

STAFF LIST – Academic Year 2023 – 2024

Name	F/T or P/T	Job Title	Qualifications
Mr Shahid M. Vaid	N/A	Chair of Governors	BSc
Mufti Abdullah Patel	F/T	Head Teacher	Aalim and Mufti
Firoza Ismail	F/T	Deputy Head	B/TEC Business Studies Child Protection
Shaheda Ismail	P/T	Admin Officer	NVQ Level 2 Admin
Khadijah Patel	P/T	Admin Officer & Teacher of GCSE Religious Studies & History KS3	BA (Hons) English Lang & Lit
Amreen Pathan	P/T	Teacher of English KS3 & History KS3	BA English Lit (Hons)
Sarah Norman	P/T	Teacher of English GCSE & History GCSE & Classical Civilisations GCSE	B.A. Honours Creative writing M.A Creative Writing PGCE
Fathima Anez	P/T	Teacher of Maths KS3 & GCSE / Computer Science KS3 & Careers/ Citizenship/PSHE/RSE KS4	MSc in Computer Science & Engineering Level 5 Diploma in Education & Training
Razeya Mohamedy	P/T	Teacher of Science KS3 & Careers/ Citizenship/PSHE/RSE KS3 & KS4	BPharm (Hons) Pharmacy PGDip Community Pharmacy
Marli Potts	P/T	Teacher of Science GCSE	BSc. Honours Chemistry PGCE Chemistry and Science
Sauda Nana	P/T	Teacher of Geography KS3	BA Geography
Amena Mayat	P/T	Teacher of Arts & Crafts	Food safety award Level 3 Award in Education & Training
Habiba Hansdot	P/T	Teacher of Food Tech	NCFE Level 2 Certificate in Understanding Nutrition & Health
Umme-Kulthum Patel	P/T	Teacher of Business Studies GCSE /Maths GCSE/Citizenship/PSHE/RSE KS4 & Islaamiat	BSc Economics & Mathematical Sciences (OU)
Marrium Shakeel	P/T	Teacher of Maths KS3 / Religious Studies KS3 / GCSE & Islaamiat	BA Honours Philosophy with Psychology MSc Psychology Alimiyyah Degree
Hajra Patel	P/T	Teacher of Urdu KS3 & GCSE	Alimiyyah Degree
Fauzia Qureshi	P/T	Teacher of Urdu KS3 & Islaamiat	Alimiyyah Degree
Nazma Pandor	P/T	Lunchtime Supervisor	
Sahfiya Patel	P/T	Teacher of PE	
Juwairiyah Patel	P/T	Teacher of Quran /Citizenship/PSHE/RSE KS3 & GCSE Religious Studies	Haafiza Alimiyyah Degree
Mariam Ismail	P/T	Teacher of Computer Science KS3 & KS3 & Islaamiat	Alimiyyah Degree CQ Level 5 Diploma in Education & Training (RQF) QLS Level 5 Diploma in Computer Science & Programming
Anisa Kholwadia	P/T	Teacher of Islaamiat & PE	Alimiyyah Degree
Tayyiba Patel	P/T	Teacher of Qur'an	Alimiyyah Degree
Fatima Firdaws	P/T	Teacher of Islaamiat	Early Years Childcare L3 Diploma Currently studying towards Alimiyyah Degree
Shamim Kadodia	P/T	Teacher of Qur'an	Alimiyyah Degree
Umme – Salamah Patel	P/T	Teacher of Qur'an	

Proprietor:

AI-MADANI EDUCATIONAL TRUST
Registered Charity No: 1134963

Registered Office:

Sinope Street
Gloucester
GL1 AW

Contact: Mr. Yakub Patel – Chair of Trustees

Chair of Governors:

Mr. Shahid Vaid
schoolgovernor@al-ashraf.gloucs.sch.uk

Head teacher:

Mufti Abdullah Patel
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Deputy Head & DSL:

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School Website:

<https://al-ashraf.org.uk/secondary>

Correspondence address:
Al-Ashraf Secondary School for Girls
Sinope Street
Gloucester
GL1-4AW

In The Name Of Allah, Most Beneficent, Most Merciful.

