



Al-Ashraf Nursery

Al-Ashraf Centre

Stratton Road

Gloucester

Gloucestershire

GL1 4HB

01452 503533

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WELCOME

We would like to welcome you to Al-Ashraf Nursery. We hope this booklet provides you with the relevant information that you require for your child's progress through the Foundation Stage at Al-Ashraf Nursery.

Whilst welcoming your child and yourself as parents, we take great pleasure in sharing with you key information that's required for his/her pre-schools. We hope you will keep in close contact with us during this time so that we can provide a happy and secure atmosphere for your child.

MISSION STATEMENT AND NURSERY AIMS

Our Nursery logo depicts the aim of our mission, '*Firm Roots Branches in the Sky*'. This has been adapted from a Quraanic verse, which describes the results of strong Imaan as a tree with strong roots, healthy branches and flourishing fruits.

Insha'Allah, it is our aim to build these strong foundations in our pupils by sowing the seeds of the Holy Quran and Noble Sunnah of Rasulullah (Sallahu alaihi wasallam) so that they may blossom into strong, practising Muslims and become an asset for our community.

Your child is at a crucial stage in his/her development with research showing that children learn more rapidly in the first seven years of their life than any other time. It is therefore important that the children are given every opportunity to fulfil their potential. The aim of Al-Ashraf pre-school is to provide children aged 3-4 years a safe, caring and stimulating environment where they can learn and experience a variety of new activities through play.

It is our belief that children should enjoy their first years in learning, find satisfaction in their achievement and to help gain full potential. Our mission is to continuously assess and positively reward the effort and progress made by our pupils. The nursery endeavours to create tolerant individuals; we aim to help your child respect and appreciate others, their cultural background, feelings and views from an Islamic perspective.

At Al-Ashraf we seek to maintain close cooperation between the nursery, parents and the wider community. Partnership with parents continues to be a major theme. Insha'Allah

We have a well-established nursery which caters for children aged 2+. We follow the EYFS (Early Years Foundation Stage) Foundation stage Curriculum. The Nursery also offers weekly mother and toddler groups.



The Nursery opened in September 1997 at the premises of Gloucestershire Islamic School in Sinope Street. We moved to our current site in 2007 which offers spacious playrooms, modern facilities and a wide range of resources.

CURRICULUM AIMS

The National Curriculum is delivered with an Islamic ethos. Islamic practices such as daily duaas, sunnats, Islamic terms, manners of greeting, attitudes and behaviour are promoted and developed in each child consistently. This forms an integral part of the nursery day.

We aim to:

- Develop the whole personality of pupils; **with Islam as the main focus of their lives.**
- We aim for all our children to have mutual respect, kindness and consideration for others and recognise a variety of cultures, languages, experiences, needs, views and personal attributes within our nursery setting.
- Provide a rich and rewarding environment within which pupils may benefit from a cross-curricular approach to Islamic education. We will provide a positive environment for learning based on praise and reward, which reinforces every child's ability to work independently or as a group.
- Provide opportunity for each pupil to develop, and reach their full potential through the teachings and practice of Islam, so to enforce confidence in their identity as young Muslims.

- Provide each child with quality standards of education which is broad and balanced; covering the core of religious, social, linguistic, mathematical, scientific, geographical, and physical knowledge and skills. We work together to meet the statutory requirements for Early Years Foundation Stage (EYFS).
- Promote dignity of each young person by teaching self-respect, respect for parents, elders and others; through the development of personal responsibility.
- Aid and assist each pupil to comprehend the complexity of the world in which they live, and that their own well-being is closely connected to the well-being of others. The nursery seeks to free pupils from all prejudice and inspire in them the universal values of equality and fairness.
- Ensure they enjoy their time at Nursery, and develop a love for learning, and the strong desire to continue their education as a lifetime experience. Through inspirational teaching and learning experiences, we aim to enrich and maximise all aspects of development- academic, spiritual, social, creative, physical, personal, moral, and emotional.
- Support the acquisition of general knowledge and skills, so to enhance personal growth and confidence.
- Encourage children to choose healthy lifestyle options; through guidance and role models.
- Motivate each child to acquire a moral attitude to life through conscientious awareness (Taqwa) and practise of divine guidance in all their affairs and transactions.
- The Al-Ashraf syllabus is based on the National Curriculum with the exception of music where nasheeds are played during assemblies.



