Parents’ Handbook 2018 / 2019

KNOWLEDGE VIRTUE ASPIRATION

“Allah will exalt in degree those of you who believe, and those who have been granted knowledge.”

Qur’aan - 58:11

Greenfields Primary School
www.greenfieldsprimary.school
Introduction

As-salaamu alaikum & welcome to Greenfields Primary School

This handbook has been written for parents. The idea for it came from realising that lots of the ‘little’ things about life at Greenfields Primary School were a bit of a mystery to parents new to the school. So rather than wait for everyone to work it out for themselves, we decided to pull it together so parents can start the school with a better understanding of how it all works. We hope that it provides you with all the information you need to help you settle in as a parent or carer at Greenfields Primary School. Please let us know if you have any other questions, and we’ll aim to update the handbook each year, inshaAllah.

As you probably know, Greenfields Primary School is a small, popular community school with only one class for each year group (one form entry). The school is particularly keen to involve you in your child’s learning, by letting you know what is happening in class, and supporting you to be able to help your child. Islamic studies and outdoor learning are particular strengths of the school. Teachers work hard to make learning interesting and relevant for the children.

The school also aims to develop a really caring atmosphere, with older children being encouraged to help younger ones. All children are encouraged to take on some responsibility, appropriate for their age. Whether you’re outgoing or shy, new to the area or have been around the community for years, we hope you enjoy your time as a parent here. We believe that everyone has valuable skills and we encourage you to get involved in the school to make a difference.

NB ‘Parent’ has been used here; but really we mean ‘parent or carer’
Our School Vision, Ethos & Values

Our School vision, ethos and values is much more than a statement of aims, as it encompasses all aspects of life and work at school and this is reflected in everything we say and do. It is a very powerful message and completely underpins our provision of education at the school as well as the personal, spiritual, moral and social development of our children.

Our Vision & Ethos: ‘If we raise our expectations of the children, the children will rise to our expectations.’ (please refer to our website for our full statement of our school Vision and Ethos.)

Our school is not only underpinned by the Islamic values that we hold dear but also the conviction that our children deserve to learn, enjoy, achieve and excel in all that they do; to attain the best in this life and the Hereafter.

These are the main values of our school, upon which we have based our curriculum and all that we do:

- We are guided by our faith to provide an educational experience that allows children to grow, flourish and become independent, lifelong learners contributing to the society whilst retaining their Islamic identity.

- We value the way in which all children are unique, and our curriculum promotes respect for the views of each individual child, as well as for people from all cultures. It brings about awareness of other faiths and groups that coexist in modern Britain.

- We respect each child in our school for who they are and we treat them with fairness and honesty. We aim to enable each person to be successful, and we provide equal opportunities for all the children in our school.

- We value our environment, and we aim, through our curriculum, to teach respect for our world, and how we should care for it for future generations, as well as our own.

Our curriculum reflects the very strong aspirations of parents and directors to ensure that we produce well balanced young, law abiding citizens with a sense of good who are proficient learners. English, Mathematics, Science, Geography, History, Computing, Personal Social & Health Education (PSHE), Art, Physical Education and Arabic are seen as absolutely essential in addition to the core Islamic Curriculum which also covers other world religions in meeting the aims of our school.

It is equally important to ensure that we have an open and frank dialogue with teachers, pupils and parents. Each member of the school community should feel valued and be able to offer mutual support and advice in furthering the objectives of the school. This can only be achieved if we are able to communicate in an open way. It is vital that everyone concerned with the school, staff, parents and children, come together to actualise this vision; ‘If we raise our expectations of the children, the children will rise to our expectations.’
School Uniform Policy

There are good educational reasons as to why a school should have, and enforce, a uniform policy, some of these reasons are:

- Creates a feeling of identity and commitment to the school
- Pupils feel dressed for work rather than leisure
- A uniform is an inexpensive set of clothes for school
- Truancy more difficult in a uniform
- Stops a ‘fashion parade’ and discrimination based on dress

Dress Code

Boys: A full plain white thobe only, without patterns, a white cap if worn plus a green ‘V’ neck jumper. The white thobes can be purchased from the local shops. Hooded tops are NOT allowed including hooded thobes.

Girls: Abayah and head-scarf in grey for all years plus a green cardigan. The abayahs are to be purchased only from the school. They are tailored to size in a particular shade of grey (these orders need to be placed at the Bookstore). You will be provided with an embroidered school badge that you must attach to the abayah. The cardigans can be purchased from stores such as, Matalan, Asda and Tesco. A sample is available at school, should you wish to have a look. Shalwar / Kameez and similar types of clothing are NOT allowed.

Important: Please ensure that your child is wearing clothes appropriate to the weather conditions. Do not put on too many base layers under the thobe or abaya/jilbaab e.g. layers of T-shirts or jumpers. Often it is too difficult for young children to remove them when they are feeling hot.

Footwear

All children must wear school shoes which must be plain black, simple and without heels. Trainers and sneakers are not permitted (except for P.E). Shoes must be worn on PE days and trainers should be brought in a separate bag for PE only.

Furthermore, children in year 1, 2 and 3 should not wear footwear with laces to school. Velcro fastening shoes are appropriate instead.

Children can come in with winter wear footwear such as wellington boots or ankle boots when required, however once in school they will be required to change into their normal school uniform compliant shoes.
Physical Education (PE) Kit

All children in the school have a minimum of 1 hour of PE a week. Children must always bring their PE kit to school when required.

With older children (Years 3 - 6) the school may walk the children to local parks and other outdoor places for PE lessons when the weather permits.

Across the year, children learn a range of sports including gymnastics, games and athletics. Children are taught about the links with health during PE lessons.

