



little

COMPANIONS



Our Children Our Future

Prospectus

2017 - 2018

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Company registered as IslamBradford. Registered Charity No. 1154340

INTRODUCTION

Assalamu Alaikum wa Rahmatullahi wa Barakatuh

Welcome to Little Companions, one of the projects run by IslamBradford. We look forward to working in partnership with you Insha'Allah.

Little Companions is a happy place where everyone works together with the single aim of teaching Islam and Arabic Language in a fun and enthusiastic manner. We always show respect for our environment, the people in it and their property. Everyone has a voice at Little Companions. We listen to and respect different opinions. We recognize, encourage and celebrate the gifts and talents that everyone brings to Little Companions.

We will make every endeavor to ensure that children leave Little Companions with positive memories, a feeling of success, an enthusiasm for learning about Islam and love for their Muslim identity.

Our philosophy at Little Companions is 'Our Children, Our Future'. Education at Little Companions is a partnership between you and us. By working together we can provide what is best for your child. Our aim is to work with you to make your child's time at Little Companions a happy and fulfilling experience.

If at any time you have any concerns about any aspect of Little Companions you should contact a member of staff straight away. The staff are always available to meet with you at a mutually convenient time.

We ask Allah the Glorious, the Mighty, by His beautiful Names and by His sublime Attributes to accept the work at Little Companions as having been done sincerely for His sake alone. We ask Him to bring its benefits during our lifetime and after our death. May all those who participate in Little Companions also benefit from it. Surely He, glory be unto Him, is Capable of all things. May the peace and blessings of Allah be upon our Prophet Muhammad and upon his family and Companions and whoever follows them in piety until the Day of Judgment. Ameen

Wassalamu Alaiakum wa Rahmatullahi wa Barakatuhu

Head of Little Companions

CONTACT DETAILS

MESSAGE FACEBOOK PAGE: www.facebook.com/ibcentre1

WEBSITE: www.islambradford.com

EMAIL: info@islambradford.com

TESTIMONIALS

Here are some things parents have been saying about Little Companions:

“My daughter really enjoys attending Little Companions and has learnt a lot. May Allah reward all those at Little Companions for their hard work”

“I find Little Companions a great comfort – carry on the good work”

“MashAllah it’s so good to see children learning so much about their religion. I look forward to the assemblies”

“I’m so grateful to Little Companions for teaching my children so much”

My children love Little Companions! Even I’m a lot learning from them!

INTRODUCTION TO LITTLE COMPANIONS

What is Little Companions?

Little Companions is a Saturday Islamic school for children in primary school in classes Reception to Year 6. It is neither a mainstream school nor is it a playgroup. Little Companions stands in its own right to be the first organisation in Bradford to provide true Islamic teaching to our children in the universal language of English as well as in the language of Islam, Arabic. Our teaching techniques ensure that there is a real enthusiasm in our children for learning about Islam.

By teaching our children the fundamentals of Islam, daily Islamic etiquettes and good manners we pray that Insha'Allah they will be guided and will remain steadfast, by the permission of Allah, and benefit themselves and the Ummah.

Aims and objectives of Little Companions

Little Companions aims to educate our children from an early age about true Islam according to the Qur'an and Sunnah of our beloved Prophet Muhammad (may the peace and blessings of Allah be upon him). Our objectives are to provide a firm foundation and instill a love for Islam and Muslim identity in children to enable them to continue to be guided and remain steadfast throughout their lives.

Little Companions also aims to ensure that children are conversant in Arabic Language which will enable them to understand the Qur'an better, insha'Allah.

The ultimate aim is to teach our children to be great Muslims and the future Scholars and Callers of Islam. Our motto to is ***'Our Children, Our Future'***.

Little Companions is taught by sisters who are passionate about their deen and love children. Our Arabic Language is taught by native Arab speakers in a fun and interactive way. All our staff are DBS checked.

STRUCTURE OF THE LITTLE COMPANIONS DAY

Children are taught Islamic Studies and Arabic Language.

