

# LITTLE COMPANIONS' PROSPECTUS

(SEPTEMBER 2024)

## 1. What is Little Companions?

Little Companions is a Saturday Islamic school for children aged 5 years to 11 years. It is neither a mainstream school nor is it a playgroup.

By teaching our children the basics of Islam, daily Islamic etiquettes, and good manners we pray that inshallah they will be guided and will remain steadfast.

## 2. Aims and Objectives of Little Companions

- To educate children about true Islam according to the Qur'an and Sunnah
- To provide a firm foundation and instil a love for Islam and Muslim identity in children
- To give children a basic introduction to the Arabic language, which is the language of the Qur'an.

## 3. Little Companions' Programme

Children can enrol in both Islamic Studies and Arabic Language, or just one of them. 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.

### a. Islamic Studies (10:00am-11:30am)

Islamic Studies is taught for 1.5 hours from 10.00am-11.30am. Children are usually placed in their appropriate age group.

### b. Lunch (11:30am-12:00pm) – Lunch brought by student

### c. Arabic Language (12:00pm-1:30pm)

Arabic Language is taught for 1.5 hours from 12:00pm-1:30pm in classes based upon the level of each child. Our Arabic Language is taught by native Arab speakers in a fun and interactive way.

#### 4. Fees and dates

The fees for the whole academic year are **£225** with a 20% for siblings (**£180**) for both Islamic Studies and Arabic. The academic year consists of approximately 38 weeks and fees will be paid in three payments on the first day of each term as follows:

<b>Fees</b>	<b>Full Fee (Both Islamic Studies &amp; Arabic)</b>	<b>Discounted Sibling Fee (Both Islamic Studies &amp; Arabic) (20% discount)</b>	<b>Only Islamic studies or Arabic</b>
<b>Term 1</b> (14 weeks)	£85	£68	£42.50
<b>Term 2</b> (12 weeks)	£75	£60	£37.50
<b>Term 3</b> (10 weeks)	£65	£52	£32.50
<b>Total</b> (36 weeks)	£225	£180	£112.50

**Preferred method of payment** – by bank transfer to **IslamBradford** with reference: LC- “Name of child” e.g. **LC-HKhan**. Please make a separate transfer for each child.

**IslamBradford**  
**Lloyds Bank**  
**Sort Code: 30 - 63 - 55**  
**Account No: 70153368**

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, illness or any holidays your child takes within term times.

Please note that fees are not charged for the school holidays. The fees also take into account any possible 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.

## 5. Calendar



### SCHOOL CALENDAR 2024/25

This reflects the mainstream calendar so that holidays approximately coincide.

<b>Term 1</b>	Open	14 September 2024
Half term	Closed	2 November 2024
	Re - open	9 November 2024
End of term	Closed	28 December 2024 & 4 January 2025
<b>Term 2</b>	Open	11 January 2025
Half term	Closed	22 February 2025
	Re – open	1 March 2025
Eid ul Fitr	Closed	29 March 2025
End of term	Closed	19 & 26 April 2025
<b>Term 3</b>	Open	3 May 2025
Half term	Closed	31 May 2025
Eid ul Adha	Closed	7 June 2025
	Re – open	14 June 2025
Summer	Closed	26 July 2025

## **6. Equipment**

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
- Lunch in a lunchbox (clearly marked with full name)

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.

## **7. Curriculum**

### **a. Islamic Studies**

Islamic Studies Grade 1-12 by Darussalam

[https://archive.org/details/islamic-studies\\_202004](https://archive.org/details/islamic-studies_202004)

### **b. Arabic Language**

Own materials devised by the teachers focussing on basic word lists and responding to simple questions.

## **8. 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.

## GENERAL POLICIES AT LITTLE COMPANIONS

### **1.1 Registration**

Registration is essential via the Google link below:

<https://forms.gle/iEh5cnyBB8suufy69>

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 recognise the Arabic alphabet. Little Companion staff will test your child before a place is allocated.

### **1.2 Attendance and punctuality**

Good attendance and punctuality maximises your child's opportunity to learn. Children are required for a 10.00am prompt start. 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' entrance at IslamBradford by a responsible adult if they arrive early. Only sisters are permitted to enter the Sisters' Hall.

Parents and guardians must collect children promptly at 1:30pm 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 behaviour 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 act in accordance with our behaviour policy. Bullying and racism will not be tolerated at Little Companions. Persistent bad behaviour 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 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 sent home.

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 3 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 Sister in charge of Little Companions*

*3. If attempts to resolve the matter fail, please email [management@islambradford.com](mailto:management@islambradford.com)*

## **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 confidential

information to any other organisations. All information is for internal monitoring only and records are kept securely.

## **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 lengthier 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.

### **1.13 Safeguarding**

IslamBradford is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means we have a robust safeguarding policy to ensure everyone is treated properly, and a whistle blowing service so people can raise any concerns they have confidentially.

All our staff are DBS checked. We regularly review our safeguarding policy, which aims to improve the knowledge and understanding of staff and volunteers, irrespective of their position. To ensure we are continually maintaining the highest standards of safeguarding, we monitor guidance from Government and the Charity Commission.

### **PARTNERSHIP BETWEEN LITTLE COMPANIONS AND PARENTS**

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

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.