Key Stage 1 (Years 1 & 2):

- Navy blue longsleeve sweatshirt / t-shirt - depending on the time of year
- Navy blue / black jogging pants
- Trainers or pumps (to bring in a bag)

Key Stage 2 (Years 3, 4, 5 & 6):

Boys:
- Navy blue longsleeve sweatshirt / t-shirt - depending on the time of year
- Loose navy blue / black jogging pants
- Trainers or pumps (to bring in a bag)

Girls:
- Navy blue longsleeve sweatshirt (to be worn under head scarf)
- Loose navy blue jogging pants
- Trainers or pumps (to bring in a bag)

Appearance & Hygiene

Children are expected to come to school looking clean, tidy and smart each day. Fashion wear and styles are not part of our school uniform.

Hairstyles
Please note the following school policy regarding hairstyles:

- Boys hair should not be cut any shorter than a number 2 length
- Shaven hair, hair dye and colour in hair are not permitted
- Lines shaved into the hair are not permitted
- Patterns shaved into the hair are not permitted
- Hairstyles which are extreme, including styles where the sides are noticeably shorter than the top/back are not permitted
Jewellery
The wearing of jewellery within school can be hazardous due to the fact that it can become caught or entangled with other items, leading to injury, in particular when the child is involved in playtime activities.

Consequently, for safety reasons, we do not allow children to wear jewellery of any description for school (e.g. earrings, necklaces, rings, bracelets, jewellery-style watches). Children who inadvertently wear jewellery will be asked to remove it and give it to the teacher or school office for safe-keeping until the end of the day.

If repeatedly brought into school then the office will confiscate the item until the end of school week.

Make-up
Make-up is not appropriate for school and should not be worn. This includes nail varnish and lipstick.

Oral Hygiene
It goes without saying that the teaching of good oral hygiene is essential for the young. Children must know how to look after their teeth. Along with brushing technique, the importance of dietary influences should be explained and alternatives to sweets, biscuits and fizzy drinks should be made available.

Hand Washing
Hand-washing is the single most important factor relating to the spread of infection, not just for children but for adults of all ages. Children should be encouraged to wash their hands before eating, after using the toilet, after handling animals, if they are ill or if they are spending time with a newborn.

Washing
Washing is essential to avoid developing threadworms which cause itching around the anus and genitals, and are contracted from poor toilet hygiene or from animals. When a child is ready to go to school or nursery, they are expected to be able to use the toilet themselves and wash their own hands; parents and carers must make sure this is happening or infections and diseases can spread.

Fungal Infections
Athlete’s foot and ringworms are also less likely to spread if correct hand washing is achieved. Children should be taught how to effectively wash their hands, including between the fingers and under the nails; employ the use of a nail brush if needed. Drying properly is also important to prevent fungal infections from becoming worse.

Children should understand the importance of these actions, as well as using an individual towel if they have an infectious complaint.
Nails
Nail biting should be discouraged, particularly if the nails are being swallowed. The nails and nail beds offer a perfect environment for germs to live and breed. Nail biting permits the transfer of these bugs to the mouth which can then lead to the digestive tract causing many problems. An incidence of diarrhoea can badly affect a child and they can become quite ill from electrolyte imbalance and dehydration; this can happen very quickly in the young. Even if correct hand washing takes place, there will continue to be some germs under and around the nail. Keeping nails short will help to reduce the amount of germs under the nail.

Hair Care
Hair does not have to be washed daily as this can induce flaking of the scalp, itching and removal of the natural oils. There is no harm in bathing every day, but it is more sensible to wash the hair every other day, using a frequent use shampoo.

A suitable hair length and style such as a bun, is a very easy way of minimising the risk of nits (head lice). These creatures are spread by contact so by reducing the amount of hair available to have contact with others will decrease the chance of transmission.

Head Lice
Having head lice doesn’t mean you’re dirty. Children are most commonly affected, but anyone with hair can catch them. Head lice can’t fly or jump, and it’s very rare to get head lice from a pillow or a towel as they can’t survive away from a human head for very long. Detection combing periodically is encouraged using a detection comb (ask your local pharmacy for further advice).

Public Health England’s guidance regarding Head Lice is that they are not recommended to be kept away from school, nursery or childminders. Treatment is recommended only in cases where live lice have been seen.

Food Hygiene
Children should be encouraged to wash their hands before meals and snacks, and should be discouraged from eating off the floor; this is especially important if there are pets in the house. Using cutlery allows the child to learn table manners and will lessen the chance of the transfer of germs from the hands to the mouth.

Teaching the correct principles of hygiene should begin at as early an age as possible. It will help to prevent the spread of infections and diseases that can damage the digestive tract, respiratory tract, and the external features of the body.

Children will follow the example set to them by their carers, so adults should lead by example. Less incidence of illness means fewer absences from school.

Body Odour
Puberty causes the body to produce greater quantities of oils and sweat that can clog up the pores leading to spots, acne or sores. This coupled with increased activity can lead to foul smelling and offensive body odour. This subject should be discussed in an informal and gentle manner so as not to make a big issue of it. Children should be encouraged to bathe and wash regularly. Many children believe they can simply spray deodorant as an alternative to washing. Parents or carers must explain that temporarily masking odours does not stop the problem. They should change their under garments and socks regularly.
General Cleanliness
Islam places great emphasis on cleanliness. The Messenger of Allaah (peace and blessings of Allaah be upon him) said: Purification is half of faith (Sahih Muslim). Some important requirements based on the teachings of Islam in relation to cleanliness and hygiene which you should teach your children to:

- Perform istinja and Istijmaar: Children should be taught how to wash/remove urine or defecation after they have used the toilet
- Have regular ghusl (bathing)
- Keep finger nails short and clean
- Ensure hair is clean and well-groomed
- Use a miswaak/toothbrush to maintain oral hygiene
- Keep clothing free of impurities and strong odours

Maintaining correct hygiene will allow the child to be independent and will lessen the likelihood of bullying, if they are kept clean and tidy and do not suffer from associated complaints. If we have concerns regarding your child’s cleanliness we may phone you to discuss the matter or ask you to come in.

