



APEX PRIMARY SCHOOL

PROSPECTUS 2009/10



Helping little feet climb mountains...



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INTRODUCTION

1.1 HEAD TEACHER'S INTRODUCTION

As salaamu 'alaikum wa rahmatullaahi wa barakaatuhu

Dear Brothers and Sisters,

I greet you with the warmest of greetings and hope that this reaches you and your families in the best of Health and Iman. Our creator Allah 'Azza wa Jal says in the noble Qur'an:

“Are those who know equal to those who know not?” (Qur'an 39:9)

Education at the primary stage of life shapes our children's inclinations and concepts. These will form the basis of principles for their life, therefore we need to place great importance in choosing the right education and environment that helps preserve and enhance their Islamic identity.

Our ethos supports the need for a high standard of academic education coupled with an Islamic atmosphere to help develop the Islamic personality of the child. We adopt modern teaching practices and positive reinforcement for educating and nurturing our children, aiming to develop well-balanced individuals who follow Islam as a complete way of life.

We hope that you will support us in this endeavour and help us to achieve our goals. May Allah (SWT) reward you for your efforts.

Wa 'alaikum as salaam wa rahmatullaahi wa barakaatuhu

Azjuman Hfikhar

Head Teacher

1.2 BRIEF HISTORY

All praise is for Allah, the Exalted, the Great. May blessings and peace be on his beloved Prophet, Muhammad (SAW), on his family, his companions and all those who follow his guidance. Ameen.

Apex originated from a private home schooling set-up started by a few parents. As awareness of the project grew amongst the local community the demand for such schooling became apparent. The home schooling set-up soon evolved into a school and went through major growth and developmental phases.

Today, Apex Primary School is an Ofsted Registered Independent Islamic School which caters for 88 children from the ages of 3 to 11. The class sizes are restricted to allow for personalised learning and the nurturing of pupils. The teachers are qualified and highly experienced and the ethos of the school supports the continuous professional and Islamic development of all staff.

Alhamdulillah, in May 2008 the governors successfully secured a permanent premise for the school in Ilford. In September 2008 the school relocated to its new building. The premise offers very good school facilities with new furniture and fittings, well equipped classrooms, an ICT suite, wudhu facilities and internal and external play areas.

1.3 THE APEX ETHOS

The Apex Mission and Vision

The ethos of Apex Primary School is built around providing a strong Islamic foundation with a high standard of academic education, a balanced combination which will give the child the best start in life insha'Allah.

We hope to develop the Islamic personality of our children by complementing the Islamic environment at home with an education at school that is based on Islam. This we hope to achieve by working in partnership with dedicated Muslim parents.

We want to help our children develop an ambitious outlook to life that equips them with the necessary skills to make a positive difference and contribution to society.

Aims and Objectives

We aim to:

- ◆ provide a high quality of academic education in a safe Islamic environment;
- ◆ enhance and develop a confident Islamic personality and mindset of our children with the support of parents;
- ◆ create model Muslims that will contribute to the wider society and be outstanding examples and
- ◆ teach Arabic as a foreign language giving them a solid foundation in understanding Islamic text and scriptures.

THE SCHOOL

2.1 THE CURRICULUM

EARLY YEARS FOUNDATION STAGE (EYFS)

We follow the EYFS guidance and the six areas of development . Our curriculum focuses on the Early learning goals and on developing children’s skills and experiences. We fully support the principle that young children learn through play, creativity and by engaging in well-planned and structured activities.

