



ALHIKMAH ACADEMY  
الحكمة أكاديمية لتعليم اللغة العربية  
KNOWLEDGE & WISDOM



# Principal's Greeting

## Welcome to Al-Hikmah Academy!

Al-Hikmah Academy aims to provide an educational environment for the Arabic language using a professional and structured curriculum, clearly thought-out materials and resources. Al-Hikmah Academy aims to provide a learning environment for children, young people and adults to learn the Arabic language regardless of their previous Arabic language ability.

Our students are engaged learners. Students are encouraged and supported as they become better decision-makers and reflective thinkers. Assessment for Learning practices are directed and guided within our students' learning. We are proud of our students' commitment to learning!

We are proud to work with such innovative, collaborative, caring and hard-working staff. Every effort and plan implemented to increase student learning, and engage our students in their learning journey, is represented in our school with a strong sense of commitment.

We are proud of our students and their families. They promote a great sense of genuine care and enthusiastic school spirit, and generate a buzz in our school classrooms, halls and school yard on any given day! A few minutes spent in our school will prove that everyone is valued and diversity is celebrated.

Our school's environment is warm and welcoming. Students, staff and parents consistently demonstrate goodwill, and work together to create a positive learning experience for all. Our school's cheerful welcome and inviting atmosphere will leave a lasting first impression.

Our students never cease to amaze us and make us proud. They continue to demonstrate improvement in academic, social and personal skills throughout their time at Al-Hikmah Academy.

We demonstrate our commitment to working as a learning community through:

- creating a happy, welcoming and secure environment for everyone
- welcoming parents and carers as equal partners in the education of our children and in the life of the school
- creating a caring community where appropriate standards of behaviour and respect are fostered to prepare the children for life in the outside world
- giving all children support to make them feel good about themselves
- developing children's natural curiosity in the world about them
- providing a consistent and familiar environment as children progress through school
- observing, supporting and extending children in an environment where they begin to make responsible choices and develop as independent learners
- ensuring high standards are achieved in all areas of the curriculum through the promotion of Basic Skills for the whole community.

**Noor El-Mashay**

Head teacher

# Information About Our School

At AL-HIKMAH ACADEMY, we aim to provide the highest standards of education within a caring and stimulating environment.

We believe that a happy child is a successful one, so we work together to present a curriculum that is exciting, challenging and enjoyable.

We are committed to ensuring that every child feels valued and to providing personalised learning and high quality teaching to enable everyone to achieve their potential.

By working in close partnership with parents, we endeavour to ensure that all our pupils have an excellent start to their education.

Our mission is to inspire children to reach their full potential:

- By caring for and supporting the individual and showing respect to others.
- By striving for excellence in all areas of teaching and learning.
- By nurturing strong links between the school and family.
- By embracing projects which demonstrate the importance of our local community.



# School Aims

## We aim:

1. To be an inclusive school and to put into practice all aspects of our work that ensures that all children are given equality of opportunity and treated fairly.
2. To allow each child to reach his or her full potential by providing teaching and learning of the highest quality.
3. To treat children as individuals and to differentiate teaching and learning, to take account of their individual needs and special needs.
4. To develop the whole child by catering for their physical, mental, social, spiritual, moral and cultural needs through pastoral care.
5. To ensure the care, health and safety of all children.
6. To ensure that all learners benefit from a rich, broad, balanced curriculum presented in an interesting, exciting and imaginative manner with lots of opportunities for first –hand experience, practical work, investigation and learning through play.
7. To teach basic skills and core subjects to a high standard, giving emphasis to RE whilst encouraging children to use their talents to develop their creativity in other areas.
8. To enliven and enrich the curriculum by visits, visitors and use of the whole school environment.
9. To encourage children to take responsibility through their active involvement in both the school and the wider community.
10. To make parents, guardians and governors equal partners with the school and to involve them in the evaluation of its success.
11. To build a positive ethos marked by a welcoming and friendly atmosphere where children feel safe and secure. A place where good behavior is expected and where children are happy to learn. To make this school a place of enjoyment where each child's success is celebrated.