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School organisation

Key Stage 1
Key stage 1 includes Years 1 and 2. All classes have a teaching team which is made up of a class teacher, subject teachers and two teaching assistants (TA’s). There are also other support staff working in the class at different times.

Key Stage 2
This includes Years 3, 4, 5 and 6. Classes usually have specialised subject teachers as well as their class teacher. Years 3 and 4 are an exception; due to a large class sizes they also have TA’s. There are also other support staff working in the class at different times.

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Subjects currently taught at school

- Qur’aan
- Islamic Studies
- Arabic
- English
- Mathematics
- Science
- Computing
- P.E. (Physical Education)
- Humanities (Geography and History)
- Art
- PSHE (Personal, Social, and Health Education)
- RE (Religious Education)
School Day

Mornings
The gates to the playground open at 7:45am. You are welcome to come in and wait with your child in the playground until the school doors open; younger children (Years 1, 2 and 3) are not to be left unsupervised by parents or carers until school doors are opened. School doors are opened at 7:50am.

Wake up Shake up - Every morning the school runs a “wake up shake up” activity. It engages children of all ages in a fun and lively way. Children have a great time! So as long as they do a 'cool-down', a calming activity to finish, they will approach their class work re-energised and in a 'state of readiness to learn.' The activity starts at 7.50am at no additional cost.

The children need to be in their class by 8:00am. The school gates will be locked at 8.10am, any child that comes in after 8.10am will be marked down as LATE on the school register.

**DO NOT** leave your child at the gates after school gates have been locked; you must press the intercom and come in to sign the late book at the school office. This will be be taken seriously as a safeguarding concern and will be passed onto the school’s designated safeguarding lead.

Afternoons
School finishes at 3:35pm. Parents are to wait in the lower playground - please avoid standing too close to the main doors; this causes congestion. As you arrive you should mention your child's name to the responsible person and their name will be called out using the school tannoy system. Your child will not be released except to yourself, unless you have informed the school prior to their collection. **Your child should be collected by no later than 3.50pm.**

Fridays
On Fridays the school starts as usual (see above) at 8:00am and finishes at 11.35am. Please ensure your child is collected promptly and **no later than 11.50am**; the school is taken over for the Friday prayer (Jummah) and has to be prepared for the khutbah and the Jummah prayer immediately after closure. Your assistance is appreciated in this important matter.

What if I am late picking up my child?
Children who are left behind waiting often feel an increasing level of anxiety and distress. Clearly this is not a good thing to happen to any child. This also has an impact on the school as it requires a member of staff to supervise that child and delaying other duties. **Please ensure your child is collected by no later than 3.50pm.** If you are running late you must contact the school as soon as possible.

The following procedures have been introduced and will be taken if your child is not picked up by 3.50pm (or 11.50am on Fridays):

1. On the first occasion, a record will be kept
2. On the second occasion, the parent/carer will be recieve a letter
3. On the third occasion, the parent/carer will be asked to meet with the Headteacher or a Senior Member, and will receive another letter.
4. On any subsequent occasion the parent/carer will be charged **£5 for every 15 minutes, per child.**
What if someone else is picking up my child?
You will need to let the school know if someone other than a parent is collecting your child. If you don’t let us know and someone else comes to collect your child, we may not release him/her. Please ensure you leave the name of the person who will be collecting your child and their relationship to the child.

Can my child go home on their own?
Children who are in years 5 & 6 can go home alone, provided you have completed a ‘Permission to travel home alone’ form which is available from the school office.

After School Clubs
There are various after school clubs throughout the year to extend and enhance your child’s learning experiences. The school will keep you informed about the dates and times. Each club has various ending times. Most after school clubs will be held between 3.35pm and 4.45pm.

Absences

The School is required by law to notify, in writing, to the local authority (LA) of any pupil who (a) fails to attend school regularly, or (b) has been absent for a continuous period.

The school has an attendance tracker which is used as an indicator; thus when poor attendance is flagged up on the system, the administrator will contact the parent/carer and arrange a meeting in school. In the event of continuous absence as specified above, a home visit will be arranged in order to determine the reason for absence.

If no satisfactory reason is given or the school cannot make contact, then the Designated Safeguarding Lead (DSL) will contact the Local Authority.

What should I do if my child is unwell?
You must ring the school office before 8:00am to explain that your child will not be in school due to illness. In case you are not able to get through due to lines being busy, please leave a message on the answering machine.

How long should I keep my child away from school due to flu, cold, diarrhea etc?
Please refer to appendix 1 at the end of the book to see a comprehensive list of common ailments and the guidance regarding attendance at school.

Medical Appointments
Please try to make doctor’s or dentist’s appointments outside school hours. You will need to provide evidence (e.g. appointment cards) for appointments in school time.

When collecting your child within school time you must sign and date the ‘Early Release Book’ before leaving the school.

Returning to School
On the day that a pupil returns to school, he/she should bring a note of explanation for their absence from a parent or carer. If a note of explanation has not been received by the second day after a pupil’s return from absence, the school administrator will record the absence as an ‘Unauthorised Absence’.
**IMPORTANT:** You must report your child’s absence every day that they miss school to the School Office, and send a note when your child next attends the school, explaining why he/she was absent.