Apex Primary School promotes the development of the Islamic personality, therefore Islamic development and Arabic language & Qur’an also form part of our foundation stage curriculum.*

AREAS COVERED
◆ Personal, social and emotional development
◆ Communication, language and literacy
◆ Mathematical development
◆ Knowledge and understanding of the world
◆ Physical development
◆ Creative development
◆ Arabic language & Qur’an*
◆ Islamic development *



KEY STAGE ONE AND TWO

SUBJECT	AREAS COVERED
English	Based upon the New Literacy Framework. Reading and comprehension; writing and composition and speaking and listening.
Mathematics	Based upon the New Numeracy Strategy. Numbers, shape, space, measure and data handling.
Science	We utilise the National Curriculum Guidelines. Basic scientific ideas, practical investigations and problem solving.
Arabic	Curriculum developed in-house. Reading and comprehension, writing and composition, speaking and listening, basic grammar.
Islamic Studies <i>(incorporating PSHE and Citizenship)</i>	Covers broadly the teachings of Islam including belief in Allah, the articles of faith, prayer, the life of the Prophet Muhammad (SAW), the lives of other prophets, history and inventors/inventions. This subject is supported with religious assemblies covering Islamic morals and concepts. Incorporates aspects of PSHE and Citizenship curriculum. Helps children learn about themselves, hygiene, relationships, society, moral issues, bullying, cultural issues and health matters. Making choices and decisions. Aims to enable pupils to develop life skills, encourages children to have confidence in themselves and the world around them.
Qur'an	Reading Qur'anic text, recitation with Tajweed and Hifz of Juz 'Amma and other Surahs.
Geography	Based upon the National Curriculum Guidelines. Use of maps, compasses & atlas, countries and continents, changing environments, weather, water, landscapes, people, cities and villages.
History	Use of the National Curriculum Guidelines and Islamic History.
Art and DT	Use of the National Curriculum Guidelines. Understanding and awareness of colour, patterns, shapes, materials (such as paint, clay, card, dye), information technology, Islamic art and architecture.
PE	Focus on developing many key skills such as balance, coordination, teamwork, confidence and fair play. These are taught through sport based activities.
ICT	We have well equipped ICT lab and Internet access. We offer a comprehensive ICT curriculum and also incorporate ICT on a cross-curricular basis.

EDUCATIONAL VISITS, RESOURCES & ACTIVITIES

Educational visits are arranged on average once a term, to various places of interest to support children's learning. Parents/guardians may be asked to contribute towards the cost of the trip and occasionally to assist with the trip.

For the most part, the school provides materials and equipment that pupils need. Parents may be asked to purchase resources that are to be used by their child on a regular basis, such as Arabic books, Study books, etc. Sometimes certain educational activities involving sports, food, DT and Art may require small contributions from parents for the activity to take place.

2.2 CODE OF CONDUCT

We expect all our students to;

- ◆ maintain good behaviour;
- ◆ have a positive attitude towards learning;
- ◆ respect school premises and property and
- ◆ listen to and respect teachers.

The emphasis in the school is to encourage Islamic manners and personality development. We praise good behaviour, attitude and effort. The school has a policy that encourages good behaviour to maintain an Islamic environment in which children can flourish. Naturally, to maintain order and fairness, the school sets rules to preserve the ethos of the school which must be adhered to by all pupils and supported by Parents.

The details are contained within our Rewards & Behaviour Policy and Exclusion Policy.

2.3 ADMISSIONS

Our Admissions Policy details the registration and admissions process. In summary the process is as follows:

- ◆ Registration Form and Questionnaire received are placed on the waiting list;
- ◆ During intake periods or on availability, the applicants are invited to an interview;
- ◆ A successful applicant is offered a place or put on standby until a place becomes available;
- ◆ Admissions are processed and a start date given.

Special Educational Needs

We believe that all children have the right to have access to a good education. The school seeks to be especially sensitive to children with SEN and those who need help in their learning. We also accept children who have been statemented. We operate a carefully planned policy to identify their needs and then ensure they are appropriately met. Each case is assessed individually. Our SEN Policy can be made available on request.

English as an Additional Language

The school also seeks to accommodate children that require additional language support by identifying their needs and how they can be met. Our EAL Policy can be made available on request.

2.4 FEES

School Fees	
Annual administration fee (including provision of milk and fruit)	£200
School fees £2,550 per academic year (payable per term)	£850

Apex does its best in trying to keep the fees affordable without compromising the quality of education being delivered. Fees may be reviewed to keep up with the operational costs .