PROSPECTUS

Al-Ashraf

Secondary School

For Girls

INTRODUCTION

Dear Parents,

Assalamu'alaikum wa Rahmatullahi wa Barakaatuhu,

May I take this opportunity to welcome you to Al-Ashraf Secondary School for Girls, established in 1994 by the Gloucester Muslim Welfare Association Ltd. (GMWA) and now under the proprietorship of Al-Madani Educational Trust, Registered Charity No. 1134963.

May Allah (SWT) reward you for showing concern for your daughter's education and Islamic welfare; a parental duty assigned to us by none other than our Creator, Allah (SWT).

"O you who believe! Save yourselves and your families from that fire (of the hereafter) whose fuel is human beings and stones" (Al-Qur'an: Surah Al-Tahrim 66:6)

Our beloved Prophet, Rasulullah (sallallahu alaihi wa sallam) has also reminded us,

"Beware! Each one of you is a shepherd and each one of you shall be questioned concerning his flock; a leader is a shepherd of his people, and he shall be asked concerning his flock; and a man is a shepherd of his household and he shall be asked concerning his flock; and a woman is a shepherd of her husband's house and over their children, and she shall be questioned concerning them." (Bukhari and Muslim)

Since its modest beginnings in 1994 with just two classes and 36 students, Al-Ashraf Secondary School for Girls has evolved into a successful non-selective secondary school, consistently aiming to provide an excellent standard of secular and Islamic education. Our school's growth is mirrored in the upward trajectory of its GCSE results which have consistently been above local and national averages in recent years. The school received a successful Ofsted inspection in November 2019 and attained 'Good' judgements in all areas.

OVERALL EFFECTIVENESS: GOOD

QUALITY OF EDUCATION: GOOD

BEHAVIOUR AND ATTITUDES: GOOD

PERSONAL DEVELOPMENT: GOOD

LEADERSHIP AND MANAGEMENT: GOOD

The inspectors acknowledged and praised the many improvements made since our previous inspection in 2017. We were delighted with this, especially with the acknowledgement of the positive impact the school is having on pupils' achievement and the quality of education we offer.

The proprietorial trust and the governing body remain ambitious for pupils. They aim for pupils to be confident British Muslim young women when they leave. They communicate this expectation well to parents and staff.

*Pupils are **well** prepared for the next stage in their education. The proportion of pupils that attain a standard pass in both English and mathematics GCSE is high. GCSE results in the other subjects are strong. All pupils go on to further study or training when they leave Year 11.*

Ofsted also praised pupil conduct and its impact on academic success:

*Pupils' respectful conduct is a **strong** factor in their academic success. Pupils complete classwork and homework diligently. Parents support the school strongly.*

The school adopts the path of moderation and ensure pupils gain an understanding of other faiths and beliefs. This too was acknowledged by Ofsted:

The school encourages pupils to develop a broad understanding of different faiths. For example, all pupils study GCSE religious studies and benefit from a link with the local Anglican Church. Teachers thread positive messages about moral and social issues throughout the curriculum. They prepare pupils well for life in modern Britain. This is one of the school's strengths. (<https://al-ashraf.org.uk/secondary/ofsted/aassg-osfted-report-2019.pdf>)

Our Islamiat Curriculum (see section on *Islamiat Curriculum*) covers a broad range of Islamic subjects using textbooks in English taught by qualified Mu'allimaat/*Aalimaas*. (*Female Islamic scholars*). The curriculum was reviewed and updated in Sept 2020 and again in Sept 2021. (See website: <https://al-ashraf.org.uk/secondary/islamiat.php>)

We are hopeful, Insha-Allah, that five years of extensive study of various Islamic sciences will give our students confidence in Deen and a sound understanding of Islam as a way of life, based on respect and tolerance for all, regardless of faith and culture and a firm commitment to:

- British values of democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs.

This is embedded into the curriculum and actively promoted through a whole-school approach and specifically in RSE/PSHE/Citizenship, RE, Islamiat lessons and assemblies.

Over and above formal teaching, assemblies are used to build strong moral & spiritual foundations, develop positive thoughts, promote respect for authority and foster a deep sense of love for Islam as a complete way of life. We are also committed to the social and cultural development of our pupils.

CURRICULUM ENRICHMENT ACTIVITIES

In addition to weekly PE/Art & Craft lessons, we hold scheduled enrichment activities at the end of Term 1 and end of the school year. See website for details.

