



**Tarbiyyah**  
Primary School

# **Early Years Foundation Stage**

**Prospectus**

2017-2018

Asalaamu alaykum wa Rahmutullah wa Baraktuh,

Dear Prospective Parent,

### **A warm welcome to Tarbiyyah Early Years Foundation stage**

This brochure is to inform you about the organization and how our EYFS operates. We hope that it will answer any questions you may have.

Our aim is to enable the children to get the most out of their early educational experiences and prepare them for the rest of their education. Although we offer structure in certain elements of the daily routines, activities are focused on allowing children to express themselves and lead and direct their own learning. The early years practitioners are very much focused on providing creative inspiration in order to instill confidence and promote independence within the children

We place high regard and emphasis on learning through play and regard the early formative years as a crucial time in a child's educational development.

We hope that parents will also take the same view and approach this key period of a child's learning with enthusiasm and support.

The Prophet (may the peace and blessings of Allah be upon him) also said: *"Each of you is a shepherd and responsible for his flock..."* Reported by, Al-Bukharee (2554), Muslim (1829) Ahmad in al Musnad (4495).

So it is upon every parent and educator to instill the proper *Tarbiyyah* – education and upbringing/cultivation – in our children regarding every aspect of their lives in order to please Allah and in order provide the children with a strong foundation.

Thus, the members of the HCI (Heathrow Community Initiative) have come together with a like-minded group of parents, teachers and various professionals to establish an early years setting that will prepare our children for their futures, Insha'Allah.

### **Statement of Ethos and Our Goals**

At Tarbiyyah Early Years we are passionate about providing a high standard of education and maintaining a creatively inspirational and enjoyable environment for our Learners. We encourage parents to work alongside us in our effort to nurture children upon the strong morals, discipline and exemplary behaviour that Islam promotes. This will Insha'Allah prepare our Learners to become well informed, upright citizens who contribute positively to the community and society as a whole with ease.

It is also important for us that our school stands out by the standard of academic and social education it offers Learners and the service of 'lifelong learning' it provides to the community



## Our Progress

Alhamdu'lillah the school opened on Monday 12th September 2011 and our EYFS team have built up a reputation for success.

### Aims of the Early Years Foundation Stage

- To provide a welcoming and enabling environment where each child is included and valued
- To help each child feel secure and relate to both adults and children
- To encourage awareness of and sensitivity towards the needs of others
- To develop independence, self-confidence, self-control and self-discipline
- To foster initiative and curiosity
- To develop an enquiring mind, an interest in learning and enthusiasm towards the next stage of school life.

We aim to achieve this by:-

- Educating our Learners upon the correct understanding of Islam, based firmly upon the Quran and Sunnah of Prophet Muhammad (may the peace and blessings of Allah be upon him).
- Teachers and staff using and instilling the correct Tarbiyyah within our Learners to support and nurture the development of their personality, based on the principles of: **Wellbeing** (self-awareness, self-esteem, self-confidence), **moral responsibility, uprightness, respect and tolerance**. Thereby, enabling the Learners to acquire an appreciation and respect for their own and other cultures, and to contribute positively to their community and society, while confidently meeting any challenges.
- Providing our Learners with a Creative Curriculum that implements diverse teaching methods, combining authentic Islamic Education with aspects of the National Curriculum.
- Maintaining a safe, caring, creatively inspiring, exciting and positively challenging learning environment.
- Encouraging parent partnership and the community to collaborate and work together with us to contribute positively to the children's education and well-being.
- Providing our Learners with a broad general knowledge of public institutions and services which will help them to become aware of and understand other cultures and traditions, thereby promoting tolerance and coherence.

Staff are trained to work within the Early Years Foundation Stage and recognise that "*all children have from birth a need to develop, learning through interaction with people and exploration of the world around them*". The Early Year's framework recognises the holistic nature of development and learning and covers seven areas of Learning:

- **Personal, Social and Emotional development (PSED)**

PSED is a crucial part of a child's development in Early Years. Activities include circle time, games to learn social skills and teaching the children to be independent.

