We follow rigorous safeguarding procedures: all staff are trained, we carry out checks, report concerns and work with external agencies when needed.
- We promote emotional health, healthy lifestyles, and positive relationships.
- We foster physical well-being: PE, active breaks, healthy lunchboxes, age-appropriate rest and movement.
- We promote awareness of diversity and how children can live in a harmonious multi-cultural society. alameen.bham.sch.uk

What parents can do:

- Keep your contact details up to date and inform us of any changes in home life.

- Talk to your child about safety online, friendships, stress, emotions.
- Contact the school if you notice patterns of change (e.g., difficulty sleeping, mood, friendships) so we can support your child.

School Uniform

At Al Ameen, we take pride in being smart, well presented and ready for learning. Children from Foundation 2 to Year 6 are to come to school wearing the correct uniform.

Girls:

- Grey hijab
- Grey trousers
- White shirt/blouse
- Navy blue cardigan with logo (purchase from Mansuri Schoolwear)
- Black or grey socks
- Black shoes (no slip-ons or trainers)
- Grey pinafore dress with grey trousers or plain navy abaya

Boys:

- Grey trousers
- White shirt or white thobe
- Navy blue jumper with logo (purchase from Mansuri Schoolwear)
- Black or grey socks
- Black shoes (no slip-ons or trainers)

P.E. Kit:

- Navy blue polo shirt (purchase from Mansuri Schoolwear)
- Black jogging bottoms
- Plimsolls or black trainers

Children are not allowed to bring in jewellery or wear high heels.

Getting Ready for School

Transition

Transitions can be difficult to manage, even for grownups. We aim to provide a seamless process so your child quickly becomes familiar with their new environment. Transition into school is managed carefully to ensure children settle well.

The First Day

The first day is an exciting day. Children tend to easily settle in at Al Ameen and we try to make their experience enjoyable. At times, children may not settle immediately — parents may stay with their child for a short while until the child feels ready. We appreciate your patience as we make this transition a positive experience.

Here is what to expect in the first weeks:

- Week 1: Your child meets their teacher, classroom and new classmates; we focus on settling in, routines and getting to know each other.
- Week 2: We begin normal lessons; your child will bring home their reading book and reading record.
- By end of term: You will receive an update on how your child is settling, any areas for you to support at home, and where they are in relation to expected standard.

What you can do to help:

- Ensure your child arrives on time each day, in full uniform, ready to learn.
- Encourage them to talk about school each day: what they liked, what they found tricky.
- Ensure they have a quiet space to do any home-learning or reading.
- Label all clothes and belongings; provide a water bottle; check the reading record regularly; encourage consistent routines.

At School

School Day

School starts at **8:30am** (8:15am for morning nursery) and finishes at **3:00pm**.

Please bring and collect your child punctually. Gates open at **8:15am**, and children begin to line up at **8:20am**. Morning prayers take place between **8:20–8:30am**.

Any child arriving after **9:00am** will be marked as *late* or *absent without authorisation* if a valid reason is not provided.

Late Collection

At the end of the day, children are dismissed by their teacher. Any child not collected on time will be taken indoors.

Repeated instances of late collection may incur fines. Parents are urged to call the school in advance if they expect to be late.

Attendance & Punctuality

Why Attendance and Punctuality Matter

Regular attendance is vital for your child's learning, wellbeing and future success. Even a small amount of absence can have a significant impact. Missing just **5 days each term** adds up to almost **an entire school year lost** by the end of Year 6.

Punctuality is equally important. Children who arrive late often miss vital instructions, feel unsettled, or disrupt the learning of others.

We ask all parents to:

- Ensure children arrive by 8:30am
- Book appointments outside school hours whenever possible
- Contact the office promptly if your child is unwell

- Provide medical evidence for longer absences

We keep detailed records of attendance and punctuality. The school works closely with the Local Authority to monitor attendance and provide support where needed.

If your child is ill or cannot attend, please call the school **between 8:00am and 8:30am** and inform us of the reason.

For absences longer than three days, a **doctor's note** may be required.

Where possible, appointments (doctor, dentist, etc.) should be scheduled outside school hours.