<https://al-ashraf.org.uk/secondary/events-article/events-enrichment-week-2023>

RSE

The Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019, made under sections 34 and 35 of the Children and Social Work Act 2017, make Relationships Education compulsory for all pupils receiving primary education and Relationships and Sex Education (RSE) compulsory for all pupils receiving secondary education. The school has, in consultation with governors and parents developed a separate RSE policy in January 2021. Lesson plans prepared by AMS are used.

See <https://al-ashraf.org.uk/secondary/policies/RSE-Policy.pdf>

The school also strives to provide a warm and caring atmosphere for all students, irrespective of their cultural background so that our students appreciate the universal aspect of Islam. The school has an Anti-Bullying Policy and bullying in all its forms is taken very seriously.

We aim to deliver teaching in stimulating and challenging ways, settings tasks and goals that are achievable to all. We acknowledge and actively encourage all abilities within the school. Our target is to continuously assess and positively reward the effort and progress made by our pupils.

We have high expectations of our pupils not only in academic excellence but also in standards of behaviour and character, both inside and outside school. We hold the highest expectations from our pupils and hope and pray they will move on and become priceless assets for society at large. We also hope to equip our pupils with skills to confidently accept the challenges of today's changing world.

Finally, parents are reminded of the need to provide a caring, supporting environment at home, ensuring your daughter(s) cooperate with all school rules & policies, complete all homework adequately and revise for assessments/end-of-year exams. This will make the school's task much easier, Insha-Allah.

We also value parental feedback and suggestions, as this is how we can improve our services.

May Allah (SWT) grant your daughter an enjoyable and memorable experience at Al-Ashraf Secondary School for Girls. Aameen.

O our Lord! Bestow us the coolness of our eyes from our spouses and our children and make us leaders of the pious. (Holy Qur'an, Surah Al-Furqaan – 25:74)

Wassalamu'alaikum w.w.

Mufti Abdullah Patel
Head Teacher

apatel@al-ashraf.gloucs.sch.uk

Aims and Objectives

At Al-Ashraf Secondary School for Girls, we aim to:

- Provide high quality secular and Islamic education, which is broad, balanced and confirms to the requirements of the National Curriculum.
- Provide a safe, warm, caring, rich and rewarding environment, necessary for the academic and personal development of pupils.
- Build Pupils ' confidence and resilience while providing opportunities for life in modern Britain.
- Develop pupils to become responsible, respectful and active citizens who are able to play their part and become actively involved in public life as adults.
- Prepare pupils for their adult lives, teaching them to understand how to engage with society and providing them with plentiful opportunities to do so.
- To develop the whole personality of pupils including promoting positive Islamic values of tolerance all faiths and communities.
- Providing opportunity for each pupil to develop and reach their full academic and spiritual potential through the teachings and practice of Islam and to develop confidence in their identity as young Muslims committed to the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Support the acquisition of general knowledge and skills, so to enhance personal growth and confidence.
- To promote dignity of each student by teaching self-respect, respect for staff, parents, elders and others, through the development of personal responsibility.
- Enable pupils to recognise online and offline risks to their well-being – for example from criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism – and making them aware of the support available to them.
- Develop pupils' age-appropriate understanding of healthy relationships through appropriate relationships and sex education.
- 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.
- Ensure they enjoy their life at school, and develop a love for learning and the strong desire to continue their education as a lifetime experience.
- Develop pupils' understanding of how to keep physically healthy, eat healthily and maintain an active lifestyle, including giving ample opportunities for pupils to be active during the school day and through extra-curricular activities
- Provide an effective careers programme.
- Promote a moral attitude to life through conscientious awareness (Taqwa) and practise of divine guidance in all their affairs and transactions.

Fundamental British Values

Al-Ashraf Secondary School for Girls understands and strives to fulfil its legal duty to actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs as per section 78 of the Education Act 2002.

Through the provision of embedded SMSC within the curriculum, assemblies and school policies, Al-Ashraf Secondary School for Girls:

- Enables students to develop their self-knowledge, self-esteem and self-confidence;
- Enables students to distinguish right from wrong and to respect the civil and criminal law of England;
- Encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- Enable students to acquire a broad general knowledge of and respect for public institutions and services in England;
- Further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- Encourage respect for other people;
- Encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

The list below describes the understanding and knowledge expected of pupils as a result of promoting fundamental British values.