What if we need some time off school?
Attendance is measured by the Local Authority (LA) and schools are under pressure to keep their attendance up. This is why schools are not keen on children being away except if they are ill. The school does NOT authorise holidays during term time. If you need to take time out of school for exceptional circumstances, you need to fill out a 'Term-time Leave Form' which can only be authorised by the Headteacher. We define exceptional reasons as an emergency such as a bereavement or a serious illness in the immediate family etc.

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**Health & Well-being**

What if my child needs medicine in school?
School staff are not allowed to give children medicines, so if your child needs medication during the school day you will have to come in and give it to them yourself. The only medicines allowed in school are asthma inhalers, and epipens or anything similar for allergy sufferers. You will need to speak to your child's teacher about this. It is vital that you inform the school of any allergies or illnesses your child has. A form is available from the school office. We request that you put any medication in a see-through zip lock bag with your child's name and year group.

Illness and accidents
The school will ring you straight away if your child becomes ill during the day – **make sure the office has your up-to-date contact details.** There are trained first aiders on site. Should your child have an accident, they will assess and take appropriate action.

Child Protection & Safeguarding
If you are at all worried that a child (whether at Greenfields Primary School or not) is being abused or neglected* you should share your concerns with **Ms Kirpa Dhokia**, who is the **Designated Safeguarding Lead (DSL)** for the school. She will ensure the correct procedures are followed. In emergencies, contact the police. If there are any concerns about your child’s safety or well-being, you will be closely involved in the process, unless it is deemed unsafe to do so. This may involve external agencies.

The school’s ‘**Safeguarding Policy Incorporating Child Protection**’ policy can be found on our website at [www.greenfieldsprimary.school](http://www.greenfieldsprimary.school)

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*Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, and is likely to result in the serious impairment of the child's health or development. Examples of neglect include: failing to provide adequate food, clothing and shelter; failing to protect a child from physical and emotional harm or danger; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment; disregard or unresponsiveness to a child's basic emotional needs.*

School & Entrance

The entrance to the school
Enter the school using the gates to the lower playground from Wright Street (opposite Small Heath School) This is the main entrance to the school. Mondays to Thursdays the gates are open between 7.45am - 8.10am, and 3.35pm - 3.50pm, on Fridays they are open between 7.45am - 8.10am, and 11.35am - 11.50pm. This entrance is used to drop-off your child in the morning and collect them at hometime.

Upper Playground
The playground is divided into sections. The upper playground has multifunctional ground markings for various sports, as well as hopscotch and other games.

Wildlife Garden
Our wildlife garden is in the upper playground and has become one of the children's favorite places in school. It has several fruit trees, a pond, and assorted native plants and flowers.

The garden has now become home to a variety of insects and amphibians (frogs and newts), whilst frequently being visited by local birds. It is also used for extending children's learning in subjects such as science, geography and more. Teachers and their classes have occasional outdoor lessons when the weather permits it.

School Kiosk
At our school kiosk, KS2 children are able to buy healthy snacks and drinks during breaks and lunchtimes.

Lower Playground
This playground is connected to the school building. It is primarily used by Years 1 and 2. The lower playground has markings on the ground for races and other games.

Break Time

Playtime
All classes have time to play during their break-time and lunch time. The playgrounds are always supervised by adults during these times.

In Key Stage 1 (Years 1 & 2) the children use the lower playground and have breaks in the morning and afternoon. They may also use the upper playground at different times during the school day, as appropriate.

In Key Stage 2 (Years 3 to 6) the children use the upper playground and have one break in the morning. They may also use the lower playground at different times during the school day, as appropriate.

What happens in the event of adverse weather conditions?
It is important that the children are able to play outside, however, if the weather does not allow for that, the children then have the opportunity to play games indoors.
Snacks
During break times children are given an opportunity to have a light snack. Please ensure that your child brings food for snack time every day, including Fridays. Please note the school does not allow crisps, or any other pre-packed savoury snacks high in salt and fat (refer to the ‘Whole School Food Policy’).

Key Stage 2 children also have the opportunity to buy their snack in the upper playground Kiosk.

**DO NOT overload them with snacks; a fruit is sufficient for that purpose. The morning break time is just 15 minutes, children do need to run around and play.**

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**Lunch Time**

Lunchtimes are between **12.05am and 12.55pm, Mondays to Thursdays.** School finishes early on Fridays so there is no need to provide lunch for this day. **Do remember to pack a snack for Friday morning breaks.**

**School Meal**
At Greenfields we offer a school meal service provided by **Maria's Lovely Food.** The food is warm, healthy, varied and in accordance to our school's food policy. The food providers have been accredited with a **high-standard hygiene rating of 5.**

At the end of each half term, you will receive a menu and an order form. If you would like your child to have a school meal, complete the order form and return it along with the money in an envelope marked with your child's name and class. For any queries contact the school office.

**Packed Lunch**
If you choose to give your child a packed lunch from home, then please ensure that it's provided in a **lunch box / bag.** It should not be brought into school in carrier bags. The lunch box should be clearly labelled with their **name and class.**

In addition to the food and drink please provide any utensil that your child may require (spoon, fork, napkin etc.) Please ensure that cutlery is safe for childrens use.

**What should they eat?**
Children should bring a healthy packed lunch. **Crisps, sweets or fizzy drinks are **NOT** allowed.** Please refer to our ‘Whole School Food Policy’ which is available from the school office or website at [www.greenfieldsprimary.school](http://www.greenfieldsprimary.school)
Can I order lunch for my child from outside providers?
The school does not approve or coordinate food from other providers. You are required to provide a pack lunch with your child or use the school meal service.

Can the school warm food for my child?
The school does not have facilities at present to warm food for children. Alternatively, if you would like your child to have warm meals, use a food flask or use the school meal service.