Leave During Term Time

Government legislation states that parents should not take children on holiday during term time unless for *exceptional circumstances*.

A "Leave of Absence" request form is available from the school office or website.

Illness at School

If your child becomes unwell during the day, we will contact you. Depending on the illness, we may allow a short rest period before deciding if collection is necessary.

Please ensure medical information is kept up to date so we can cater for your child's needs.

Medication at School

Parents wishing to send medication must complete a **Parental Consent for Medication Form**, available from the office.

All medication must be in its **original container** and clearly labelled.

Staff trained in administering medication will manage this carefully.

Further details are available in our **Supporting pupils with medical conditions policy**.

Lunchtime and Playtime

Lunch begins at **11:00am** (varies by class).

We encourage **healthy eating**

Children bring in a packed lunch to school.

A Healthy Lunchbox Should Include:

- Sandwich / wrap / rice / pasta
- 1–2 portions of fruit or vegetables
- Water or milk

Please Avoid:

- Crisps
- Chocolate bars
- Fizzy drinks
- Sweets
- Nuts – Please note that we are a nut-free school

Children go out to play twice daily.

Staff are on duty to ensure safety and wellbeing.

Water Bottles & Hydration

Children should bring a labelled water bottle to school each day. Water bottles can be refilled in school and should be taken home daily for washing. Hydration is important for focus, health and wellbeing. During Ramadan, children who are not fasting are expected to continue drinking water as normal, and fasting pupils will be supported sensitively.

Home Time

At the end of the school day, children line up in the playground for parents/carers to collect. Parents must supervise their children once collected and avoid allowing them to run in the playground.

Home Communication & Parent Partnership

How we communicate with you:

- We send regular newsletters, updates and key information via ClassDojo and printed letters/newsletters.
- We hold parent-teacher consultations twice per year (Autumn & Summer) plus an annual school report in the Summer.
- We encourage you to speak with the class teacher when needed — if you have any concern, please book a brief appointment.
- We value parent feedback. There will be opportunities for you to join the PTA, attend parent workshops, and contribute to school improvement.

Expectations for partnership:

- Please read all communications from school — if you're unsure about anything, ask.
- Notify us of any changes in your home situation, contact numbers, or medical conditions.
- Attend school events where possible (welcome meetings, open days, celebrations) — your presence shows your child you care about their education.

Communication Hours

Teachers will respond to messages during school working hours. Please allow up to 48 hours for a response during weekdays. For urgent matters, contact the school office directly.

Daily Essentials Checklist:

- Full school uniform (labelled)
- Book bag (with reading book + reading record)
- Water bottle
- Lunchbox
- PE kit on PE days
- Any required medication (signed in at office)

Equipment & Belongings

- All personal items must be clearly labelled with your child's name.
- Toys, games, and personal valuables should not be brought to school unless specifically requested by a teacher.
- Mobile phones are not permitted for pupils.
- Lost property is stored in the office. Items not collected after a reasonable period may be donated or disposed of.

Weather & Seasonal Clothing

Please ensure your child is dressed appropriately for the weather. A warm, waterproof coat is essential in winter, and a sun hat is recommended in summer. Sun cream should be applied at home before school during hot weather.

School Trips & Educational Visits

At Al Ameen Primary School, we believe that learning extends far beyond the classroom. Educational visits provide valuable opportunities for children to explore new environments, build confidence, develop social skills, and deepen their understanding of the curriculum.

You will receive information about each visit in advance, including the purpose of the trip, travel arrangements, lunch requirements, and what your child will need to bring. Parents must ensure permission is given promptly so that your child can take part.

We maintain high expectations for behaviour during all trips. Pupils are expected to show excellent manners, listen carefully to adults, follow safety instructions and represent the school positively. If a child's behaviour is a concern, the school may decide they cannot attend a trip for their own safety or the safety of others.

Where appropriate, we welcome parent volunteers to support school trips. Volunteers are selected at the school's discretion and may require a DBS check.

Online Safety & Use of Technology

Although we are a primary school with limited use of digital devices, online safety remains an essential part of safeguarding. We ensure that all internet access in school is filtered and monitored to keep children safe.