- An understanding of how citizens can influence decision-making through the democratic process;
- An appreciation that living under the rule of law protects individual citizens and is essential for their wellbeing and safety;
- An understanding that there is a separation of power between the executive and the judiciary, and that while some public bodies such as the police and the army can be held to account through Parliament, others such as the courts maintain independence;
- An understanding that the freedom to choose and hold other faiths and beliefs is protected in law;
- An acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour;
- An understanding of the importance of identifying and combatting discrimination. It is not necessary for schools or individuals to 'promote' teachings, beliefs or opinions that conflict with their own, but nor is it acceptable for schools to promote discrimination against people or groups on the basis of their belief, opinion or background

Information for Parents

The following policies and information are available to parents via the school website or upon request from the school:

- Policy on and arrangements for admissions, discipline and exclusion.
- Attendance Policy
- Curriculum Policy
- RSE Policy
- SEND Policy
- Details of complaints procedure adopted by the school, together with details of the number of complaints registered under the formal procedure during the preceding school year
- Particulars of policies relating to bullying, health & safety, the promotion of good behaviour and sanctions adopted in the event of pupils misbehaving.
- First Aid Policy
- Healthy Eating Policy
- Particulars of arrangements for tackling bullying and promoting pupils' health & safety on the school premises and on educational visits
- GCSE Results & DfE Data
- Past Ofsted reports
- The number of staff employed at the school, including temporary staff, and a summary of their qualifications
- Safeguarding Policy
- Following Section 162A Ofsted Inspection, arrangements will be made to provide a copy of the full report to parents of every registered pupil by the date specified by the inspection body
- The school provides an Interim and Annual Report on progress and attainment of each pupil.

Al-Ashraf Secondary School for Girls

School Rules



Parents/carers are requested to go through the school rules and carefully with their daughters. They should be read in conjunction with the **school behaviour and attendance policies**.

The school is a happy harmonious learning community where staff and pupils feel safe and secure. School life is characterised by a calm purposeful environment underpinned by relationships built upon mutual respect. Our expectation is that all pupils will behave in appropriate and socially acceptable ways.

1) Attendance and Punctuality

- **Authorised** absences are mornings or afternoons away from school for a good reason such as illness or other unavoidable causes. **Unauthorised** absences are those which the school does not consider reasonable and for which no permission has been given. (see Attendance policy for details)
- Pupils must arrive punctually to school. If registration is taking place away from the classroom, e.g. science lab or ICT suite, pupils must arrive before 8.45am in the mornings and 1:45 pm in the afternoons to avoid a late mark.
- Permission must be obtained from the Head Teacher/Deputy Head to be absent for any reason other than illness. If such permission is not obtained then a phone call to the school must be made in the first instance for any unauthorised absence. *The school will also contact parents by phone in the mornings/afternoons to notify them if their daughter is absent.* Ofsted regulations clearly state that pupils cannot stay at home to look after siblings, visit relatives, go to airports and go on shopping trips etc. during school time.
- No one will be allowed to leave the school premises during break times. At lunch time, only pupils living locally will be able to go home for lunch **provided parents give consent**. Pupils should go home **immediately** and avoid loitering in the streets/shops and behaving in a disorderly manner. If pupils make a habit of returning late to school in the afternoons, the option of being allowed to go home for lunch will be taken away from them.
- Medical, dental or other appointments should be kept outside school hours. If for some unavoidable reason, an appointment has to be kept during school hours, prior permission must be obtained if possible. An appointment card **MUST** be shown to the school office.

2) Conduct

- Behaviour must be courteous at all times and movement around the school should be orderly. Rude and insulting language will never be tolerated and appropriate sanctions will be applied as per school behaviour policy.
- Respect for teachers, all members of staff and fellow pupils should be shown at all times.
- Pupils should display a willingness to apply themselves during lessons at all times and develop an aptitude for learning. Homework should be completed appropriately and on time. Thorough revision is essential for all assessments, tests and end-of-year exams.
- Pupils must read, understand, sign and adhere to the pupil IT acceptable use policy.
- Break times must be spent outside in the playground, unless there is heavy rain. At lunch times, pupils must eat their lunch sitting down in the dining area of the hall.

- Name calling, teasing and all other forms of bullying will never be tolerated and will be dealt with appropriately according to the school anti-bullying policy. (Refer to Anti-Bullying policy)
- Pupil should bring a nutritious snack/well-balanced lunch to school. Chewing gum is strictly prohibited on school premises. (Refer to Healthy Eating policy)
- All pupils must be punctual with their Salaah and when unable to perform Salaah, the time should be spent in Zikr.

