



# Abu Bakr Boys School

*Knowledge – Character – Contribution*

Year 7 Parents

# Information Booklet

2019 - 2020

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# Welcome



## Welcome to Abu Bakr Boys School

*Assalamua alaykum wa rahmatullahi wa barakatuhu*

***Acquire knowledge, learn and teach -  
with dignity and tranquility and humility***

Umar ibn Al-Khattab

I would like to take this opportunity of welcoming you and your son very warmly to Abu Bakr Boys School.

At Abu Bakr Boys School, we aim to provide:

- ▶ an outstanding Hifz & Islamic studies programme that is second to none.
- ▶ an outstanding academic education within the context of a warm, safe and secure Islamic environment.
- ▶ a wide range of curricular, extra-curricular and enrichment activities that promote independence of thought, compassion for others, creativity, and a sense of responsibility both individually and for the good of society.
- ▶ a supportive pastoral care program and teachers who are motivated to provide the very best in educational opportunities for our students.

We look forward to your son joining our school.

Wasalaam

Moulana M.Ramzan (Head teacher)

# Term Dates

2019/2020



Term	First Day	Last Day
Autumn Term -1	Monday 2nd September	Friday 25th October
Autumn Term -2	Monday 4th November	Friday 20th December
Spring Term -1	Monday 6th January	Friday 14th February
Spring Term -2	Monday 24th February	Friday 3rd April
Summer Term -1	Monday 20th April	Friday 22nd May
Summer Term -2	Monday 1st June	Friday 17th July

## Teacher Training Days:

Monday 2nd September 2019

Tuesday 3rd September 2019

Monday 4th November 2019

Monday 6th January 2020

Tuesday 7th January 2020

Monday 20th April 2020

## Bank Holiday:

Friday 8th May 2020

## September Start:

Year 7 will start school on

Wednesday 4th September 2019

All other years will start on

Thursday 5th September 2019

## 4 weeks extra morning classes:

In addition to the dates above there are two weeks of extra morning classes:

week 1 - 23 - 27 December 2019

week 2 - 6 - 10 April 2019

week 3 - last week of July 2020

week 4 - last week of August 2020

# School Day

2019/2020



## Autumn term timings (Sept-Oct)

Start	Finish	Duration (mins)	Lesson/Salah
8.30	11.15	165	Quran classes
11.15	11.30	15	Break
11.30	12.25	55	Lesson 1
12.25	12.55	30	Lunch
12.55	1.50	55	Lesson 2
1.50	2.10	20	Form/registration/Assembly
2.10	2.30	20	Zuhr (2.15 Jamah)
2.30	3.25	55	Lesson 3
3.25	4.20	55	Lesson 4
4.20	4.30	10	Asr (4.25 Jamah)

## Winter term timings (Nov-Dec)

Start	Finish	Duration (mins)	Lesson/Salah
8.30	11.15	165	Quran classes
11.15	11.30	15	Break
11.30	12.25	55	Lesson 1
12.25	12.45	20	Zuhr (12.35 Jamah)
12.45	1.15	30	Lunch
1.15	2.10	55	Lesson 2 & Registration
2.10	3.05	55	Lesson 3
3.05	3.20	15	Asr (3.10 Jamah)
3.20	4.15	55	Lesson 4
4.15	4.30	15	Maghrib/Assembly

# School Day

2019/2020



## Spring term timings (Jan- March)

Start	Finish	Duration (mins)	Lesson/Salah
8.30	11.15	165	Quran classes
11.15	11.30	15	Break
11.30	12.25	55	Lesson 1
12.25	12.45	20	Form/registration/Assembly
12.45	1.05	20	Zuhr (12.55 Jamah)
1.05	1.35	30	Lunch
1.35	2.30	55	Lesson 2
2.30	3.25	55	Lesson 3
3.25	3.40	15	Asr (3.30 Jamah)
3.40	4.30	50	Lesson 4

## Summer term timings (April-July)

Start	Finish	Duration (mins)	Lesson/Salah
8.30	11.15	165	Quran classes
11.15	11.30	15	Break
11.30	12.25	55	Lesson 1
12.25	12.55	30	Lunch
12.55	1.50	55	Lesson 2
1.50	2.20	30	Form/registration/Assembly
2.20	2.40	20	Zuhr (2.25 Jamah)
2.40	3.35	55	Lesson 3
3.35	4.30	55	Lesson 4

# School Day

2019/2020



**Ramadan timings**  
**(27<sup>th</sup> April – 22<sup>nd</sup> May)**

Start	Finish	Duration (mins)	Lesson/Salah
8.45	11.30	165	Quran Classes
11.30	11.45	15	Break
11.45	12.35	50	Lesson 1
12.35	1.25	50	Lesson 2
1.25	1.45	20	Lunch (Pack lunch only)
1.45	2.20	35	Registration-Assembly-Zuhr (Jamah 1.55)
2.20	3.10	50	Lesson 3
3.10	4.00	50	Lesson 4

# Starting School



Your son will find the Secondary School pattern of lessons much easier to cope with if he learns to organise himself well from the beginning. We try to help him establish good practice through discussions in form periods and by monitoring his successes.