Online safety is taught throughout the year so children learn how to stay safe, make responsible choices, and speak up if something makes them uncomfortable.

We encourage parents to support online safety at home by:

- Supervising your child when they use devices
- Setting parental controls on tablets, phones and games consoles
- Keeping devices in communal spaces, not bedrooms
- Limiting screen time, especially before bed
- Talking to your child regularly about what they see or do online

If you have any concerns regarding online activity, please contact the school and speak with a Designated Safeguarding Lead.

Emergency Procedures

Your child's safety is always our highest priority. To ensure children and staff are prepared for unexpected situations, we carry out regular emergency drills throughout the school year.

Fire Drills:

Fire drills are held termly. Children learn how to exit the building calmly and safely and assemble in the designated areas.

Lockdown Procedures:

The school also has a lockdown procedure in the rare event that we need to keep children safely inside the building. Staff are trained to follow this procedure and children are supported in a calm and reassuring manner.

Emergency Contact:

If the school needs to contact you urgently, we will call the numbers you have provided. Please ensure that all contact details are kept up to date. In the event of a major incident affecting normal dismissal, children will only be released to known adults.

Parent Code of Conduct

At Al Ameen, we aim to create a respectful, positive and supportive environment for pupils, staff and families. To help us maintain this, we ask parents to follow our Parent Code of Conduct.

Parents and carers are expected to:

- Communicate with staff politely and respectfully
- Model good behaviour for all children
- Approach concerns calmly and follow the school's procedures
- Use social media responsibly and avoid posting negative or inflammatory comments about the school, staff or pupils
- Avoid using mobile phones during drop-off/pick-up in a way that distracts supervision of your child
- Never use inappropriate language, raise your voice aggressively, or behave in a way that could cause distress to others

We reserve the right to take action if behaviour from any individual compromises the safety, wellbeing or dignity of staff or pupils.

Support for Pupils with Special Educational Needs and Disabilities (SEND)

We are committed to ensuring that all pupils, regardless of their needs, can access a full and ambitious curriculum. Some children may require additional support at certain points in their school journey.

If a teacher has concerns about a child's progress or development, this will be discussed with parents as part of a "graduated approach" consisting of:

Assess – Plan – Do – Review

Our SENCo works closely with families, teachers and, where appropriate, external professionals to ensure that support is targeted and effective.

Support may include in-class strategies, small group interventions, adaptations to teaching or, in some cases, referrals to specialist services.

If you have concerns about your child's learning, please speak to the class teacher or contact the SENCo through the school office.

Extra-Curricular Activities

Throughout the year, we offer a range of extra-curricular clubs and enrichment activities. These may include sports, Qur'an recitation groups, art, homework support, or other seasonal clubs.

Information about available clubs, age groups, timings and sign-up procedures will be shared each term. Places are limited and will be allocated on a first-come, first-served basis unless stated otherwise.

Participation in extra-curricular activities helps children build confidence, explore interests, and enrich their learning experience.

Frequently Asked Questions

What if my child is upset at drop-off?

Our staff will gently support them. Most children settle quickly once parents leave. You are welcome to call the office later for reassurance.

Can my child fast during Ramadan?

Yes. Please inform the school in writing if your child is fasting. We will ensure they are supervised indoors during lunchtime and encourage them to take part safely.

What if my child loses something?

Please check the lost property area near the office. Labelling all items helps ensure they are returned.

How do I speak to my child's teacher?

Teachers are available after school for brief conversations. For longer meetings, please arrange an appointment through the office.

What if my child is being bullied or has a friendship issue?

Please speak to the class teacher or the senior leadership team. We take all concerns seriously and follow the Anti-Bullying Policy.

Your Child's Rights & Responsibilities

Rights:

- Your child has the right to a high-quality education where they are safe, respected and challenged.
- They have the right to feel included, valued and to thrive in our school community.
- They have the right to express their beliefs, values and identity in a respectful manner consistent with our ethos.

Responsibilities:

- Arrive at school on time, dressed in full uniform, ready to learn.

- Treat others with respect and kindness; follow our school values.
- Complete reading and homework tasks; ask for help when needed.
- Represent the school positively in the wider community.

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.
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.

Policy	Summary
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."