3) Uniform and Personal Appearance

- Correct uniform must be worn at all times – including journeys to and from school and during school outings, unless otherwise specified. A uniform pass must be obtained from the school office if incorrect uniform is worn due to a valid reason.
- The *hijaab* should be worn neatly at all times. A safety pin or scarf pin can be used to hold the *hijaab* in place.
- Jewellery and make up (including nail varnish) must not be worn.

4) Personal Property and Forbidden Articles

- All personal property **must** be clearly marked with the name of the owner. P.E. kit must not be left at school, but should be taken home for washing after every lesson.
- Inappropriate books/magazines, cameras, iPads, iPods, mp3/4 players, electronic games, valuables, excessive amount of money etc. should not be brought into school and will be confiscated.
- Mobile Phones may be brought into school, but should be handed into the school office each morning and collected at the end of the school day. Phones not handed in will be confiscated and returned only at the end of the term.
- All school property should be duly respected. In the event of loss or damage, a replacement fee will be charged. This includes official school forms handed out to pupils i.e., Detention Forms, Report Acknowledgement Forms etc. Textbooks and exercise books must **NOT** be de-faced with graffiti.

5) Homework

- Homework diaries/school planners must be brought to school daily. These should be filled in everyday with details of homework, signed by parents/carers and countersigned by subject teachers. Parents should ensure that all homework is completed thoroughly and on time.

6) Relevant Policies

We strongly recommend parents/carers and pupils read the following school policies:

- Anti-bullying policy
- Behaviour policy
- Attendance policy
- Healthy Eating policy
- Pupil IT acceptable use policy

**Updated:
Sept 2023**



AL-ASHRAF

SECONDARY SCHOOL FOR GIRLS

" Striving for academic and moral excellence through Islam "

School Uniform

School uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging within the student community.

All students are required to follow the school uniform guidelines at all times.

SCHOOL UNIFORM

- Crested blazer (Only available from school uniform shop)
- Navy school abaya (Only available from school uniform shop)
- Navy school burkhi (Only available from school uniform shop)
- Navy or black plain socks
- Black flat soled school shoes (No boots or sandals).
- School coat (NOT to be worn in class, for outdoors only)



P.E Kit

- Navy blue or black loose-fit jogging bottoms
- Navy blue T- shirt with long sleeved navy or black sweatshirt (without a hood)
- Navy blue burkhi
- White, black or navy sports trainers (Velcro or laced)
- P.E kit must be brought into school on PE days only and taken home at the end of the day.
- PE Kit left in school will be disposed of without warning.

Other important information

- **Jewellery:** A wristwatch, small ear studs and a plain nose-stud are permitted
- All other jewellery is not permitted and will be confiscated for the school term
- Nail varnish & make up are not permitted. Any students found to be breaching these rules will be sent home until uniform offence is rectified.
- Further information and guidance on all aspects of the school uniform is available on the school website.

School Stationery Requirements

Students are expected to be well prepared and equip for the school day.

Each student is required to bring the following items to school each day to ensure effective, productive learning and minimal disruption during lessons.

Stationery Requirements

- Ink or ballpoint pens: Black, blue, green and purple
- HB Pencils
- Pencil Sharpener
- 30cm transparent ruler
- Rubber
- Felt-tip colour pens / coloured pencil crayons
- Geometry maths set
- Scissors
- Glue Stick
- Highlighter pens
- Scientific calculator
- A4 plastic dry wipe board with a board rubber



Important information

- Tippex or correction fluids are not permitted and will be confiscated
- Further information and guidance on all aspects of school stationery requirements are available on the school website

Rewards and Sanctions at Al-Ashraf Secondary School for Girls

Rewards

At Al-Ashraf Secondary School we want all our pupils to excel at Academic and Islamic knowledge and Akhlaq (behaviour/Manners). To motivate the pupils we have a reward system whereby pupils' good work and behaviour is recognised using a series of certificates.

Pupils have the opportunity to earn Merit Marks for good work and effort.

50 Merit Marks = Bronze Certificate

100 Merit Marks = Silver Certificate - **£5.00 cash Prize**

150 Merit Marks = Gold Certificate - **£5.00 cash prize + Gift**

During the year, various types of rewards are awarded to pupils and at the end of the school year, we have an annual prize giving ceremony where individual pupils are rewarded prizes for Effort and Achievement in both secular and Islamiat subjects.