- **Communication and Language**

Communication and language focuses on listening and attention, speaking and understanding.

- **Physical Development**

Physical Development helps children develop their fine and gross motor skills both in the classroom and outside

- **Literacy**

Literacy is split into two main areas;

- Reading
- Writing



- Children in Nursery and Reception follow the Letters and Sounds program to develop reading and writing skills. Parents will receive additional information about how reading is taught and how they can help their child at home. Children also have access to daily reading and writing opportunities which are led by the children themselves as well as adults in both indoors and out

- **Mathematics**

Mathematics is split into two areas;

- Numbers

- Shape, space and measure

Children learn the following through play;

- Number recognition
- Adding, taking away
- Sharing and doubling
- Learning mathematical vocabulary
- Patterns
- Shape recognition
- Size and capacity

- **Understanding of the World**

This area helps the children to explore the world around them, including people and communities,

- the world and technology.

- **Expressive Art and Design**

Expressive Arts and Design allows the children to access and explore the artistic and dramatic elements of the curriculum And children using their imagination and materials is a key focus

Children should mostly develop the 3 prime areas first during Nursery

These are:

- Communication and language
- Physical development
- Personal, social and emotional development

The prime areas will help them to develop skills in 4 specific areas.

These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

## **Tarbiyyah**

Our Islamic ethos will be our springboard and will encompass the subjects PSED and Understanding the World.

Our 'Tarbiyyah' lessons will provide the framework to support the development of personal, social and life skills of our Learners; the identification of and dealing with emotions and feelings, exploring health related issues, understanding about oneself and relationships with others.

We will relate areas of learning such as Personal, social and emotional development to our Islamic Curriculum as a whole school approach. Our Islamic Curriculum includes materials which include work on empathy, manners and etiquettes with others.

## **Arabic**

Our school aims to embed Arabic as part of the school life and establish it as a 'language for learning'. It is therefore given importance as the second subject area of the curriculum. Nursery students will benefit from Arabic based activities within their setting as well as listening and reciting Qur'an. Our Reception class will receive 30 - 45minutes of Arabic daily taught by native Arabic speakers Arabic will comprise of:

- Memorisation
- Learning Qur'an Arabic as a language – speaking, listening, reading and writing

- The Qur'anic rules of recitation (Tajweed)

We wish for our Learners to develop a level of competence in understanding Arabic vocabulary, building a love of the Arabic language, reciting Qur'an and building a love of Islam in general. Arabic Islamic texts should be used wherever possible.

## Progress

From the time of admission each child's progress is monitored by the EYFS staff. Assessments and Learning Journeys are kept. There are at least three open days / parents evening consultations held each year. In EYFS the reports will be done yearly, with a report sent home at the end of the academic year insha'Allah followed by a parents evening.

## Assessment

All Early Years children will be assessed during the first few weeks of term. We will use the Foundation Stage Profile, which is used to assess children's achievements in all areas of learning throughout the year and at the end of the Foundation Stage. The observations will give valuable information to the teachers, on the learning requirements of each child, and will be used to inform their planning.

All children will be assessed throughout their time in the EYFS through both formal and informal observations. A meeting with the parents or carers of each child will be held in the Autumn term to discuss the child's needs and how we will enable them to be met. A further meeting is held later in the school year and a report is sent out in the summer term.

## Setting

Our EYFS has a range of facilities to enable us to offer continuous indoor and outdoor provision.

The outdoor area is used to extend the indoor curriculum – incorporating sheltered area with safety surface, garden area and playground area.

We will also be using other parts of the main school building, as well as the library, the local gymnasium and the park for various activities insha'Allah.

## Hours

The EYFS hours are as follows:

Nursery – Morning Session: 8.30am – 11.30pm, Afternoon Session: 12:30pm – 3.30pm  
 Reception 2 – 8:30am – 3:30pm

To avoid upsetting your child, please collect him/her promptly, at the end of the session. It can be most upsetting for a child if there is no one to greet them. No child will be allowed to leave the school without an adult. Please inform a member of staff if you have to arrange for a different person to collect your child. There will also be opportunities for you and your child to spend time within the setting.