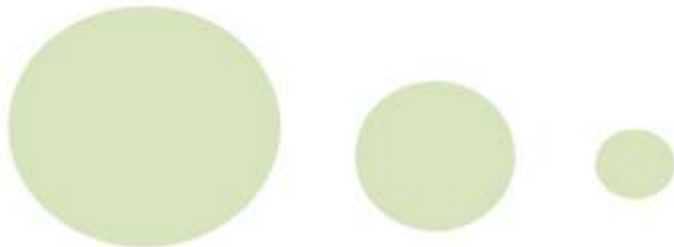


## A good teacher

can make a dramatic difference in a child's life. A good teacher begins to open the world's wide horizon for a child, shedding light into the child's small sphere of reference. A good teacher grounds a child in solid knowledge and builds understanding, equipping him with the tools of learning. A good teacher builds a child's confidence to expand his learning and explore his world.

On the other hand, **an apathetic teacher**

Who takes little interest in her subject or her students' lives can stifle children's innate spirit of learning—or worse, create an aversion to education. The course of a student's life often depends largely on his teachers.



# Effective Learning

We acknowledge that people learn in many different ways and we recognize the need to develop strategies that allow all children to learn in ways that best suit them. We take into account the different forms of emotional intelligence when planning teaching and learning styles in order that Pupils learn to:

- Effectively acquire new knowledge or skills in their work, develop ideas and increase their understanding.
- Show maximum engagement, concentration, application and productivity.
- Develop skills and capacity to work independently and collaboratively.

We offer opportunities for children to learn in different ways that may involve the use of varied Seating arrangements. The learning styles used Include:

- Independent work;
- Paired work;
- Group work;
- Whole-class work;
- Investigation and problem solving;
- Independent and group research;
- Asking and answering questions;
- Debates, role-plays and oral presentations;
- Creative activities;
- Designing and making things;
- Use of the I.C.T;
- Use of games;
- Outdoor work and visits to places of educational interest;
- Use of audio visual resources



## Effective Teaching

When teaching we focus on motivating the children by:

- Providing a varied and exciting curriculum in line with the statutory requirements and principles of equal opportunity.
- Ensuring there is a balance of appropriate teaching styles used and suitable teaching strategies.
- Using interesting and good quality resources and visual aides to aide effective learning.
- Building on their skills, knowledge and understanding of the curriculum.
- Using the school curriculum plan to guide our teaching with clear learning objectives.
- Ensuring the learning environment is stimulating to interest, encourage and engage pupils.
- Make effective use of time and insist on high standards of behaviour.
- Use Home-Learning effectively to reinforce and extend what is learned in school.

We use our knowledge of the children's level of attainment to enhance our teaching. This knowledge is gained by:

- Continually monitoring and assessing pupil progress to ensure that all tasks set are appropriate to each child's level of ability;
- Planning work for children with special educational needs.
- Close liaison with parents and all members of staff who are partners in the learning process.



# Teacher's Training



## Proposed courses/workshops:

- Assessment for Learning
- Differentiation
- Co-operative Learning Strategies
- Learning Styles
- Classroom Behavior Management Strategies
- 21<sup>st</sup> Century Skills
- Effective Planning
- Interactive Arabic Teaching

The courses above, along with one-to-one and group coaching and mentoring as well as lesson modelling, will deliver a tailored programme designed to develop and enhance the skills of Al-Hikmah Academy staff. This will ensure that they are fully equipped to provide the highest standard of teaching for our students, not only in terms of the curriculum but their personal development and preparing them to lead an active role in their community, through encouraging them to take on roles of responsibility and leadership.

These training courses and workshops aim to foster dialogue and a strong working relationship between teachers, the administration and the school. Investing in the teachers' personal and professional development through such courses will lead to the production of an inclusive environment with each member feeling a sense of belonging and commitment and thereby, striving to reach not only their own potential but to encourage their students to do so as well.



# We teach in Al-Hikmah Academy:

**NURSERY** (DETAILS WILL BE ANNOUNCED SOON)

**RECEPTION**

**YEAR 1**

**YEAR 2**

**YEAR 3**

**YEAR 4**

**YEAR 5**

**YEAR 6**

**GCSE**

**NON-ARABIC SPEAKERS**



# AL-HIKMAH TERM AND TIMINGS

Al-Hikmah Academy will operate three (3) terms per year, and will follow the Academic calendar.

Al- Hikmah Academy runs from September to June.