Sanctions

Maintaining good discipline is a key priority of the school and the school requests parents to co-operate by ensuring that their daughter is aware of the school rules and endeavours to abide by them. Please discuss the consequences of breaking school rules. The school's Disciplinary Policy is enforced swiftly in the event of non-compliance with any rules, particularly rude and disruptive behaviour. Please see the attached copy of **SCHOOL RULES**

Order Marks

An Order Mark may be given in Years 7 – 11 for various reasons, e.g. late homework, incorrect uniform, wearing jewellery, being rude, etc.

Detentions

5 Order Marks = 1 Detention

or a Detention may be given outright for serious disciplinary issues at the Head Teacher's/ Deputy Head's discretion.

First 3 lates = 1 Detention – 30 mins.

An outright detention can be given for unexplained or inexcusable lates.

Any future Lates after the first detention will mean an outright detention every time.

Continuous Lates after this (= 2 further lates) = 1 hour detention for each Late.

The option of going home for lunch may also be taken away in order to improve punctuality.

Detentions take place after school on Thursdays unless stated otherwise. Parents will be notified by letter if their daughter has a detention.

Suspensions

If a pupil continues to misbehave after two detentions, she may be suspended from the school timetable for one day. Again, a letter will be sent to you giving notification. Any further breaches of the school rules after a timetable suspension will result in suspension from school.

Pupils returning from suspensions of any length may be put on **Report** for at least one week. The pupil will be monitored on behaviour/classwork/homework during every lesson. At the end of each lesson, the **Report** is filled and signed by her teacher, then checked by the Deputy Head at the end of the school day. Finally, the **Report** must be shown to parents and signed by them. At the end of the week, it will be forwarded to the Deputy Head & Head Teacher for further action they may take. Parents will be notified. Your daughter's future here will be in jeopardy if she reaches this final phase of suspension from school.

Discipline Contract

We, parents of _____ (Pupil's full name and year group)
have read and discussed the **School Rules** with our daughter and we accept that the school reserves the right to enforce the Disciplinary Policy in the event of non-compliance with the rules.

NAME of PARENT:

NAME of PUPIL:

SIGNATURE of PARENT:

SIGNATURE of PUPIL:

DATE:

Please complete, sign, and return the bottom copy of this **Discipline Contract** before your daughter commences school in September.

Updated: Sept 2023

THE SCHOOL DAY

In order to cover the National Curriculum and Islamic Studies the school has a relatively longer day than any other school.

8.40 – 9.25 am	Registration / Period 1
9.25 – 10.05 am	Period 2
10.05 – 10.45 am	Period 3
10.45 – 11.00 am	Assembly
11.00 – 11.15 am	Break
11.15 – 12.00 pm	Period 4
12.00 – 12.45 pm	Period 5
12.45 – 1.45 pm	Lunch
1.45 – 2.30 pm	Registration / Period 6
2.30 – 3.15 pm	Period 7
3.15 – 4.10 pm	Period 8
4.10 pm	End of school day!

SCHOOL FEES

The School Fees for the Academic Year 2023 / 2024 are as follows:

	Term 1	Term 2	Total
Year 7 – 9 Child	£ 950.00	£ 950.00	£1,900.00
Year 10 Child	£ 1,175.00	£ 1,175.00	£2,350.00
Year 11 Child	£ 1,450.00	£ 1,450.00	£2,900.00

Third Child *25% Discount only at the Al-Ashraf Secondary School.*

There are three ways of paying the school fees:

❖ **By Monthly Standing Order:**

You may complete the standing order form, which can be obtained from the school office and arrange for payment to be made on a monthly basis over 8 months straight from your bank account.

❖ **One Single Payment for Whole Annual Fee:**

This must be paid before the end of September in the new term.

❖ **Payment in 2 Instalments:**

First half of annual fee must be paid in September. Second half must be paid in January.

All payments must be paid by the end of April.

Regular and prompt payments must be made of School Fees which includes the annual **Ofsted Inspection Fees**.

The school should be notified immediately if fees cannot be paid on time or in the event of legitimate *Shar'ee* reasons, parents may apply for arrangements to be made from the Zakaat Fund.