## School Staff

Tarbiyyah Primary School's EYFS staff are all CRB checked and working towards qualification status if not already qualified. We currently have the following staff;

Name	Position
Ustadah Qadan Rageh	EYFS Manager / Reception Teacher
Ustadah Zarah Siddiq	Reception Teacher
Ustadah Hamdi Ibrahim	Reception Assistant Teacher
Ustadah Farhia Osman	Nursery Teacher
Ustadah Ayesha Mahmood	Nursery Assistant Teacher

## Help in the Class

Our Teachers are supported by Early years practitioners, who help support in delivering individual, small and large group learning opportunities. Our Teacher to Learner ratio is excellent and is something we will look to maintain going forwards insha'Allah.

## Parent Partnership

In order to get the best possible education for our Learners, support from our parents is vital, so at Tarbiyyah Early Years we constantly provide feedback, support and advice to our parents, carers and guardians to ensure they are supplementing and supporting their children's education from home. One of our main objectives is to provide a holistic *tarbiyyah* package which encompasses the whole community, not just the students at the school. We understand that better education at all levels leads to a better and more cohesive community.

This is done in the following ways:

- School Policies
- Parents Newsletters
- Parent Workshops and subject guidance
- Individual Education Plans
- Attainment reports
- End of Term/Year reports

We also actively encourage our parents to join in with school activities and events which they are often happy to do!

## School Policies

The following policies can be made available upon request or viewed on our website:

- Anti-Bullying Policy
- Behaviour & Conduct, Discipline & Exclusions Policy
- Safeguarding Children & Child Protection Policy
- Admissions Policy
- Assessment Policy
- School Uniform Policy
- Attendance and Absence Policy
- Complaints Procedure Policy (with the details of the number of formal complaints in the preceding year)
- Parental Involvement Policy
- Home School Agreement Policy

We also have various other policies, including the following, which are available from the school upon request:

- Curriculum Policy (incl. the educational and welfare provision for pupils with statements of Special Educational Needs and for pupils for whom English is an additional language)
- Health & Safety Policy
- Health & Safety of Pupils on Educational Visits Policy

## Behaviour

From Abu Dardaa (may Allah be pleased with him) that the Prophet (may the peace and blessings of Allah be upon him) said:

*"The heaviest matter in the scales of Yawmil Qiymah is the good character."*  
[Saheeh Jami #34 – Shaykh Al-Albaanee declared the hadeeth as Saheeh]

In early years, the staff are **particularly sensitive** to the individual needs of each child and behavior is modified gently but firmly and with consistency. Parents are also involved to give support in promoting appropriate expectations and attitudes. Appropriate sanctions are used for breaking rules.

## Class School Rules

- We listen to each others point of view, without interruption
- We use kind words with each other as Allaah loves the one who is best in speech
- We are kind to each other for the Sake of Allaah and help each other to gain reward
- We use indoor voices when we are inside
- We raise our hand in order to comment or question, as seeking permission is an aspect of positive Islamic etiquette
- We move quietly about the school and do not disturb each other
- We keep our school clean and value our environment, as taught in Islam
- We take pleasure in our appearance, work and our school
- We do not tolerate bullying, as a Muslim never hurts another person
- We keep ourselves safe

## Child Protection

All our Learners are supported with care and concern. Teachers always carefully monitor the welfare of Learners both inside the classroom and in the outdoor play area. All staff are required to complete a CRB clearance check by the school.

Parents should be aware that where there is strong evidence that a child may have been abused, the school is required to report their concern to Social Services immediately.

A copy of our policy on Safeguarding Children & Child Protection is available on our website or upon request.

## Concerns and Complaints

Whilst every effort is made to ensure we are meeting your satisfaction, we understand and take very seriously any feedback or grievances you may have with any aspect of our school. You will be provided with a Complaints Procedure document in our welcome pack should your child join the school.