What happens if my child has forgotten his/her lunchbox?
You should immediately inform the school and then arrange food for lunch time. If the school is not informed by 10.30 am, the school office will arrange lunch for your child.

**Important:** You will have to pay £2.50 for lunch provided plus an additional sum of £5 admin fees per lunch supplied. This sum (£7.50) will be payable alongside school fees and will be followed up by the school office.

What if I want to deliver food to my child at lunch time?
On occasions you may want to deliver your child’s lunch. If you do decide to do that then you must phone and inform the school office before 10.30 am for every day you wish to deliver lunch. Furthermore, you must bring the lunch no later than 12.00 pm. If you fail to inform the school or bring the lunch on time, the school will arrange lunch for your child and same fees will apply as stated above.

Where do the children eat?
Children usually eat their lunch in their classrooms and if the weather permits, they have their lunch outside.

What if my child doesn’t eat anything?
Eating is monitored by the lunch staff and teachers. Children are encouraged to eat a balanced lunch and to try a range of foods. If there are concerns about what your child is eating, this is recorded and you will be contacted to discuss these concerns. If you have any questions or concerns about lunches please bring it to the attention of the school.

What if my child is a slow eater?
Children can eat at their own pace and are always given time to finish their food. However, it is also important that children are able to run around and play and this is to be taken into consideration.

The school does not take any responsibility, implicitly or explicitly, for illnesses or poor health resulting from food consumption provided by the chosen school meal provider or parents.

Who looks after the children at lunchtime?
Lunch time supervisors and teachers monitor the children in the classroom and in the playground.
Drinks
All children are asked to bring in a named water bottle to keep in the classroom. Bottles are for sale at a cost price of £1.50 from the school office. The children are free to go and have a drink from their bottle when they need to. There are water dispensers within the school and in the playgrounds.

The bottles are to be taken home everyday and washed and refilled for the following day.

If your child’s water bottle is lost or needs replacing you may purchase it from the school office; replacement tops are also available from the school office.

All children must have a named water bottle, the school does not provide cups, so ensure your child brings a water bottle every day.

Playground Buddy System
The school runs a buddy system. Children apply, then interviewed for the role. These children support and play with other pupils in the playground. If a child is feeling lonely, they can sit at the Friendship Stop and a Buddy will come and collect them.

Upon successful completion of their roles they receive an award. Every term the buddies change.

Toys and Games
Children are NOT allowed to bring toys or games to school. They are very distracting and can cause upset when they are lost or broken. This includes electronic games, trading cards and sports equipment, such as footballs.

Equipment is provided for playtimes and wet breaks.

Outdoor Toys
Skipping ropes, hoops, balls etc are available in the playground. Equipment may vary over the year.

Reading at lunchtime
Children can draw or read during lunch time. There is a weekly timetable for Years 1 and 2, and older children may attend any day. Reading buddies are interviewed and chosen to support younger children with their reading.

Other lunchtime activities
From time to time the school runs lunchtime clubs. They range from the gardening club to science clubs or even cookery clubs. Children can choose if they want to participate.
**Trips & Outings**

These are a really big part of the children's curriculum. Trips are designed to extend children’s learning and make use of our fantastically central location. On some trips parents may come along too - your child's teacher may send a letter or text message home prior to a trip asking for volunteers. Sometimes families are asked for a financial contribution towards trips; but many trips are subsidised by the school.

Years 5 and 6 usually have an overnight trip e.g. camping or a residential stay – very exciting! These have an amazing effect on children’s confidence and independence!

**Outdoor Learning**
Outdoor learning offers many opportunities for learners to deepen and contextualise their understanding within curriculum areas, and for linking learning across the curriculum in different contexts and at all levels. Often children are taken to the school garden, local parks and wildlife sanctuaries. Furthermore, there are opportunities for children to participate in camping trips.

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**Outdoor Clothing and Footwear**

We encourage children to go out whatever the weather, whether it is rain or shine. Therefore it is important that the children have the following:

- A light rain coat or a waterproof cape
- Wellington boots
- Small Rucksack

We will inform you before the event so the children may bring the appropriate clothing and footwear. Please ensure that the items are **labelled** with your child's name and class.

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**Knowing more about your child's learning**

**Meet the Teacher**

At the beginning of each school year there is a ‘**meet the teacher**’ meeting for each class, where you can find out about that year group's planned learning and the aims and expectations. This is a good chance to get to know the teaching staff and ask any questions.

**Before you do come in, please contact the admin office to make us aware of your arrival. This is normally arranged for the end of the school day in the first week of term.**

**Parents’ evenings**

These are held twice a year, end of term 1 and end of term 3. A couple of weeks before Parents’ Evening a list goes out in the playground during the morning and afternoon, you sign up for a meeting time. Meetings are approximately 10 minutes long and enable you to find out how your child is doing. Parents usually have the chance to look at their child's books while they're waiting.
Extra Meetings
If you can’t attend a parents’ evening, or if you would like more time to talk to your child’s teacher, you can ask for an appointment. Teachers are very accommodating about these, so don’t be afraid to ask. Meetings will usually be after school. You may request these meetings by directly speaking to the teacher, via email or contacting the school office.

Homework
Different classes have different arrangements for homework. Typically children may be given short tasks to reinforce their learning as homework this may include reviewing their Knowledge Organisers so as to be tested in class the following day. Spelling and timetables will be set every week.

If homework is not done, or incomplete or done to an unsatisfactory standard, your child will have the opportunity to complete the homework during break or lunch times supported by staff.