In the event of not notifying the school and ignoring two written School Fee reminders, the governing body will have the right to enforce permanent exclusion.

Regardless of any **holidays** taken by the students all fees must still be **paid in full**.

Exam Fees:

The majority of GCSE Exam fees are included in the Year 11's School Fees. Pupils who wish to be entered for additional exams not included in school fees will be charged separately at the time of making entries or shortly after school is invoiced. Usually these may be for the extra GCSE Triple Science exam, ICT Functional Skills test or BTEC Home Cookery Skills.

Ofsted Fees:

Each year there will be a small charge towards Ofsted Inspection fees. The invoice is divided equally amongst all pupils on the school roll.

Curriculum Enrichment Week/Citizenship Day:

As from September 2016, the school introduced a mandatory curriculum Enrichment Week & Citizenship Day. Parents are expected to pay towards the costs of activities.

Other costs:

Pupils may be expected to contribute towards other small costs during the school year such as educational visits, homework diaries, locker keys, etc.



Al-Ashraf Secondary School For Girls

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ADMISSION POLICY

Version: 10.0

Issued Date: September 2023

Next Review Date: September 2024

Approved By: Governing Body

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1. INTRODUCTION

AASSG is an 11-16 non-selective school for girls under the proprietorship of Al-Madani Educational Trust. (Registered charity no 1134963). It serves students with varied skills and ability levels.

2. SPECIAL EDUCATION NEEDS & DISABILITY (SEND):

In line with the Equalities Act 2010, the school will consider all applications including applications from Special Educational Needs & pupils with disability. The school does not operate an admissions policy based on ability or aptitude except in cases of severe learning difficulties requiring specialist help or resources. In such cases, we will advise parents (in the best interests of the pupil) to apply at a specialist school where the needs of their daughter will be taken care of in a professional manner. If parents insist on applying at AASSG, they will be asked to contribute towards any additional costs.

Pupils not having SEND but with below average levels of attainment in English, Maths or Science and in need of additional out of class support will also be considered for admission. Parents will be asked to make contributions towards the costs of additional support. The school will determine the number of lessons and resources required based on teachers' assessment.

3. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL):

The school is unable to cater for students who have recently moved to the UK and are not reasonably conversant with the English language.

An English language test will be administered for pupils with limited understanding of English. These are formal written tests and a non-refundable charge of **£75** is payable in advance.

4. APPLICATION GUIDELINES

A maximum of 22 applications will be accepted in Year 7. Applications for other Year Groups (whether at the beginning or middle of the year) will be accepted depending on space and normal admission criteria outlined in this policy.

1. Applications must be made by completing the official **Al-Ashraf Secondary School Admission Form**, available from the school office **on or after the Open Evening (date will be announced on school website)**.
2. Payment of **£75.00 Registration Fee** must be submitted with the Admission Form which is **Non-Refundable** unless the application is rejected by the school.
3. Applications will be accepted **on or after the Open Evening. Not before.**
4. Admission Forms should be completed accurately and honestly. False and misleading information may result in a pupil losing her school place.
5. School Fees must be paid promptly (including annual Ofsted inspection fees and other school charges). The school should be notified immediately if fees cannot be paid on time or in the event of genuine reasons, parents may apply for arrangements to be made from the special fund. **(SF)**

In the event of not notifying the school and ignoring two written school fee reminders, the Governing Body reserves the right to enforce permanent exclusion.

6. Active commitment to the school's rules and Islamic ethos. This includes non-Muslim pupils who respect and agree to abide by the school's rules.

NB: The Admissions Policy is subject to change at any time.

Head Teacher – Mufti Abdullah Patel - apatel@al-ashraf.gloucs.sch.uk

Chair of Governors – Mr Shahid Vaid - schoolgovernor@al-ashraf.gloucs.sch.uk

School Telephone Number – 01452-300465

5. VERSION HISTORY

Issue Date	Version Number	Approved By
September 2008	1.0	Head Teacher & Deputy Head
September 2015	2.0	Head Teacher & Deputy Head
September 2016	3.0	Head Teacher & Deputy Head
September 2017	4.0	Head Teacher & Deputy Head
September 2017	4.1	Head Teacher & Deputy Head
September 2018	5.0	HT & Governing Body
September 2019	6.0	HT & Governing Body
September 2020	7.0	HT & Governing Body
September 2021	8.0	HT & Governing Body
September 2022	9.0	HT & Governing Body
September 2023	10.0	HT & Governing Body

Admission Form

For office
use only
App. No.