For the Early years foundation stage the fees stated above cover the morning and lunch break only. The afternoon session is free.

Fees are payable per term in advance.

2.5 SCHOOL UNIFORM

BOYS	GIRLS
<ul style="list-style-type: none"> ◆ Forest green jumper, cardigan ◆ White collar shirt ◆ Dark grey trousers (full or ¾ length) ◆ White thawb ◆ Comfortable black shoes without laces 	<ul style="list-style-type: none"> ◆ Forest green jumper, cardigan ◆ White collar shirt ◆ White & green summer dress ◆ Dark grey—trouser, pinafore, long skirt or jilbaab ◆ Comfortable black shoes without laces ◆ Plain white scarf (optional for girls under the age of 7)
PE kit required to be worn from home	Disallowed items
<ul style="list-style-type: none"> ◆ Forest green sweatshirt ◆ White polo shirt with logo ◆ Forest green or dark grey Sports trousers or ¾ length shorts <p>Please provide change of: Top, socks & plimssoles/shoes</p>	<ul style="list-style-type: none"> ◆ Jewellery ◆ Watches ◆ Key rings ◆ Toys ◆ Game/collection cards

As part of the uniform, school bags with the logo are available to purchase (£5) from the School Office. Nursery class do not require School uniform.

2.6 CLASS STRUCTURE AND SCHOOL HOURS

STAGE	CLASS	AGE RANGE	SCHOOL HOURS
Early Years Foundation Stage	Nursery	3-4 Year Olds	8.25am to 3pm Morning session & Lunch: 8.25am-12.30pm Afternoon session: 12.30pm-3pm
	Reception	4-5 Year Olds	
Key Stage One	Year 1	5-6 Year Olds	8.25am to 3.05pm
	Year 2	6-7 Year Olds	
Key Stage Two	Year 3/4	7-9 Year Olds	
	Year 4/5	8-10 Year Olds	
	Year 5/6	9-11 Year Olds	

2.7 TERM TIMETABLE

Autumn Term (2009)	
Term commences	Tuesday 1 st September
Eid ul Fitr holidays (3 days)	Thursday 17 th September to Monday 21 st September
Staff inset–school closed	Friday 23 rd October
Half term holidays	Monday 26 th October to Friday 30 th October
Staff inset-school closed	Friday 13 th November
Eid ul Adha holiday	Friday 27 th November
Last school day of Autumn term	Thursday 17 th December
Staff inset-school closed	Friday 18 th December
Spring Term (2010)	
Term commences	Monday 4 th January
Half term holidays	Monday 15 th February to Friday 19 th February
Last school day of Spring term	Thursday 1 st April
Staff inset-school closed	Friday 2 nd April
Summer Term (2010)	
Term commences	Monday 19 th April
Public holiday	Monday 3 th May
Half term holiday	Monday 31 st May to Friday 4 th June
Last day of Summer term	Friday 23 rd July

The term timetable may be subject to change and parents will be notified.

2.8 ATTENDANCE, LEAVE AND ILLNESS

Parents are required to inform the school on the first day their child is absent from school. The school requires an explanation in writing for all absences on the child's return. The school discourages holidays during term time. Permission for holiday leave must be requested in advance from the Head Teacher.

Should your child develop a medical condition, it is imperative that the school is notified immediately.

Please refer to our Attendance & Punctuality Policy.

2.9 LUNCH TIME

For lunch time we ask all parents to provide a packed lunch for their children. For health and safety reasons we request parents to provide food that does not require heating.

Please refer to our Healthy Eating Policy for advice and ideas.

HOME & SCHOOL PARTNERSHIP

3.1 PARENTAL RESPONSIBILITY

Parents are a child's primary educator and role model. At Apex we value and appreciate the important role parents have to play in supporting their children in developing a positive attitude to school and learning.

We require parents to support the school in achieving its aims and objectives by making significant effort in leading an Islamic lifestyle and maintaining an appropriate environment at home. Learning the importance of Islamic values and practices in the school can be confusing unless reinforced in the home.