ISLAMIC STUDIES

Islamic Studies is taught for an hour and a half in the morning 10.00 – 11.30. Children are usually placed in their age group.

ARABIC LANGUAGE

Arabic Language is taught for 2 hours 12-2pm based upon the level of each child.

Salah in congregation

All children will read salatul Dhuhr (and Asr) in congregation, even if they do not know how to pray when they initially join. We strongly believe that all children should learn to pray from an early age and one of the best forms of learning is through participation.

Time	Subject
10.00am – 11.30am	Islamic Studies
11.30am – 12.00pm	Lunch Break
12.00pm – 2.00pm	Arabic Language with short a break

Class size

Classes will be taught in small groups to ensure that children receive sufficient attention from the teachers. There will be a maximum of 15 children in each group.

FEES AND DATES FOR 2017-18

The Fees for the whole academic year are **£250** with a 20% for siblings (**£200**). The academic year consists of approximately 38 weeks and fees will be paid in 3 equal payments on the following dates:

Payment	Due date	Fee	Fee for each sibling
One	9 September 2017	£85	£68
Two	6 January 2018	£80	£64
Three	14 April 2018	£85	£68

Preferred method of payment – by cheque made payable to IslamBradford with your child's name in full written on the back.

Fees must be paid in **FULL** and on the due date. Failure to pay on time will result in the termination of your child's place at Little Companions. Fees are non refundable once a place has been allocated to your child. Fees will not be refunded for absences or any holidays your child takes within term times.

Please note that fees are not charged for the school holidays. They also take into account any potential closure of Little Companions due to bad weather and other unforeseen circumstances.

If you wish to terminate your child's place at Little Companions, a month's advance notice before the start of the next fee date must be given.

EQUIPMENT YOUR CHILD WILL REQUIRE

Please ensure that your child attends Little Companions each week with the following equipment:

- Bag (clearly marked with full name)
- Writing Books / folders – one for Islamic Studies and one for Arabic Language
- Arabic Language study book
- Pencil Case
- Pens
- Pencils
- Rubber
- Ruler
- Homework diary (can be a small exercise book)
- Lunch in a lunchbox (clearly marked with full name)

For Arabic Language we will be following the Educating Muslims series. Each child must have their own copy of the relevant bundle for his/her class level. Each bundle consists of 4 books and will be used for 2 years. These bundles can be purchased from Educatingmuslims.com.

Please note that it is the responsibility of each child to look after his/her belongings. He/she is responsible for ensuring that he/she takes his/her belongings home at the end of the day. This will encourage the child to act responsibly – an essential Muslim quality to have from an early age.

IslamBradford cannot be held responsible for any lost belongings of children.

THE CURRICULUM

Little Companions is committed to delivering a broad, balanced, creative and rich curriculum to provide quality Islamic education to your child and instill a Muslim identity in them to enable them to apply Islam in every aspect of their lives.

Children learn most effectively through a well planned, stimulating and challenging curriculum. A variety of teaching strategies will be used according to the learning situation and needs of the children. Children will work individually, in pairs, in small groups and as a whole class.

ISLAMIC STUDIES

Essentially children will be taught the 2 tier system of learning at Little Companions.

1. **KNOWLEDGE** – children will be taught the fundamentals of Islam. For example, children will be taught the five daily prayers.
2. **APPLICATION** - children will be taught how to apply the fundamentals of Islam in their daily lives. For example, children will be taught how & when to pray.

The academic year is divided into 3 terms for each level group. After each term children will be tested to ensure their understanding of what has been taught.

ARABIC LANGUAGE

We will follow the Educating Muslims series to teach Arabic. These books consist of 2 parts for each level and are arranged in units of different themes and cover conversation, grammar and relevant activities. Children will be tested after completion of the units to check their understanding. We aim to complete one part of each level for every academic year along with additional grammar work.

HOMEWORK

Home learning tasks will be set for children to support and enhance their learning what has been taught at Little Companions. It is to ensure that they continue with their learning and implement

what they have learnt throughout the week. It is the responsibility of parents to ensure that homework is completed.