The Complaints Procedure Policy Provides details of the complaints procedure adopted by the school, together with details on complaints registered under the formal procedure during the preceding school year. And a copy of this policy is available to download in full from our website or is available upon request.



## How to Prepare Your Child for the Nursery or Reception

Please talk to your child about starting school and some of the activities he/she will be doing. Many of these activities will be similar to activities carried out in nursery, especially in the first half-term – child initiated activities, construction, presentation techniques, sand, water, writing area, computer, jigsaws, water, sand and making area. We aim to provide a curriculum firmly based on active learning, often through play based activities. We believe this will help foster a love of learning in children and encourage them to develop enquiring minds.

Children need to become more independent - you can help by getting them to learn the du'as as appropriate, dress and undress themselves, go to the toilet hygienically without assistance, use cutlery sensibly, be polite, say please and thank you, and by helping them to understand that they will need to learn to stand in a queue and not mind if they are first or last!

We expect the children at Tarbiyyah Early Years to play with a tolerant and non-violent attitude. Games which involve fighting, play fighting and physical aggression are discouraged.

You can help your child by playing games at home. They learn so much from playing different types of games. They learn about numbers, patterns, colours, shapes, how to share and learn to wait for someone else to have a go, as well as “just having fun”!

Finally please remember that school can be an exhausting experience for a young child. Sometimes they will come out from school full of enthusiasm, sometimes they will appear a bit grumpy, other times they may tell you that they have “done nothing today”. All these responses are normal for the induction period – please be assured that we want your child's experience of school to be happy, positive and fun. We hope this happens. If there are ever any problems or areas of concern please let us know so that we can sort them out.

## Induction Period

The Autumn Term starts on Monday 25<sup>th</sup> September 2017 insha'Allah. This year we will offer a two week induction period for those who require additional time to settle into new routines and rules.

The children will be introduced into school as below:

Week 1	From Monday 25 <sup>th</sup> September 2017	Either 3 mornings or 3 afternoons to get to know the routines.
Week 2	Week beginning Monday 2 <sup>nd</sup> October 2017	9am to 1pm (including lunchtime)
Week 3	Week beginning Monday 9 <sup>th</sup> September 2017	Full-time

## The School Day

School times are 8.30am – 12 noon and 1 pm – 3.00 pm, with lunchtime from 12 noon until 1 pm.

We encourage adults to stay for a few minutes to help their child settle.

### Snack Time

As part of our Healthy Eating Policy, children must bring a healthy snack and water.

## Lunch Time

Children should bring packed lunches to be eaten as we are currently unable to provide school dinners. These must be brought in plain, un-marked containers, clearly labelled with your child's name. Please try to provide a balanced meal for your child. (Chocolates and fizzy drinks are not allowed). Drinks should not be brought in glass containers or cans.

## What Happens in the First Few Weeks

The first few weeks of school will be used to allow your child opportunities to get used to the areas, routines and staff.

When your child is ready he/she will bring a reading book. When you listen to your child read please talk about the story and pictures. The first books will have no text, encouraging children to talk about the pictures is an important stage in developing pre-reading skills. Please record any comments in the home reading record and ensure that your child has their reading bag at school every day. Sharing a book is a special time for children and your involvement will really help to develop a love of books.

## Attendance and Punctuality

At Tarbiyyah Early Years we have a legal responsibility to record all absences. If your child is not attending school, parents/guardians must contact the school in the morning and also send a note when the child returns to school explaining the absence. Please inform the school if the absence is likely to be longer than a week. We would prefer you not to make medical appointments (such as dental check-ups) during school time, but if this cannot be avoided (such as a hospital appointment) please inform the school office before the date of the appointment.

If parents wish to withdraw their child from school for a long period, it may not be assumed that such a leave of absence will be authorised. In such a case the parents should write requesting permission for authorised leave, to the school office before finalising any plans.





It is also important that children arrive at school on time. Lateness may not only upset your child, it will also effect their learning.

Please ensure that attendance is regular and punctual.

We take neglect of our attendance and punctuality very seriously for obvious reasons and have a number of measures that help us to manage adherence to them.