Each week during term-time, the Al-Hikmah Academy will have the following operating days/hours:

Sundays between 9:55 am to 4:00pm for children aged 3 and half years upwards;



## CURRICULUM

Our curriculum are all the activities planned in a broad and balance way that we organise in order to promote learning and personal growth and development at Al-Hikmah Academy. It includes not only the formal requirements of our curriculum, but also extracurricular activities that the school organises in order to enrich the experience of children.

It also includes the 'hidden curriculum', eg. What children learn from the way they are treated by teachers and other adults as role models and how they are expected to behave with others.

We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their true potential.

We plan and aim to make our curriculum rich and balanced in order to equip our children with skills and experiences that will enable them to gain knowledge independently and avail opportunities that may become available to them in their future lives, improving life chances.

Educating and training our children holistically from a young age will help them understand their role in life in a fuller sense serving humanity, sharing and caring and accountability.



# SUBJECTS

## Arabic language

We place great importance on the skills of language work and will encourage your child to develop fluency and understanding in reading. We have recently updated our reading scheme throughout the school with exciting new books and resources. Throughout the school emphasis is placed on reading for enjoyment's sake and the children are encouraged to read as wide a range of material as possible. We aim to assist and encourage the growth of pupils' language by enabling



children to read, speak, listen, write and spell effectively. Children are encouraged to use their own class and school library regularly.

## History

The themes are carefully selected and planned each year, by the subject coordinators, in liaison with the Head teacher. They are available in school for inspection.



## Drama

This module introduces lively and engaging drama games and activities for improving writing, speaking and listening skills. The methods involve every child in the creative process through storytelling, role-play and interactive games which can be used to develop talk and writing alongside other classroom approaches.



## Islamic Studies

Moral Education in Islam is a very wide and important curriculum area. It reflects God consciousness and it is vital for the well-being of the individual and society at large. If children are trained to behave well towards other people, and encourage others to behave well, our lives will be more enriched, peaceful and comfortable, leading to happiness and success for all.

## Quran and Hijab



## Special Needs and Learning Support

The school's Mission Statement and Aims underpin our commitment to the learning support for children with Special Educational Needs. We aim to enable pupils to make the greatest progress possible affording access to a broad and balanced curriculum. We at Al-hikmah Academy ensure children with SEN and disabilities make good progress.

## Homework Policy

It is the feeling of the Headteacher, Staff and Governors that homework should consist of a variety of subjects and should follow or reflect work done in the classroom. All steps should be taken to prevent homework becoming a chore. Homework is also seen as a preparation for Secondary school life. Parents are kept informed of the homework they should expect for their child.



## Uniform

The School Uniform is grey trousers or skirts, a light blue blouse or shirt, and a grey pullover or cardigan with grey or white socks and dark shoes. During the summer months, the children may wear a light blue t-shirt in place of a shirt..



### School Uniform



# School Rules

Al-Hikmah Academy strongly believes that students need an ordered, structured environment in which discipline is seen to be firm but fair. School rules are based on courtesy, common sense and personal safety. The highest standards of behaviour and dress are expected and the school will deal firmly with students who behave unacceptably or fail to work satisfactorily.

The following school rules are based on common sense and good practice:

- Students should be polite and courteous to staff, each other and visitors.
- Students are expected to be punctual for school and lessons.
- Full school uniform is to be worn
- The school buildings and grounds should be kept clean and tidy. Rubbish is to be put in the bins provided.
- Students are expected to behave at all times so that they bring credit upon the school.
- Students are not allowed to use mobile phones and other electronic equipment inside the school buildings. Any items seen inside the buildings will be confiscated and kept securely until the end of the day.
- The school will not accept responsibility for personal items lost at school.
- Students are not allowed to ride, or bring, skateboards or scooters to school.

## Classroom Rules

- Arrive on time with the correct equipment
- Work hard and allow others to do the same
- Follow instructions
- Treat everyone and everything with respect



## AFTER SCHOOL CLUBS

Our after school clubs provide children with a great way to finish the school day. Children get active and have loads of fun with friends taking part in activities they love and may not have tried before.



The aim is to help children develop their full potential through positive, social, emotional, physical and intellectual experiences:

By providing a stable, secure and relaxed environment where parents and carers feel satisfied to leave their children.

The values deriving from different backgrounds of racial, cultural, religious and linguistic should be recognised and respected.

Children's individual needs e.g. disabilities and gender, are also reflected in the service.