You too can help him substantially:

- ▶ Make sure that before he comes to school he has all the equipment he needs for lessons.
- ▶ Name all her clothes, PE Kit and other property clearly so that if he loses them and they are found they can be returned to him. Don't forget his shoes and outdoor coat.
- ▶ See that he checks the night before that he has everything he needs for the following day: the correct books and the homework he has done, the correct school uniform and PE kit, any additional resources, etc.
- ▶ Establish a regular pattern of working so that he settles down to his homework and spends approximately the recommended time on it. You will be given a timetable and homework timetable in September.

## Stationery and text books

Basic stationery is provided including exercise books, a homework planner and text books.

## Equipment

Every student is expected to provide the following additional equipment for every lesson:

Black ink/gel/ballpoint pen (and a spare!)	Calculator (Available from school)
A4 lined notebook	Protractor
Pencil (and a spare!)	Pair of compasses
Pencil eraser	Small paper scissors, glue stick
Pencil sharpener	Coloured pencils (fine fibre tips)
Ruler 12"/30cm	Thesaurus and Dictionary

**Some text books and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.**



# Uniform

Item	Description
<b>White Hat</b>	White netted hat only. Can be purchased from school.
<b>White Jooba</b>	Plain white (no hat or embroidery). Can be purchased from school.
<b>White Bottoms</b>	Plain white bottoms, worn under the Jooba. Must be ankle length
<b>School Blazer</b>	Black with school logo. To be purchased from school (available in all sizes)
<b>Shoes</b>	Black, sensible school shoes
<b>Outdoor Coat</b>	Black or dark grey coats must be plain and loose fitted. Denim or leather jackets or items that resemble either of these are not permitted. Minimal logos.
<b>P.E Uniform</b>	Polo shirt- (should be loose fitting and full/half sleeved, no T-Shirts are allowed) Tracksuit bottoms- Black (Should be ankle length and loose in fitting) Black Trainers

## Jewellery

The only types of jewellery pupils are allowed to wear in school is a wristwatch. All other types of jewellery are prohibited.

## Mobile phones

No mobile phones, MP3's, iPods or any other type of electrical items/gadgets will be allowed on school site at any time. Mobile phones can be handed into the office before school and collected after school but only at the request of parents.

## Confiscated items

Pupils who do not comply with the above rules will have any prohibited items confiscated and parents will be required to collect them at a later date.

# Attendance

1. Should a student be ill then it is important that parents/carers inform the school by telephone on the morning of the first day of absence, and on their return send a note explaining the absence to the student's Head of year. Effective communication will greatly enhance our ability to ensure student's safety and respond quickly to any suspected truancy.
2. If parents/carers know in advance that their child will be absent, late or need to leave early (to keep a medical or dental appointment, for example), we ask they send a note in advance, again to the student's Head of year.

*NB Please note that we are legally required to record any absence for which no explanation is given by parents as 'unauthorised'. This goes on school records and is really another way of saying 'truancy'. Parents can help by always providing a note for any absence.*

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# Punctuality

It is very important to arrive on time for school. In the event of unavoidable lateness, students **MUST** sign the late book in reception. This ensures students can be accounted for in the case of an emergency. Students will have sanctions applied for regular and persistent lateness.

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# School/Personal Property

The school cannot be responsible for student's personal property in school, although we do take as much care as we can to see that it is safe. It should be marked clearly with the student's name.

Money or valuables should **never** be left in coat pockets or school bags.

Lost property is handed in and can be claimed from Reception.

School text books and equipment used by pupils must be treated with respect and care.

# Break & Lunchtime Arrangements

All students must stay on the school premises during break and lunchtime.

**Break:** Pupils can choose to bring in their own snacks, however the school tuck shop is open at morning break and lunchtime. We sell cold snacks, drinks and confectionary. Toast is also available.

**Lunch:** Set meals are offered every day. Pupils need to give their names in the week before if they require a school lunch.

Fizzy drinks and energy drinks are not allowed on school site. Boys may bring bottled water to school. A water fountain is available in school.