For more information on Attendance and Absence a copy of our policy on this is available to download in full from our website or is available upon request.

## **Medical Care and First Aid**

We take great care in ensuring that children are looked after and their medical conditions, if any, are properly addressed. We have fully trained first aid specialists on site and strict policies in place to ensure our children's safety and welfare are prioritised. We ask that any specific medical conditions are disclosed during the registration process so that all the necessary steps can be taken in time for the start of the school year.

For safety reasons we unable to store or administer medicines and expect that children have treatment administered by a parent, or friend, if this needs to be done during the school day.

The exceptions to this rule are:

- 1) Asthmatics
- 2) Severe allergies
- 3) Other life threatening conditions requiring immediate medication.

The above conditions require the school to be notified of the correct dosage with written information given to the teacher. Please discuss this with the school administrator, who will be happy to advise.

## **Appearance & School Uniform**

We expect parents, carers and guardians to ensure that children take pride in their appearance and adhere to the school uniform as follows:

### **Uniform**

Reception children will wear the full school uniform (see parents Handbook for further details)

Nursery children are not required to wear a school uniform. We encourage the children to be independent and they are expected to wear comfortable clothes. However we insist that there are no pictures of people or animals on their clothing. Jogging bottoms or trousers with elastic waist and leggings for girls are recommended. Comfortable shoes for both girls and boys (No shoe laces).

### **Jewellery**

In the interest of Health & Safety we do not allow jewellery at the school and there is no exception to this rule.

Uniforms and book bags are available from our school shop and request forms will be provided in your welcome pack.

The Uniform Policy can be viewed or downloaded from our website insha'Allah.

### **Outside Clothes**

Please provide your child with an outside coat or cardigan according to the weather, as there will be continuous outdoor play provision.

## **Helping**

If you would like to help in either of our classes for a session or part of a session each week or on an occasional basis, please let us know. There are lots of things that you can do to help i.e., helping



children in various areas of the nursery, reading stories to individuals or small groups of children, mending books and equipment, helping with displays, cutting paper, baking with the children, helping the children tidy up. If you have any special talents you wish to share e.g. sewing we would welcome them.

## **Equal Opportunities**

The school operates a policy of equal opportunities. Children are encouraged to treat ALL people with respect and courtesy. All equipment can be used by all children, whether boy or girl.

## **Safety**

All doors in regular use in the EYFS are fitted with finger-safe guards to prevent injury. The EYFS is as secure an environment as we are able to achieve, with safety locks.

## **Health**

Please tell us of any health problems that your child may have as soon as they become known. If your child is ill please ensure that he / she is clear from infection before sending back.

## **Communication**

Should you have any worries or concerns about your child please call in immediately to discuss these. We always try to help. Details of home problems, often essential for helping children through difficult periods, will be dealt with in the strictest confidence.

## **Special Needs**

Any child who has special needs, whether it be learning difficulties, a behaviour problem, or gifted ability, is dealt with on an individual basis in the most appropriate manner after full consultation with parents.

If you have any further questions or any problems that worry you, please come and talk to us. We will be pleased to see you at any time.

## **Safeguarding**

Because of day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should be aware therefore, that where it appears to a member of school staff that a child may have been abused the school is required, as part of the schools Safeguarding Policy and guidelines issued by Children's Services to report concerns. Further information can be found in the Safeguarding Policy.

## **Admissions**

Our Early Year classes for 2017-18 are as follows:

Nursery – Children who are 3 years old on September 1<sup>st</sup> 2017 - Part time (32 places – 16 Morning and 16 Afternoon)

Foundation Stage 2 (Reception) – Children who are 4 years old on September 1<sup>st</sup> 2013 - Full time (24 places)

We put emphasis on ensuring that we are confident that your child is receiving Islamic and educational support at home. This is done firstly for the protection of the children attending the school and secondly to ensure that the school and parents of pupils enrolled are in tune and there is no confusion in the child.

We also work with our parents to remove obstacles from the spiritual development of their children for example from the watching of cartoons, movies and other vices that will have a negative impact on them.