THE FOUNDATION STAGE

Al-Ashraf Preschool implements the Early years Foundation Stage to develop plans to meet each and every child's individual needs. This is structured with an emphasis on learning through play with relevant and motivating activities. This encompasses 7 areas of learning:

The Prime Areas these are fundamental and work together in order to provide developmental support in all other areas

1. Communication and Language
2. Physical development
3. Personal, Social and Emotional Development

The Specific Areas these includes essential skills and knowledge for children to participate successfully in society

1. Literacy
2. Mathematics
3. Understanding the World
4. Expressive Arts and Design

Using the National Curriculum as our framework, we provide a broad and balanced, creative curriculum.

Communication and Language

Speaking, listening and understanding are central to learning. Children are given opportunities to talk for a range of purposes to different audiences and are encouraged to listen attentively. A strong emphasis is placed on learning sounds and Jolly Phonics as this develops their narratives and expressiveness.

Physical development

Moving, handling, health and self-care are the fundamentals in Physical Development. The Nursery promotes good health and hygiene by educating children how to manage their own personal needs, including dressing and independently going to the toilet.

Children are taught how to handle equipment and tools effectively. The spacious area in nursery allows them to move confidently in a range of ways, which helps the children develop physical skills that use large body movements.

Personal, social and emotional development

It is our aim to boost confidence and self-awareness. Children are encouraged to try new activities by making relationships and taking into account other people's desires and feeling. This area encourages each child to develop as individuals and as members of their communities, building on their own experiences and setting early learning goals for personal and emotional development.



As members of a class and Nursery community, they learn social skills such as how to share, take turns, play, help others, resolve simple arguments and deal with bullying.

Literacy

Literacy is taught by reading a variety of stories to children in an expressive manner. This will boost their imagination and develop their creativity, making them more confident in speaking. In addition to this, it may encourage them to want to read to more, thus widening their vocabulary.

Numeracy

In the foundation stage, Mathematical skills are taught through play and practical activities, linked to chosen subject areas. This makes it relevant and meaningful to the children so that they can use the knowledge and skills acquired in Maths in their everyday lives.

Understanding the world

Children are encouraged to talk about the people, the communities around them and the world in general. This may be about things they enjoy, events taking place in their lives or it may also be about observation of animals, plants and why things occur.

Expressive Arts and Design

Children are given activities that stimulate creativity and imagination. They can explore using a variety of materials, tools and techniques and experiment with colours and textures. textures, forms and functions. This in turn would represent their own ideas and feelings.

The setting also believes in the four themes of the Early Years Foundation Stage and puts these principles into practice:

- i. **A Unique child:** every child is a competent learner from birth who can be resilient, capable, confident and self-assured
- ii. **Positive relationships:** children learn to be strong and independent from a base of loving and secure relationships with parents and a key person
- iii. **Enabling Environments:** the environment plays a key role in supporting and extending children's development and learning
- iv. **Learning development:** children develop and learn in different ways and at different rates and all areas of learning and development are equally important and inter-connected

DEVELOPMENT MATTER IN THE EARLY YEARS FOUNDATIONS STAGE

Children develop quickly in the early years and practitioners aim to do all they can to help children have the best possible start in life. The EYFS guidance helps adults understand and support each individual child's development pathway. Guidance and information is provided at www.foundationyears.org.uk. The EYFS statutory framework is available on the Foundation Years website as well as the Department for Education website: www.education.gov.uk/publications

THE ISLAMIC CURRICULUM

The Islamic topics covered are beliefs, practices, morals, manners, creation, environment and places of worship. Incorporated into the topics will be different stories, sunnahs, shapes, colours, numbers and Arabic letters. The Nursery endeavours to employ some workers who are qualified Aalimahs who can share their Islamic knowledge, understanding and development of good Islamic conduct (adaabs) in an age appropriate manner, to children attending. In addition to this, the Nursery has an allocated slot for a formal Madressah education within the day, this too is taught by qualified Aalimahs.

Most children will have started some basic learning of the Arabic alphabet (*Takhti/Qaida*) at home or in a Madressah. We recognise that fluent and correct recitation of the Holy Qur'an depends on developing good basic skills during early years and avoiding common errors which become obstacles in the path of smooth and fluent *Tilaawat (recitation)* in later years.

Emphasis on:

- recognising letters of the Arabic alphabet in their different shapes and forms
- joining letters to form words and reciting them fluently
- correct pronunciation of letters
- differentiating closely sounding letters
- avoiding common mistakes through close monitoring

LEARNING JOURNEYS

All children's development is regularly assessed and their strengths are built upon. This record is called a 'Learning Journey'. This is the basis for any future planning which takes place in the setting to help your child make progress. Staff and parents work together in recording their children's achievement and this is one of the many ways in which the key person and parents work in partnership. Your child's 'Learning Journey' helps us to celebrate their achievements and to work together to provide what your child needs. The key worker will keep the record-up-to-date by collecting information from activities, interest and achievements. Parents can view their child's record of achievement in parent consultation days to discuss progress or any concerns.