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## Homework

All students at Abu Bakr Boys School are expected to do homework. The amount and nature of homework will vary according to the age of the student and also to ensure students are appropriately challenged. Homework helps students to develop independent study habits, which become increasingly important as students move through school. We ask all parents/carers to support their child by ensuring they develop good habits and have a quiet place to study.

Homework timetables will be issued in September.

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## Student Planners

All students will be provided with a personal planner.

The planner helps students' to organise their time more effectively, log their homework and raise achievement by making them more aware and responsible for their own learning. It is also a major tool in building on our already good home/school links as it provides parents/carers with an opportunity to monitor students' progress. We encourage parents/carers to help in taking care of their student's planner and in recognising its importance by signing the planner each week and checking homework has been completed.

Should a planner be lost, a replacement planner will need to be purchased from school.

# Medical Issues

In general please avoid sending any type of medication into school. In exceptional circumstances, where your son needs to take prescribed medication within school-time, this must be arranged in advance and all tablets/medicines must be left at the school office where they will be secured until needed and then only will they be dispensed by a qualified first aider.

If your son is taken ill or suffers an accident whilst at school, the matter will be dealt with by a suitably qualified first aider. If there are any concerns for your sons's health, every effort will be made to contact you.

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# Before and After School

It is essential parents collect their child promptly at the end of the school day.

If for any reason you are unable to collect your child promptly at 4:30pm please inform the school office as soon as possible. Pupils must wait in the reception on such occasions.

Parents/guardians should not leave their child unsupervised at the school gate before opening time in the morning. All pupils can arrive at school after 8.10am and must wait in the designated areas of the school building.

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# Heads of Year

Heads of year are responsible for the daily pastoral care of a group of pupils. Normal daily matters and letters should be addressed to your sons's head of year who will deal with the matter or refer the matter to a member of the Leadership Team. More serious pastoral and welfare concerns will be dealt with by our designated welfare officer, Mr Khaja Hussain.

# Salah

## Salah and the Remembrance of Allah during the School Day

Prophet Muhammad (pbuh) says that:

*“Salah is the pillar of deen and the foundation of Islam. He who upholds salah has upheld Islam and he who leaves salah has left behind religion.”* (al-baihaqi)

Salah is one of the five pillars of Islam and is unlike any other commandment. Allah SWT called the Prophet (pbuh) to the heavens to prescribe him with the five daily prayers. Initially, the commandment was for fifty prayers a day, but fearing that this would become a burden to the Ummah, the Prophet (pbuh) requested for it to be brought down to just five. Despite this, the rewards for keeping the prayers are as if we had prayed all fifty.

The daily prayers are a way for us to keep a close connection to our Creator. Salah is a way for us to show a commitment to our faith. Everytime we pray salah, we renew our commitment to our din.

Salah is the main path towards spiritual purification. It is through salah that we can gain self-discipline and good qualities. For example, in prostration we submit our will to Allah in all humbleness.

A companion of Prophet (pbuh) came to him one day and asked him *“What is the thing that Allah loves most?”* Muhammad (pbuh) replied *“The thing that Allah loves most is when his people pray salah on time.”* (Bukhari)

All pupils and staff at the school perform Zuhur salah each day, Asr salah is also performed during the winter months. A session of zikr completes each salah time.

On Fridays, Surah Kahf is also part of the day along with recitation of durood.

# Quranic & Islamic Studies



During the morning sessions, we at Abu Bakr Boys School have a rich Islamic curriculum which includes:

## **Quranic Studies:**

Learning how to recite the Holy Quran with its correct etiquettes (Tajweed) and memorising the Holy Quran.

## **Islamic Studies:**

Studying the translation of the Holy Quran, the biography of the prophets and our prophet Muhammad (Peace be upon them), Islamic Beliefs (Aqaid), Islamic Etiquettes (Akhlāq), Islamic Jurisprudence (Fiqh), how to pray Salah and memorising supplications which are read throughout our daily life.

## **Memorising the Holy Quran (Hifz-e-Quran)**

**There are two types of classes for memorising the Holy Quran:**

To determine which class a student enrolls, an initial assessment is taken in September. A trial period of two months is given to students in order to help them settle into the class. A final decision is made after the trial period to determine if the student should continue in the enrolled class or be transferred to a different class.

### **1- Full time Hifz-e-Quran class:**

In this class, students spend most of the morning session in memorising the Holy Quran.

The majority of students in this class complete the memorisation of the Holy Quran within 3-5 years (Year 7 - Year 11), thus, earning the esteemed title of Hafiz. There is also a daily session in the timetable to study important aspects from the Islamic studies curriculum.