The clubs aim to provide a safe, friendly and secure environment where a variety of activities are offered including arts, crafts, games, reading, calligraphy, sport and drama.

# Programs and Activities

In Al-Hikmah Academy, we believe in the necessity and the importance of communication between the school administration and parents. From this standpoint, Al-Hikmah Academy often seeks to organise various activities and programs during the school year.

These programs include:

- **Morning Coffee:**

In which parents meet Al-Hikmah Academy staff to get to know one another other and discuss various topics related to the educational process.

- **Parents Forum:**

Through this program, we aim to elaborate everything about the educational process in Al-Hikmah Academy. We also seek to provide an overview of the methods and means used, in addition to giving parents the opportunity to discuss any updates or enquire about the educational process in Al-Hikmah Academy.

- **International Day:**

A day dedicated, for parents and pupils, to learning about different customs and traditions.

- **Summer Fair**

Families are brought together at the school, in addition to organizing various activities.

- **Parents Evening**

In which parents meet teachers to talk about the educational performance and achievement of their children.

- **World Book Day:** Consisting of different activities and various events.

- **World Arabic Language Day:** Through this program, we aim to make pupils feel a sense of belonging to their mother tongue.

## Food Policy



Pupils are allowed to bring fruit or snack items from home to eat at playtime but the snacks must be consistent with our healthy snacks criteria.

Many children bring a packed lunch to school. The school is developing a Packed Lunch Policy after consultation with pupils, parents, staff and governors and this will encourage parents to provide a healthy packed lunch in line with our Healthy Food Policy.

Water is freely available throughout the school day to all members of the school community. Children have been encouraged to bring in a water bottle to store their water in.

## MEDICAL AND HEALTH POLICIES

- Always a 'first-aider' will be able to attend to your child on the property in case of minor incidents.
- An appropriate staffing ratio will be maintained at all times to care for your children.
- Staff on duty will be caring staff who have sufficient training to look after children, and have experience in teaching and child-centred environments.
- If there is any emergency staff will respond swiftly and with reasonable care attend to your child, and will call the emergency medical services where reasonably required.
- In the case of allergy sufferers, parents/careers should be aware that Al-Hikmah Academy does not accept liability for any emergency arising due to allergic conditions such as allergy to nuts, milk, or insect bites, or any other such allergies. Please note that the Al-Hikmah Academy does not currently have facilities in place for equipment such as EpiPens.
- It is your responsibility to inform the Al-Hikmah Academy of any special conditions or allergies that affect your child. You agree that the Al-Hikmah Academy may disclose any allergies or other medical information in an emergency situation.



## PARENTS

We aim to work in partnership with parents and the community to help further improve the school. We also make sure that we listen carefully to the children and use our Pupil Forum to gather information and suggestions for improvement from the children's perspective.

- Parents evening.
- Parent's forum.
- Regular meetings.
- Family activities (summer fair, 'Eid parties, trips, etc.)



# Terms and conditions

# Terms and conditions

To enrol your children for Al-Hikmah Academy, please read these regulations and rules. If you have further questions, feel free to contact the administrative officers of Al-Hikmah Academy.

## 1. School Hours & Schedule:

The school hours are as follows:

Sundays: from 09:55 am to 04:00 pm.

## 2. School Fees:

The tuition fees for joining AL Hikmah Academy are considered **annual fees** and are not related to **months or weeks**. They are paid according to the specified schedule, divided into three instalments to be paid as follows:

The Term:	The First Instalment Payment	The Second Instalment Payment	The Third Instalment Payment
Date:	First day of school	23th November	15 <sup>th</sup> February

Please pay these instalments on time.

**2.1** School fees are £480 for the first child paid in three instalments of £160.

**2.2** Second child is £450 paid in three instalments of £150.

**2.3** Third child and more is £420 paid in three instalments of £140.

**2.4** Please ensure to pay the full amount in advance according to the schedule, either in cash or via bank transfer.

**2.5** The student is not allowed to continue their studies without paying the due amount.

**3.** If the student enrolls after three months, a 30% discount will be applied to the first instalment.

**4.** If the student enrolls after the first semester (February), a 60 % discount will be applied to the first instalment.