HOME SUPPORT

Parental support is essential for the progress of children's Madressah education. Parents are reminded to go over the day's *sabak* (lesson) at home and ensure children come well prepared.

The Nursery practices masnoon duas regularly during the session (such as the dua before eating, after eating etc). It is essential for parents to practice these daily duas at home.



HOMEWORK BAG

Your child's homework folder will be given every Friday with a reading book, so that the homework can be completed during the weekend. A complimentary homework bag will be provided however if you would like an additional one then it can be purchased for £6.00.

SHOW AND TELL

Every Wednesday we have 'Show and Tell' sessions, in which we encourage children to bring in something that is related to the theme of the week. Children will get an opportunity to stand up and tell everyone about the toy they have brought in. This will encourage and boost their confidence in speaking and expressing themselves.

VOUCHERS

Many companies and shops, now run promotional events to help nurseries buy additional educational resources. We are grateful for additional resources that result from these schemes, so please ask your child to hand in these tokens/vouchers to their key worker. Jazakallah!



NURSERY TIMES

8:30am - 11:30am - Preschool Nursery

12:30pm - 3:30pm - Rising 3's

Nursery doors will be open from 8:30am. We encourage parents to leave children at the entrance after the first few weeks and refrain from coming into the classroom. This will allow the children to settle down quickly without delay. In the interest of safety, we advise parents **not** to leave children unsupervised, unattended or left at the gate. Always pass your child to a member of staff when dropping them off.

SNACK TIME

10:30am - 11:00am - Mid-Morning Break

2:45pm - 3:15pm - Afternoon Break

At Al-Ashraf Nursery we have a healthy eating policy so pupils are provided healthy snacks; We endeavour to provide healthy snacks such as fruit, raisins, breadsticks or healthy snack bar, as this is essential for their development and growth. Milk is also provided for all the children. (Please inform the nursery if your child has any specific dietary requirements or allergies). We do not allow sweets and chocolates in nursery.

The snack contribution is £25 per term. We welcome parent's suggestions, so if you'd like to make recommendations as to the kind of snack the nursery could possibly offer, feel free to put them forward.

BEHAVIOUR

At Al-Ashraf, we strive to create an environment where the children are praised for their good work and behaviour. Any inappropriate behaviour is dealt through a gentle and understanding manner.



ATTENDANCE & PUNCTUALITY

Lateness is a disruption for the key persons, students and office staff. Bringing in your child late may also be upsetting for them, causing them embarrassment in front of their friends.

Regular attendance at nursery is vital if children are to gain maximum benefits from their education. Absence can interrupt a child's learning and can lead to regression in progress and attitudes to Nursery. If children are unwell or are absent for valid reasons, it will be noted as an 'authorised' absence. Try to arrange Medical/Dental or any other appointments out of nursery hours where possible. It is important for parents to inform us every time their child is absent from Nursery.

This can be done in the following ways:

1. Telephone call to Nursery.
2. Send in signed note to Nursery.
3. Send us an e-mail
4. Send verbal message - via a responsible person.

If the Nursery is not notified, an unauthorised absence is recorded in the child's attendance record.

CHILDREN'S DRESS CODE

A factor that develops children's thinking is through the environment and people around them. An Islamic dress code promotes modesty and gives an individual a distinct Muslim identity. Children are encouraged to take pride in their appearance, which promotes modesty and enhances confidence. Children at the nursery must wear comfortable clothing.

We at Al-Ashraf, feel it is essential to promote understanding of following the Sunnats and learn about shame and modesty (Hayaa) from a young age, to form a habit in the future, InshaAllaah.

We would also like to draw the attention of parents to the importance of dressing children with the correct Islamic attire from a young age. Children are made to understand the type of clothing that's acceptable to Muslims.

This is part of the overall Islamic Tarbiyah which the Nursery aims to promote.

Children have impressionable minds, and these early measures will Insha-Allaah go a long way in shaping their future Islamic character.

Plimsolls - please bring in a pair of plimsolls for your child to wear while they are in the Nursery. This is so that they can play comfortably, safely and also for hygiene reasons.

CLOTHING

Please ensure all items of clothing and personal belongings are labelled clearly. The Nursery will not accept any responsibility for loss.

Personal Safety - Jewellery must not be worn at Nursery (apart from stud earrings) Watches may be worn if responsibility is personally accepted.