Homework Bag
If it is your child’s first year at the school, he/she will receive a homework bag. This bag should always be used for the purpose of homework. **Do not send homework into school without a bag.** If your child has misplaced/lost their bag, you can purchase another one from the school office (replacement cost is 50 pence).

Qaa’idah Nooraniyah and Mushaf
(Written form of the Qur’aan)
Out of respect of the Qur’aan, please teach your child to place/hold the Mushaf appropriately; either they should carry it in their hands or in a bag, not the lunch bag.

Children often misplace their Mushaf so please make sure that it is clearly labelled with their name and class.

Home Readers
Children will be encouraged to use the school library to borrow books appropriate to their reading age. Children in years 1, 2 & 3 borrow a number of these books each week to take home for reading practice. Parents should listen to their children read everyday. Children from all years are encouraged to read at home; parents are encouraged to read to their children.

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Supporting your Child

What happens if my child is struggling with school?
If you feel that your child is finding it difficult to learn or behave appropriately, good communication is the key to moving forward. It’s always worth telling the teacher if there are any changes or issues at home that may be affecting your child’s behaviour at school for example; moving house, illness in the family, etc. Staff will always speak to you first if they feel there is an issue. It may be that with a bit of extra support and communication between home and school, problems can be sorted out.

If your child needs extra help, the class teacher will speak to you about a strategy to support your child. It may mean your child has to participate in a targeted intervention programme over
a term or so, so they can catch up with their peers. The school may also provide additional material to work through with your child at home.

If it’s behaviour your child is struggling with, you will be asked to meet with the class teacher to work out a positive behaviour strategy which is consistent between home and school.

If your child needs any extra help, you will be informed and involved from the beginning of the process. Parents of all children receiving extra support will be invited in for a meeting to review progress and plan the next steps.

We don’t speak English at home - How can I help my child?
Many children at Greenfields Primary School speak a language other than English at home. Bilingualism has some real benefits for children’s learning, so don’t feel that it holds them back. The important thing is that they receive plenty of exposure to English at home through speaking, listening, reading and writing; since this will be the basis of their education at school.

Pastoral Care
The class teachers will be the main pastoral carers who will work with parents and children, mostly on social and emotional issues. If a child is struggling with something like shyness or loneliness, or has suffered with something like bereavement or long-term illness, they may benefit from help with mentoring sessions with the pastoral carer. We have staff who provide pastoral care based in the school. If staff think your child may benefit from some help from them, you will be invited to be involved.

How does the school communicate with parents?

Website
Visit www.greenfieldsprimary.school to find information about the schools’ curriculum, current and upcoming events, application forms, school policies and more.

Teachers 2 Parents
The school uses a text messaging service to send parents notifications, updates, events and reminders; this is why it’s important that you should always inform the school if you have changed your contact numbers.

If you would like to respond to a message, then please phone the school on 0121 772 4567, or send an email to admin@greenfieldsprimary.school

Twitter
We love celebrating the achievements of our students, staff, and our community. We like to share what Allaah has blessed us with!

Follow us on twitter @GFP_School
How can parents communicate with the school?

A red suggestion box is in the school entrance for any bright creative ideas or comments you have.

During the two parents’ evenings, questionnaires are conducted to give you the opportunity to have your say about the various aspects of the school life. Your views and ideas are important to us.

The responses are often used when reviewing school policies and practice. Children also complete a questionnaire to help the school to evaluate its teaching and learning.

Furthermore, you can email the school at admin@greenfieldprimary.school or always pop into school and speak to a member of staff.

Coffee mornings
The school aims to run occasional coffee mornings. Parents will be informed by a text message of these events. Come and meet other parents, discuss interests, ideas, fundraising and other school matters over a hot drink.

Awards & Rewards

What are the school reward systems?
The school is very keen on recognising and rewarding children’s effort and achievement with their learning and behaviour. Each class teacher may use their own systems, but the school-wide systems include:

Awards
Throughout the year, various certificates are given to children ranging from certificates for finishing a Qur’an level to successfully undertaking a ‘Playground buddy’ role. Many of the certificates are awarded in assemblies to celebrate children’s achievement.

The Reader’s Award
Class teachers nominate one child per half term who has made particular progress in reading. They are praised in assembly and receive a certificate; their names will go into a prize draw; the winners will be taken by Abu ‘Aaisha to a local bookshop to choose a book for their class.

Attendance Awards
Each term, those children with attendance of 98% or above are given an award in a special assembly.

Punctuality rates are shared each week in assembly and the winning classes take the attendance and punctuality trophy to their class.
Salaah

We are commanded to order our children to pray when they turn seven since before this age they do not possess the adequate level of comprehension. So the point at which he/she begins to comprehend things is at the age of seven. After reaching this age, a child must be ordered to pray.

In the summer months, when the ‘Ishaa’ prayer is late and the Fajr prayer is early, it becomes difficult for adults and even more so for children, due to the short time between them for sleeping. In this case it is permissible to combine Maghrib and ‘Ishaa’ prayers at the time of Maghrib to ease this difficulty; so children can then come to school having adequate amount of sleep.

This is based upon the hadeeth of Ibn ‘Abbaas (may Allah be pleased with him) which says that the Prophet (peace and blessings of Allah be upon him) joined Zuhr and ‘Asr, and Maghrib and ‘Isha’ in Madinah when there was no fear and no rain. He was asked about that and he (may Allah be pleased with him) said: He (peace and blessings of Allah be upon him) did not want to cause hardship for his ummah.