SCHOOL CALENDAR 2017-18

The Little Companions reflects the mainstream school calendar so that holidays coincide

Term 1	Open	16 September 2017
Half term	Closed	28 October 2017
	Re-open	4 November 2017
End of term	Closed	23 & 30 December 2017
Term 2	Open	6 January 2018
Half term	Closed	17 February 2018
	Re-open	24 February 2018
End of term	Closed	31 March & 7 April 2018
Term 3	Open	14 April 2018
Half Term	Closed	2 June 2018
	Re-open	9 June 2018
Eid	Closed	16 June 2018
	Re-open	23 June 2018
Summer	Closed	21 July 2018

GENERAL POLICIES AT LITTLE COMPANIONS

1.1 Registration

Registration is essential. A place at Little Companions will be allocated upon registration and full payment of fees. The acceptance of your child at little Companions is based upon your complete agreement to abide by the rules and regulations contained in this prospectus operated by IslamBradford.

Little Companions operates a first come first served policy. Children with siblings already attending will be given priority. A waiting list will be kept of applicants who will be contacted as soon as a place becomes available.

A pre-condition of being allocated a place at Little Companions is that your child must know and recognize the Arabic alphabet. LC staff will test your child before a place is allocated.

1.2 Attendance and punctuality

Good attendance and punctuality maximizes your child's opportunity to learn. Children are required to arrive by 9.55am ready to start their lesson at 10.00am prompt. Early arrival is crucial to enable children to settle down and get ready for lessons. Late arrival causes disruptions and reduces time in lessons which hinders their learning.

Parents are requested to treat attendance at Little Companions with the same respect as they treat attendance at school. Absences lead to children missing work and having to 'catch up'. This ultimately leads to lack of confidence in children and has a negative impact on their learning.

An absence of 3 consecutive sessions without a valid explanation will lead to a review of your child's place at Little Companions. If your child is absent for 3 sessions without adequate reasons they may be removed from Little Companions and their place will be given to someone else.

1.3 Arrival and departure

It is important that in the interest of safety children are not left at Little Companions before 9.55am without adult supervision. Children **must** be taken to the Sisters' Hall at IslamBradford by a responsible adult. We request that a female adult brings and collects as Little Companions is run by sisters and the attendance of males is undesirable. However, if it is necessary for your child to be brought to and collected by a male guardian, it is important that staff are notified.

Parents and guardians must collect children promptly at 2pm from the main entrance doors. **All children must be collected from this area.**

1.4 Behaviour and staying safe

Children are expected to behave in line with Islamic manners. This involves behaving sensibly and responsibly and with consideration for all members of Little Companions. Our behavior policy

is based on the principle that all children attending are entitled to learn in a safe and caring environment. We will maintain an environment that promotes pupils' learning and social development on the basis of mutual respect for others.

It will be at the discretion of the teacher to discipline children for bad behavior. Bullying and racism will not be tolerated at Little Companions. Persistent bad behavior or dangerous conduct could lead to suspension or exclusion from Little Companions.

1.5 Food at Little Companions

Children will be expected to bring a packed lunch which should be a healthy alternative in a clearly named lunch box or bag.

Parents are responsible for the food children bring for lunch. Lunch will not be provided by Little Companions. If your child has any allergies it is your responsibility to ensure that your child has foods that he/she is tolerant to and is made aware of their own allergies. Please inform us of any allergies which your child has on the registration form. Carton or plastic bottled drinks may be brought. Children are not allowed to bring fizzy drinks or glass bottles.

1.6 Illness and medication

Children should not be sent to Little Companions if they are ill. Little Companions reserves the right to send any child who appears to be unwell home. If a child becomes unwell whilst in our care parents/ guardians will be contacted. If a child is knowingly brought into Little Companions with a contagious illness such as chicken pox they will be refused entry.

Medication will not be administered by staff from Little Companions. It is the responsibility of parents to administer any medication to their children. If a child requires medication at specified times which fall within the Little Companions sessions parents/guardians are expected to notify staff of this. Parents/guardians will be allowed to take their child out of the classroom to administer their medication in these circumstances.