## **2- Part time Hifz-e-Quran class:**

In this class, students will have half the morning session to study how to recite the Holy Quran looking inside\* (Nazirah-e-Quran) and also memorising the Holy Quran. The majority of students in this class complete the recitation of the entire Quran and also have individual memorisation targets including the memorisation of the 30<sup>th</sup> Para (Aamma Para), 29<sup>th</sup> Para, 28<sup>th</sup> Para, 27<sup>th</sup> Para, Surah Yaseen and Surah Kahf.

The remaining half of the morning sessions are timetabled to study Islamic Studies.

Students at the end of year 8 can also register their interest to study MA Islamic Studies (Aalim Course) which commences from year 9 onwards. The full course will continue at our institute even after Year 11 GCSEs.

**\* The beginners:** Students who are not familiar with how to recite the Holy Quran with its correct etiquettes will always begin the morning sessions by studying the Qaidah which is the foundation for learning how to recite the Holy Quran. Once completed and assessed, they will be moved on to learning how to recite the Holy Quran looking inside (Nazirah-e-Quran) and memorisation of the Holy Quran.

# Rules and Routines



*“There is none heavier in the scales of the hereafter than good character”*

Al-Tirmizi and Abu Daud

Staff at Abu Bakr Boys School are committed to maintaining high expectations of good behaviour as an essential contributor to the educational experience of our students and to their happiness and wellbeing while in school.

In fact high-quality teaching and learning is inextricably linked to good behaviour and discipline. An orderly atmosphere is a prerequisite for effective teaching and learning, just as high quality teaching will promote effective learning and good behaviour.

We are committed to providing an environment where all members of the school community can feel safe, happy, accepted and integrated.

We emphasise, reinforce and reward positive behaviour wherever possible. In a positive school environment, everyone is valued as an individual and hard work, effort and initiative are rewarded.

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## Rewarding Positive Contributions

We do not underestimate the importance of reinforcing good behaviour and attitudes by recognising and rewarding it. Everyone responds well when their actions or words are praised and rewarded, motivating us to do more.

Throughout the year students will receive Certificates of Outstanding Attitude, Attendance Certificates and Certificates of Excellence.

Good behaviour, effort and homework will be recorded and reported to parents through interim and written reports and at parents meetings.



# High Expectations

## Code of Conduct

### 1. Self Respect

- Wear your school uniform with pride
- Take care of your belongings.
- Work hard to do class work and homework on time.
- Be proud of your achievements
- Be co-operative and trustworthy.
- Think things through for yourself.

### 2. Respect for others

- Move quietly and sensibly about the building.
- Be a good listener.
- Always speak politely.
- Be helpful and welcoming to visitors and people who are new in the school.
- Never bully or act in a way that is unpleasant to others.

### 3. Respect for Learning

- Make it easy for everyone to learn and for teachers to teach.
- Arrive on time for school and for all school lessons.
- Begin and end lessons in an orderly way.
- Ask teachers for help when you need it and always try to help each other when appropriate.

### 4. Respect for the School Environment

- Take care of the school.
- Look after rooms and furniture and leave them tidy for others to use.
- Take care of displays of work around the school.
- Keep the school a litter- free zone.
- Think about the health and safety of others both on your way to school and in your movements around the school.

# High Expectations

## Supporting the Code of Conduct

### **Students will support these expectations by:**

- Accepting responsibility for their own behaviour and its consequences
- Accepting the right of teachers to set rules to support learning

### **Staff will support these expectations by:**

- Providing a safe, orderly, caring learning environment
- Showing enthusiasm for their subjects
- Showing commitment, preparedness and professionalism in their work
- Encouraging each student to develop to their full potential
- Establishing clear guidelines for work and behaviour, and make sure that these are met
- Maintaining regular and open communication with students and their families
- Providing professional support for each other

### **Parents and carers will support these expectations by:**

- Ensuring that their child attends regularly and is well prepared
- Taking an active interest in their child's school work and homework
- Supporting school activities
- Communicating effectively with the school

# Academic Curriculum

## YEAR 7 2019/2020

All pupils in year 7 will be receiving the following academic Curriculum in September 2019.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
MATHEMATICS				ENGLISH				SCIENCE				ARABIC		RE	ICT	HISTORY	ART	PE	PD

## Assessment, Recording & Reporting

Based on a English & Mathematics baseline all pupils will be set a **End of year Target** and an **End of GCSE Target**.

Progress against the End of year target will be reported to parents Mid-year and End of year.



# Abu Bakr Boys School

*Knowledge – Character - Contribution*