[Please refer to the verdict of Shaykh ‘Ubayd al Jaabiri ]

Fasting

Whilst we recognise that fasting is not compulsory before the age of puberty in Islam, because the Prophet (peace and blessings of Allah be upon him) said: “The pens have been lifted from three: from one who has lost his mind until he comes back to his senses, from one who is sleeping until he wakes up, and from a child until he reaches the age of adolescence.” Narrated by Abu Dawood, 4399; classed as saheeh by al-Albaani in Saheeh Abi Dawood, we understand that children are often encouraged to fast or indeed wish to fast to prepare them for adulthood.

We do not encourage children in KS1 to fast. Nevertheless, older children should be encouraged to fast so that they can get used to it, and because the good deeds that they do will be recorded for them.

The age at which parents should start to teach their children to fast is the age at which they are able to fast, which will vary according to each child’s physical makeup. Some scholars have defined this as being ten years of age.

Please refer to the schools ‘Ramadan Policy’ which is available on the school’s website and at the School Office.

Please make note of the following:

- All parents must inform the school in writing if they wish their child to fast for part or all of the month of Ramadan. We ask that parents complete a ‘weekly fasting permission slip’; these slips are available from the office

- If a child says that they are fasting, but the school has not received a permission slip from their parent, they will be dealt with in a respectful manner; however the child will not be allowed to miss lunch
• As is the tradition in the school, Islamic studies lessons and an assembly will be held during the school year to create an understanding of the significance of the month of Ramadan and the festival of Eid-ul-Fitr in the Islamic faith

• All children who fast will need to bring an emergency snack with them to school daily. This should be something healthy in accordance to our ‘Healthy Eating Policy’

• In the rare circumstances of a child becoming distressed or unwell when he or she is fasting, the school will encourage the child to break their fast by eating their emergency snack and having a drink of water

• If a child has a medical condition that would be complicated by fasting, e.g. diabetes, the child will not be permitted to fast at school

• Parents MUST inform the school via weekly permission slips if their child is fasting. In the absence of the ‘weekly fasting permission slip’, it is understood by the school that parents have not granted permission for their child to fast

• The school will inform parents immediately if their child who is fasting becomes unwell

• Children who fast must conserve their energy and not join in strenuous games.

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**School Organisation & Leadership**

How is the school led and managed?
Greenfields Primary School is a small independent primary school with one class per year group.

**Board of Directors**
Greenfields Primary School is a ‘Not for Profit’ Ltd organisation and is governed by the Board of Directors. The Directors have responsibility over all aspects of the school and they are in turn responsible to Ofsted, the Government Education Regulatory Authority.

The Directors are responsible for the education, teaching, finance and the fabric of the school. Likewise they receive and deal with complaints that school receives.

The Directors are: Sadaat Rasool (Chair of Directors), Nigel A. Francis & Abdul Ahad Choudhry.

**Senior Leadership Team**
This includes the Headteacher Saeed P. Alam (Abu ‘Aaisha), the school’s DSL Kirpa Dhokia (Umm Rayyaan), and Yusuf McNulty (Abul-Husayn).

**Middle Leadership Team**
Most teachers are responsible for leading a subject or area within the school:

• Qur’aan and Qaaidah is lead by Omar Fazli (*Abu Hafsah*)
• Islamic Studies, Art and Humanities are lead by Saeed P. Alam (*Abu ‘Aaisha*)
• English is lead by Yusuf McNulty (*Abul-Husayn*)
• Mathematics and Science are lead by Mavick N’Ziou (*Abu Zackariyah*)
• P.E is lead by Julen Uriarte (*Abu Ouways*)
School Council
This is the children's forum in the school. One representative from each class is chosen by his/her classmates. The school council meets on a regular basis and contributes ideas on the running of the school, and defining its policies (for example, ideas about developing the upper playground). There is a school council noticeboard in the corridor.

Headteacher
Headteacher would much prefer parents to talk to him about any problems or complaints than to brood on them alone! He is usually in the playground/entrance at the beginning and end of each day if you need a quick word. If you would like to make an appointment to speak to him for longer, ask the office administrator Abu Anas Naweed Ahmed, and he will arrange an appointment for you.

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School Organisational Chart

Greenfields Primary School

**BOARD OF DIRECTORS**
Saadat Rasool (Chair of Directors)
Nigel Francis & Abdul Ahad Choudhry

**HEADTEACHER**
Saeed P. Alam

**SCHOOL FINANCE TEAM**
Alim Chaudhry
Ozan Cioek

**SCHOOL OFFICE**
Shakeel Ahmed (Admin / Finance Assistant)
Naweed Ahmed (Senior Admin)
Sharzon Ahmed (Admin / IT Support)

**SENIOR LEADERSHIP TEAM (SLT)**
Saeed P. Alam, Kirpa Dhokia (DSL & SENCO)
Yusuf McNulty (HoD English)

**HEADS OF DEPARTMENT (HOD)**
Yusuf McNulty (English)
Kirpa Dhokia (Reading Leader)
Mavick N'Ziou (Maths & Science)
Omar Fazil (Quraan & Arabic)
Julen Uriarte (PE)
Saeed P. Alam (Islamic Studies & Humanities)

**TEACHERS**

**TEACHING ASSISTANTS (TAs)**
Contacts

School Admin / Office:
Naweed Ahmed
Email: admin@greenfieldsprimary.school

Head teacher:
Abu ‘Aaisha P. Saeed Alam
Email: headteacher@greenfieldsprimary.school

School Finance:
Alim Chaudhry
Email: alim@greenfieldsprimary.school

Ozan Cicek
Email: ozan@greenfieldsprimary.school

Board of Directors:
Sadaat Rasool (Chair of Directors)
Email: s.rasool@greenfieldsprimary.school

Nigel A. Francis
Email: n.francis@greenfieldsprimary.school

Abdul Ahad Choudhry
Email: a.choudhry@greenfieldsprimary.school

Corresponding Address:
472 Coventry Road, Small Heath, Birmingham,
B10 0UG
Telephone: 0121 772 4567

School Fees

Fee Payments
The school fee is set by the Greenfields Primary School’s Governing Board of Directors. The fee for the 2018/2019 academic year will be £2,880 per annum per child. It is important that you read and understand the information within the ‘School Fees Policy’ which is sent out at the beginning of the new academic year or when the child is admitted into school. The policy is available on the school website and also available on request at the school office.