1.7 Dress code and personal property

The uniform for Little Companions is:

Girls – White hijab with a black jilbab (or loose clothing). No fitted or see through clothes allowed.

Boys – White thawb

Children are not to wear jewellery or bring personal belongings to Little Companions. We cannot accept any responsibility for any items lost or damaged. Also small items can pose a hazard to other children.

No mobiles are allowed.

1.8 Attendance of parents in classrooms

Parents cannot remain in the classroom whilst children are being taught under any circumstances. Attendance of parents in classroom hinders learning and is unfair on the rest on the children.

1.9 Complaints procedure

Complaints are very rare and often arise due to lack of communication and misunderstanding. Please let us know straight away if you have any concerns however small they may seem. We will take your views seriously and will endeavour to deal with them fairly, confidentially and expeditiously.

If you have any concerns or complaints please follow our 2 stage complaints procedure as outlined below.

1. Talk to the class teacher

Most matters can be resolved at this stage.

2. Formal complaint to the Head of Little Companions

If attempts to resolve the matter fail, please speak to the Head of Little Companions – Umm Ayesha.

1.10 Confidentiality and data protection

Little Companions will endeavour to maintain confidentiality concerning all aspects of you and your child's progress and development.

All information Little Companions holds on pupils is to support their teaching and learning, to monitor and report on progress, to provide the adequate level of care and to assess how well the organisation as a whole is doing. The type of information we will keep on record include contact details, any relevant medical information and education report. We do not pass on these

confidential information to any other bodies. All information are for internal monitoring only and in line with the Data Protection Act 1998. If you would like to view what information we keep on record please contact Umm Aliyah.

1.11 Emergency contact details

Please provide Little Companions of contact details (name, address and telephone number) of the person/s to contact in the case of an emergency. If these details change please notify Little Companions immediately to enable us to update our records.

1.12 Communicating with staff

Little Companions operates an inclusion policy in that the views and opinions of all are respected and taken into account. If you need to have a brief discussion with the teacher this can be done any time. If you would like to have a more lengthy discussion please arrange a mutually convenient time with the teacher. Please do not disrupt class time to have a discussion with a teacher.

We will have assemblies and parents' consultation days in the academic year to ensure that parents are kept informed of their child's work and progress. You will have the opportunity to discuss the progress of your child and any concerns you may have. We will also provide end of year reports to monitor progress.

PARTNERSHIP BETWEEN LITTLE COMPANIONS AND PARENTS

We are committed to home learning. Little Companions only takes place once a week. In order to maximize your child's learning home schooling is vital. Indeed as parents Allah has given you responsibility over your children and you must fulfill the trust Allah has enjoined in the Qur'an:

Allah says:

"O you who have believed, protect yourselves and your families from a Fire whose fuel is people and stones, over which are [appointed] angels, harsh and severe; they do not disobey Allah in what He commands them but do what they are commanded" – [At-Tahrim 66:6]

We must work together in order to achieve our common objectives to educate our children to become good Muslims and follow the path of true Islam. Little Companions alone without parental support at home will not be sufficient to achieve this objective.

It was narrated that 'Abd-Allaah ibn 'Umar said I heard the Messenger of Allah (may the peace and blessings of Allah be upon him) say:

“Each of you is a shepherd and each of you is responsible for his flock. The ruler of the people is a shepherd and is responsible for his flock. A man is the shepherd of his household and is responsible for his flock. A woman is the shepherd of her husband’s house and children and is responsible for her flock. The slave is the shepherd of his master’s wealth and is responsible for it. Each of you is a shepherd and each of you is responsible for his flock.” (Al-Bukhari & Muslim)

We believe that whilst in our care Little Companions is the shepherd of the children and we will take our responsibility in educating your children very seriously. You are the shepherd for your children and responsible for your flock. Insha’Allah working together we can fulfill our respective responsibilities to achieve the common goal of educating our children to become good Muslims.

‘Our Children, Our Future’.