Another important duty of all parents of EYFS entrants to ensure that toilet training is pursued properly and effectively. Pupils entering EYFS should have basic toilet skills.

The school administrator will keep a waiting list of names of applicants who have not been allocated places and these will be ranked in descending order according to the over-subscription criteria, which are outlined previously.

The Admissions Policy is available to parents upon request, or can be viewed on our website insha'Allah.

## School Fees

Alhamdulillah we are a registered EEE provider meaning that pupils under 5 years old will benefit from 15 hours of free education per week up until the term in which they turn 5 years old insha'Allah

Our fees for Reception are set at £2,800 (including state funded discount insha'Allah).

Although our fees are lower than any of the nearest Islamic schools we are constantly looking to reduce these without impacting our teaching quality. Fees are subject to changes following the Governing Committee annual review.

We currently offer the following payment options:-

- One Single Payment
- Three Termly Instalments

Parents/ Guardians can pay the school fee by standing-order through bank/building society over 8 months starting on 15<sup>th</sup> September 2017 and concluding with the final payment before 15<sup>th</sup> April 2018, using the following details:

Account Payee: Heathrow Community Initiative Name: HSBC Account Number: 62664496 Sort Code: 40-25-02
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NOTE: Sufficient notice period of 5 working days must be given to your bank/building society prior to due date of first payment to ensure no payments are missed. Payment of your child(rens) school fees is your obligation under this school fee policy and confirmed by agreement of contract on pages 3 - 5.

**Please reference standing orders and bank transfers with your child's name.**

You can pay fees by Direct debit which is the most convenient method of paying your fees quickly and on time. Please send an email to: [finance@tarbiyyah.co.uk](mailto:finance@tarbiyyah.co.uk) with:

1. Your full name
2. Your child's name
3. A brief message indicating you are interested in paying by direct debit.

You will then receive an email containing an online link to sign up to the process.

We do rely on fees being paid at the required times to ensure that we are able to pay for resources, wages and building costs. We hope you understand and support us with this. If you have any issues, please discuss them with the School Manager as soon as possible.

## Term and Holiday Dates 2017-18

### Autumn Term

Monday 25<sup>th</sup> September 2017 to Friday 15<sup>th</sup> December 2017

No Half Term

### Spring Term

Wednesday 3<sup>rd</sup> January 2018 to Friday 23<sup>rd</sup> March 2018

Half Term: Wednesday 14<sup>th</sup> February 2018 to Friday 16<sup>th</sup> February 2018

### Summer Term

Tuesday 3<sup>rd</sup> April 2018 to Friday 20<sup>th</sup> July 2018

Half Term (Ramadan): Monday 4<sup>th</sup> June 2018 to Friday 15<sup>th</sup> 2018

**SCHOOL TIMES – School Starts at 08:30 and Finishes at 15.30 Mon-Thurs and finishes on Fri at 11.45 PROMPT**

Our staff will be paid at overtime rates if they have to stay with your child after school and these cost will be passed back to you.

**Information We Need**

Please update the school office with any changes in family, address, telephone number or emergency contact or of new medical information, such as any allergies to food, drinks, animals etc.

**School Information**

<b>Name</b> Tarbiyyah Early Years	<b>Website</b> <a href="http://www.tarbiyyah.co.uk">www.tarbiyyah.co.uk</a>
<b>Address</b> Heathrow Muslim Community Centre 654 Bath Road Hounslow Middlesex TW5 9TN Telephone: 0203 719 8697	<b>Email</b> <a href="mailto:Schooloffice@tarbiyyah.co.uk">Schooloffice@tarbiyyah.co.uk</a>  <a href="mailto:Admissions@tarbiyyah.co.uk">Admissions@tarbiyyah.co.uk</a>  <a href="mailto:Careers@tarbiyyah.co.uk">Careers@tarbiyyah.co.uk</a>
<b>Proprietor</b> Name: Hardeep Sandhar Tel: 07903 577 665 email: <a href="mailto:gbchar@tarbiyyah.co.uk">gbchar@tarbiyyah.co.uk</a>	