What if I’m running late with the fee payments?
All school fees are payable in a timely manner and in accordance with the school fees policy available from the school admin office or school website.

All those who do not pay on time and have not made any arrangements with the school will be given 7 days’ notice and the child removed from school register, and not allowed back in. To re-instate that child will incur a £50 administration charge plus the overdue fees, payable immediately - that is assuming the place is not taken by someone on the waiting list.

To avoid these extra costs please ensure that all payments are made promptly in accordance with the agreed due dates. If you are experiencing or expect any difficulties in the payment of fees then you must contact the school and discuss it with the school’s finance team prior to the due date.

I want to remove my child from the school what do I do?
Parents must provide a letter in writing, stating the reason, if they wish to remove their child/children from the school. This is a requirement by the school and in the absence of this notice, the child’s details may be passed onto the local education authority to pursue with the parents directly. Also note that the parent/carer will be liable to pay school fees for the duration of the notice period or until the end of that term, whichever is greater.
Complaints

What should I do if I’m not happy with something about school?
If there is a problem to do with your child, their class or their learning, the first person to speak to is your child's class teacher. If you feel you need more time or privacy, ask the teacher for an appointment.

Complaints Procedure
If you have tried to resolve a problem in-school but still feel unhappy, you may speak to a member of the school's board of Directors. We hope it doesn’t come to this! The school complaints policy is available on the website or can be obtained from the office for further information on this matter.

We hope this handbook has answered some of your questions, however if you require further information please do not hesitate to contact the school.

May Allaah bless you, your child and the school. Ameen.
<table>
<thead>
<tr>
<th>Infection or complaint</th>
<th>Recommended period to be kept away from school, nursery or childminders</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diarrhoea and/or vomiting</td>
<td>48 hours from last episode of diarrhoea or vomiting</td>
<td>Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice.</td>
</tr>
<tr>
<td>E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)</td>
<td>Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting</td>
<td></td>
</tr>
<tr>
<td>Cryptosporidiosis</td>
<td>Exclude for 48 hours from the last episode of diarrhoea</td>
<td>Exclusion from swimming is advisable for two weeks after the diarrhoea has settled</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>None</td>
<td>If an outbreak/cluster occurs, consult your local PHE centre</td>
</tr>
<tr>
<td>Diphtheria*</td>
<td>Exclusion is essential. Always consult with your local HPT</td>
<td>Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary</td>
</tr>
<tr>
<td>Glandular fever</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Head lice</td>
<td>None</td>
<td>Treatment is recommended only in cases where live lice have been seen</td>
</tr>
<tr>
<td>Hepatitis A*</td>
<td>Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)</td>
<td>In an outbreak of hepatitis A, your local PHE centre will advise on control measures</td>
</tr>
<tr>
<td>Hepatitis B*, C*, HIV/AIDS</td>
<td>None</td>
<td>Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills see: Good Hygiene Practice</td>
</tr>
<tr>
<td>Meningococcal meningitis*/septicaemia*</td>
<td>Until recovered</td>
<td>Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed</td>
</tr>
<tr>
<td>Meningitis* due to other bacteria</td>
<td>Until recovered</td>
<td>Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed</td>
</tr>
<tr>
<td>Meningitis viral*</td>
<td>None</td>
<td>Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required</td>
</tr>
<tr>
<td>MRSA</td>
<td>None</td>
<td>Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Exclude child for five days after onset of swelling</td>
<td>Preventable by vaccination (MMR x2 doses)</td>
</tr>
<tr>
<td>Threadworms</td>
<td>None</td>
<td>Treatment is recommended for the child and household contacts</td>
</tr>
<tr>
<td>Tonsillitis</td>
<td>None</td>
<td>There are many causes, but most cases are due to viruses and do not need an antibiotic</td>
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<tr>
<td>Athlete’s foot</td>
<td>None</td>
<td>Athlete’s foot is not a serious condition. Treatment is recommended</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Until all vesicles have crusted over</td>
<td>See: Vulnerable Children and Female Staff – Pregnancy</td>
</tr>
<tr>
<td>Cold sores, (Herpes simplex)</td>
<td>None</td>
<td>Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting</td>
</tr>
<tr>
<td>German measles (rubella)*</td>
<td>Four days from onset of rash (as per “Green Book”)</td>
<td>Preventable by immunisation (MMR x2 doses). See: Female Staff – Pregnancy</td>
</tr>
<tr>
<td>Hand, foot and mouth</td>
<td>None</td>
<td>Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment</td>
<td>Antibiotic treatment speeds healing and reduces the infectious period</td>
</tr>
<tr>
<td>Measles*</td>
<td>Four days from onset of rash</td>
<td>Preventable by vaccination (MMR x2). See: Vulnerable Children and Female Staff – Pregnancy</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>None</td>
<td>A self-limiting condition</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Exclusion not usually required</td>
<td>Treatment is required</td>
</tr>
<tr>
<td>Roseola (infantum)</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Scabies</td>
<td>Child can return after first treatment</td>
<td>Household and close contacts require treatment</td>
</tr>
<tr>
<td>Scarlet fever*</td>
<td>Child can return 24 hours after starting appropriate antibiotic treatment</td>
<td>Antibiotic treatment is recommended for the affected child</td>
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