POLICIES AND PROCEDURE

The Nursery has a set of comprehensive policies / policy statements which are available on the Nursery web site or to view from the office on request. Advance notification is required if you desire a personal copy.

These are some of the following policies available on request:

- Al-Ashraf Nursery Admission Policy
- Al-Ashraf Nursery Attendance Policy
- Al-Ashraf Nursery Child Protection Policy
- Al-Ashraf Nursery Health & Safety Policy
- Al-Ashraf Nursery Health & Safety Procedures
- Al-Ashraf Nursery Health & Safety Policy on Educational or Outdoor Visits
- Al-Ashraf Nursery Complaints Policy & Procedure
- Al-Ashraf Nursery Behavioural Policy

OFSTED INSPECTION 2013

Ofsted Inspection report can be downloaded from the nursery website nursery.al-ashraf.org.uk

ADMISSIONS

When your child is 2 $\frac{3}{4}$ -3 years old, 5 sessions (subject to interpretation) are offered. These sessions, known as 'Rising 3s' take place in the afternoon from 12:30-3:30. If your child is 3-4 years old, he/she will be given a place in Pre-school, which takes place in the morning from 8:40-11:40; again 5 sessions will be funded by the Nursery Education Grant.

The Nursery has an admission policy and any applications may be considered by the Nursery (if necessary) and will be subject to the additional following conditions:

- Parents/guardian must agree to work in partnership with the staff and governors in the education of their child.
- All members of the education partnership undertake responsibility to ensure that children abide by the rules and regulations of the Nursery, as determined by the governors.

Admission forms can be downloaded from the nursery website nursery.al-ashraf.org.uk, collected from the Nursery office or requested by post by phoning the Nursery on 01452 503533.

If you are considering registering your child and would like to visit the premises, our Nursery Manager would be more than happy to take you around.

Please contact the office to arrange an appointment.

If at any time you feel something needs to be brought to the attention of the Nursery staff, please contact our Nursery Manager or Nursery Working Committee (NWC).

PARENT CONSULTATION DAY

We arrange parent consultation days where you will be able to discuss your child's progress with the key person and Madressah staff.

CONCERNS & COMPLAINTS

Any concerns regarding your child, their welfare or progress, should primarily be discussed by appointment with the Nursery Manager or your child's key person. If results of any complaint or concern are not satisfactory they can be discussed further with the Manager on appointment.

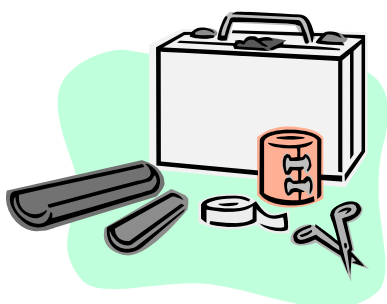
Procedures outlined in our complaints policies* will need to be adhered to; policy available on request or from the website.

*Formal complaints procedure (to rectify any major issues/complaints)

Suggestions and constructive ideas are welcomed. Please feel free to come and have a chat informally to the staff at the Nursery. However all final decisions have to be agreed by the Manager, Nursery Working Committee and staff.

FIRST AID/ MEDICAL CARE

Children suffering any medical condition, should complete relevant forms and inform staff on arrival to the nursery.



Any medication required for the child's condition e.g. inhaler, must be clearly labelled and given to the teacher, who will store it safely for the child until it is required.

If the medication is required then the child will be responsible to administer it, under the supervision of staff, or parent will be called to dispense it. A member of staff can only administer the medicine if a **consent form** is signed and dated by a parent or guardian and **full details of dosage and times** must be stated.

EMERGENCY CONTACT

Emergency contacts should be readily available. If you start work or change your place of work, please notify us immediately. Similarly, please inform us of any change of address or telephone number.

SICKNESS/HEAD LICE

Any child suffering from a rash, sore throat, discharges from the eyes or nose or diarrhoea should be kept at home until the symptoms have disappeared. The Nursery reserves the right to send children home if they are suffering from any infectious illnesses. Guidance on the most common infectious diseases and the recommended periods for which children should be kept away from nursery can be found at www.hpa.org.uk Please check your child's hair regularly for any head lice.

HOLIDAYS

The Nursery will remain open during normal school term time except during statutory school holidays, bank holidays and additional Eid and Ramadan holidays.



THANK YOU FOR CHOOSING OUR NURSERY

We would like to take this opportunity to say Jazakallah for choosing to send your child to the Al-Ashraf Nursery and Insha'Allah we hope that both you and your child have an enjoyable time here with us. We look forward to seeing you.