We require parents to have an awareness of the negative effect caused by exposure to certain types of media within TV, video games, movies, which could damage the child's Islamic personality.

Communication is a two-way process. We will keep you up to date about your child's progress regularly at parents' evenings and via reports. We would ask that you inform us about the 'ups and downs' in your child's life so that we can provide appropriate help and support. Please contact the class teacher or Head Teacher to arrange an appointment to discuss any confidential or sensitive issues that we should know about that may be affecting your child.

Our partnership with parents is very important to us and we hope to build a reliable and supportive relationship with you and your child. Parents are sincerely asked to avoid actions that may hinder their child's education, such as:

- ◆ Holidays during term time or persistent lateness;
- ◆ Failure to follow correct procedures such as Concerns & Complaints;
- ◆ Failure to adequately co-operate with the school;
- ◆ Any form of un-Islamic behaviour or conduct towards staff.

3.2 HOMEWORK

In order to achieve and maintain high standards, the school expects full commitment from parents to ensure homework is completed and submitted on time. Our Homework Policy aims to:

- ◆ Promote positive attitudes to work and school;
- ◆ Raise achievement of all pupils;
- ◆ Consolidate and reinforce skills and understanding in literacy, numeracy and other core subjects;
- ◆ Encourage and develop independent learning;
- ◆ Increase self discipline and responsibility.

3.3 PROGRESS & ASSESSMENT

Pupils progress is monitored throughout the year. Assessment for learning (AfL) enables us to structure work suited for individual needs and track pupil progress.

Pupil progress reports are prepared and submitted twice a year and followed up by Parents' meetings at the end of term 1 and term 3. Parent's may request a meeting with the teacher to discuss their child's progress during the school year.

The school participates in the National SATs for key stage 1 and 2.

Please refer to our Assessment Policy for more details.

3.4 HOME-SCHOOL AGREEMENT

Before accepting a place at the school, parents must ensure they agree with the ethos of the school and the home-school agreement. Below are some of the policies that form part of the home school agreement and parents are given a copy of the agreement to keep.

- ◆ Admissions Policy
- ◆ Anti-Bullying Policy
- ◆ Attendance & Punctuality Policy
- ◆ Child Protection Policy
- ◆ Concerns and Complaints Procedure
- ◆ Fees Policy
- ◆ Healthy eating Policy
- ◆ Homework Policy
- ◆ Uniform Policy

School policies can be made available at the school office.

3.5 AND FINALLY ...

We want your child's time at our school to be happy, exciting and educational. We believe that learning should be fun and that by encouraging good behavior and respect for each other we can all grow and learn together, insha'Allah.

We hope that the information within this prospectus proves useful to you and gives you an idea of our work at Apex. Please feel free to contact us at the school for any other queries that you may have.

All suggestions and comments are welcome and should be submitted in writing to the Head Teacher.

INFORMATION

4.1 CONTACT

Address:	Apex Primary School 60-62 Argyle Road Iford Essex IG1 3BG
Office telephone:	020 8554 1208
Website:	www.apexprimary.co.uk
E-mail:	contact@apexprimary.co.uk
Office hours:	8am to 3.30pm

4.2 STAFF

Senior Leadership Team

Head Teacher	Anjuman Iftikhar	ACCA
Assistant Head	Rehana Pervez	PGCE, BA Hons
Assistant Head	Lilee Begum	BA Hons
School Manager	Mahren Malik	BSc Hons

A summary of staff qualifications is available at the school office.

4.3 GOVERNORS

Trust Governors	Gulraze Akhtar (Chair) Ibrahim Rashid Asif Malik Imtiaz Ahmed Anjuman Iftikhar
Community Governor	Mohammed Asif
Parent Governor	Farah Bashir

All correspondence to the chair of Governors should be addressed to the school Office.
Apex Trust is the proprietor of Apex Primary School. (Charity Registration Number 1116216)