This application will be considered by the School Governors in accordance with the school admission policy (attached) and if accepted, will be subject to the following conditions:

1. Parents/guardians must agree to work in partnership with the staff and governors in the education of their children.
2. All members of the education partnership – parents, staff and pupils – undertake to abide by the rules and regulations of the school as determined by the Governors.

Please complete the following in BLOCK CAPITALS

Surname of Pupil: _____	Forename(s) _____	Date of Birth: _____
Pupil's country of Birth: _____	Ethnicity (for DfE/Ofsted purposes) _____	
Address: _____	Post Code: _____	
Contact telephone number(s): (Home) _____	(Work) _____	
Name of Father: _____	Occupation: _____	
Name of Mother: _____	Occupation: _____	
(Mobile 1- Father) _____	(Mobile 2 – Mother) _____	
(Email Address -Father) _____	_____	
(Email Address – Mother) _____	_____	

Present/Previous School: _____
Address _____ Tel. No. _____
Present/Previous Class _____ Class/Year Applying For _____
Special Needs – Does your child have any learning disabilities or any special educational needs? Yes / No
If YES, please give full details _____
Are there any other matters you think the school should know about in the interests of your child's welfare and safety while in school? Yes/No
If yes, please give full details overleaf.

Name and address of your family doctor: _____
_____ Surgery Telephone number: _____
Does your child suffer from any allergies, illnesses, disabilities, etc.? If so, please give full details _____

Please provide 2 emergency contact details that are not parent's details.
(1) Name: _____ relationship to pupil: _____
Contact telephone number(s): _____
(2) Name: _____ relationship to pupil: _____
Contact telephone number(s): _____

Declaration: - I, the undersigned, hereby give permission to the school to access any previous educational history and certify that the particulars on the Admission Form are true, correct and I agree to abide by the rules and regulations governing the school. I understand false and misleading information given on this form could result in my daughter losing her school place.
Please kindly hand/post this form (as soon as possible) with your registration £75.00 fee to the School Admin Office.

Name of Parent/Guardian: _____	Signature _____	Date: _____
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FOR OFFICE USE ONLY

Date received: _____

£75.00 Registration Fee Paid: Yes / No cash/cheque/online

Date admitted: _____

Enrolled in Year: _____



*Al-Ashraf Secondary School for
Girls
Sinope Street, Gloucester
GL1- 4AW
01452 300465*



Our Ref: MAP/FI

Dear Parents/Guardians

RE: Parents’ Heritage Data

In order for us to understand your background better and to be able to offer your daughter more targeted support, we would be grateful if you could share with us some information about your background heritage.

Please could you answer the following questions and return the form back to the school with your Admission Form.

Due to GDPR regulations, we will NOT share this information with any third-party members. This is for AASSG school use only.

Jk
www

Firoza Ismail
Deputy Head

RE: Parents’ Heritage Data

Full name of pupil: Year:

Pupil’s country of Birth.....

If not born in the UK, how old was your daughter when she moved to the UK:

Mother’s country of birth: Ethnicity:

Father’s country of birth: Ethnicity:

If Father not born in the UK, how many years have you been residing in the UK?

If Mother not born in the UK, how many years have you been residing in the UK?

Main/prominent language spoken at home.....

Signed..... parent/guardian* Date.....

*Please delete as necessary



*Al-Ashraf Secondary School for
Girls
Sinope Street, Gloucester
GL1- 4AW
01452 300465*



Re: Language & Basic Aptitude Test

Dear

Date

Al - Ashraf Secondary School for Girls is a non-selective school and therefore does not admit pupils on the basis of ability.

We do expect however, that all applicants have a basic understanding of English, both in speaking and reading, as this is essential for progress in all subjects.

Therefore, in the case of overseas applicants having only recently arrived in the UK with limited knowledge of spoken English, we operate a basic Entrance Test to assess the applicant's language skills. This is necessary as the school does not have access to professional language support available to state schools and therefore regrettably, is unable to accept such students.

An English language test will be administered for pupils with limited understanding of English. These are formal written/verbal tests and a non-refundable charge of **£75** is payable in advance.

You will be notified of our decision soon after the test.

Yours sincerely,

Mufti Abdullah
Head Teacher