**4.1 Kindly note that these fees include school holidays as well.**

**4.2 Instalments are not refundable in the case of absence or leaving the school for any reason. So please do not contact the administrative staff in this regard to avoid embarrassment.**

## **5. School Attendance Regulation:**

**Please wear Al-Hikmah Academy uniform, as shown in the picture below, throughout school hours.**

**Note: Female pupils are allowed to wear Abaya if they so wished.**



**5.1 Please bring your lunch from home, as well as a water bottle. Note that Al-Hikmah Academy provides lunch for pupils at reasonable prices.**

**5.2 Parents should talk to their children before the school hour and ask them to behave, respect the staff, and adhere to school regulations. Furthermore, pupils should learn the importance of preserving school property.**

**In this regard, we note that Al-Hikmah Academy has the absolute right to take appropriate action in the event of any unacceptable behaviour or any breach of rules and regulations.**

**5.3 If a pupil destroys any of the school's property, we will contact their parents and take appropriate action.**

**If necessary, the parents shall pay the repair costs and Al-Hikmah Academy will be completely free to take any further action.**

**5.4 Please bring your child to school at 09:55 am, as pupils are not allowed to enter the classroom after 10:10 and appropriate administrative action will be taken.**

**5.5 The school hour's end at 4:00 pm, so parents should not be late.**

**£5 will be paid per 15 minutes late.**

**Note: The members of the teaching staff are not responsible for pupils after school hours, so please be punctual.**

**3.6 The pupils are not allowed to use their mobile phone inside the school buildings.**  
Therefore, the parents have the responsibility of making sure that their children will not bring their mobile phones to school.

# School Rules

Al-Hikmah Academy strongly believes that pupils need an ordered and structured environment in which discipline is seen to be firm but fair. School rules are based on courtesy, common sense, and personal safety. The highest standards of behaviour and dress are expected and the school will deal firmly with pupils who behave unacceptably or fail to work satisfactorily. The following school rules are based on common sense and good practice:

- Pupils should be polite and courteous to the staff, each other, and visitors.
- Pupils are expected to be punctual for school and lessons.
- Full school uniform is to be worn.
- The school buildings and grounds should be kept clean and tidy. Rubbish is to be put in the bins provided.
- Pupils are expected to behave at all times, so that bring credit upon the school.
- Pupils are not allowed to use mobile phones and other electronic equipment inside the school buildings. Any items seen inside the buildings will be confiscated and kept securely until the end of the day.
- The school will not accept responsibility for personal items lost at school.

## Classroom Rules

- Arrive on time with the correct equipment.
- Work hard and allow others to do the same.
- Follow instructions.
- Treat everyone and everything with respect.

## Process for disruptive behaviour and poor choices by pupils:

- If a pupil is not following instructions or their behaviour is causing a concern, a warning is given first. A short explanation as to why the warning will be given.
- If it persists, the pupil's name will go on the sad side.
- If it persists, a warning will be given (if applicable).
- Then name and 1 cross. The cross represents (5 minutes stay in at break or lunch – under the instruction of the teacher).
- If it persists, a warning will be given (if applicable).
- If it persists, then name and 2 crosses. The cross represents (10 minutes stay in at break or lunch – under the instruction of the teacher).

## The pupil will move to the back of the class for reflection time or calming down time.

- If it persists, a warning is given.
- If it persists, then name and 3 crosses. The cross represents (15 minutes stay in at break or lunch – under the instruction of the teacher).

## The child will be removed to a named class agreed with the Senior Leadership Team. This is referred to as a 'lost chance'.

- Names on the board must be given by the teacher. In the absence of the teacher, the teacher or teaching assistant leading the class.

- A record of lost chances letters will be kept.

## Behaviour Consequences:

### First lost chance

A letter will go home and the parents/guardians will be phoned about the incident. A meeting can be arranged between the teacher, pupil, and parent.

### Second lost chance

A letter will go home and the parents/guardians will be phoned about the incident. A meeting will be arranged between the teacher, parent, and pupil.

### Third lost chance

A letter will go home and the parents/guardians will be phoned about the incident. A meeting will be arranged between a senior leader, teacher, parent, and pupil.

A final warning is given and the child will have a day of seclusion timetabled in another classroom with work provided by his class teacher. Moreover, the Head teacher will consider the behaviour to take any further action.

If the pupil does not adhere to rules and improve the behavior, it will be suspended from school.

## Contact Us

Your questions and inquiries about Al-Hikmah Academy will be very welcomed.

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