



FIRM

FOUNDATION



AL-Muntaha
Islamic school

PROSPECTUS for Pre-Nursery to Kindergarten

Welcome to the Al-Muntaha

Welcome to Al-Muntaha Islamic School and Jazak-Allah for registering your child with us. We know how important your child is and aim to deliver the highest quality of care and education to help him to achieve his best.

This prospectus aims to provide you with an introduction to Al-Muntaha Islamic School, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs.

Our early education philosophy

The philosophy underpinning everything at AL-Muntaha Islamic school is the unshakable belief that the needs of the children in our care are paramount. Your child's needs are at the centre of everything we do and all our policies, procedures and practices are created and implemented around this core belief. Children have a great capacity to learn and they begin this journey from the moment they are born with loving care and encouragement, children will flourish in these early years their enthusiasm to become like us knows no bounds. As adults, we respect this incredible journey. We also respect the unique individual who sets out to find his or her place in this Complex world.



We aim to do this by

- Providing a safe, caring and stimulating Islamic environment specially designed and equipped to enrich those all important first years where the child can develop his full potential whilst becoming an independent and active learner.
- Working in close partnership with parents / Carers, acknowledging that their role is their child's first educator to enable us to provide each child with the best possible care, play and learning opportunities.
- Providing a curriculum tailored to each child's individual needs and offering encouragement for each child, supporting their learning and development of skills and interests, building strong foundations for successful learning by:
 - Encouraging each child to be independent and self disciplined ,to develop a sense of responsibility for themselves and respect for others and their environment.
 - Providing a stimulating range of activities.
 - Promoting a 'can do' attitude that will stay with the child for life.
 - Developing every child's self esteem.
- Providing clear boundaries in terms of acceptable behaviour developing children's moral understanding and using encouragement and praise as a rewards for good behaviour.
- Building a child self-esteem together with mutual care and respect for others.
- Valuing each child as an individual where each child's on individual needs, personality and learning style acknowledged, accepted and met.



- Encouraging a positive attitude with respect towards racial origins, religion, differences of Gender and disabilities within the preschool environment by practicing are equal opportunities policy.
- Providing a staff team that are dedicated, well qualified and committed to providing the best possible education and care.
- Being a fair and understanding employer.

What your child will be learning

All activities are presented and they are based on the children's interest. There are six areas of learning.

Personal, Social and Emotional Development.....

Focuses on children learning how to work play and co-operate with others and function in a group as a family. It also focuses on helping the children to become more independent.

Communication, Language and Literacy...

English Urdu Arabic

From birth, children are learning language and developing the ability to communicate. The Communication, Language, and Literacy domain describes many important aspects of children's language and early literacy development. By the time they are young ones, they develop a large vocabulary and learn the rules of language.

Mathematics...

Your child will be playing with numbers every day and using a range of familiar objects to help them understand basic mathematical ideas. They will be playing number games, singing counting songs, making models and using a role-play area, such as a pretend shop or cafe. Maths will also be linked to any topic work they are doing.

Understanding the world...

Focuses on exploring and questioning the world around him it also incorporate using Technology.

Expressive Art & Design...

Covers expressing ideas and feelings through art and role play to develop the imagination.

Physical Development...

Is the development of control and coordination of the body. it is also the encouragement of fine and large movements.

Nazra Quran

Nazra classes are also a part of the regular weekly timetable, where the students learn to read the Holy Quran with correct pronunciation. The school focuses on producing students who will prove to be virtuous citizens upholding the principles of Islam.

Additional Program...

Al-Muntaha Islamic School lays great stress on Islamic Education. We not only ensure that students are provided with varied opportunities to exploit their potential but also nurture their personality in a manner that they prove to be good Muslims. Islamic studies classes are conducted regularly to develop the student's knowledge of religion.

The framework is based on 4 themes and principles and supported by 17 areas. It recognises children as individuals and competent learners.

The provision for children's development and learning is guided by The Early Years Foundation Stage UK.

The early years is delivered through a well planned play based Integrated Islamic approach to learning and development.

The School Day

Day	Pre-nursery	Nursery	K.G
Monday-Thursday	9:00 am-12:30 pm	9:00 am-12:30 pm	7:50 am-1:30 pm
Friday	9:00 am-12:00 pm	9:00 am-12:00 pm	7:50 am-12:00 pm

The precise daily schedule will vary by class. The school will begin with the morning assembly which will include morning dua's and the national anthem. This will be followed by warm up exercises and a circle time in the classroom. After this teaching of main subjects will commence. Students will get a 30 min lunchbreak, After which another subject will be practiced. The child should not be dropped earlier than 15 minutes before the school starts and should be picked up no later than 15 minutes after school timings.

Attendance

We encourage children to develop the habit of regular punctual attendance establishing a good routine which will then continue throughout their schooling. Children will be rewarded for 100% attendance. Children who attend school every day are more likely to achieve greater academic success.

At Al-Muntaha Islamic School we take Safeguarding very seriously. Your child's welfare and wellbeing are of paramount importance. All staff receive regular Safeguarding training. The school is equipped with the cctv system around the building and maintains a record of places and telephone numbers where parents can be contacted in the event of illness or accident to their children.

Uniform

Children are expected to wear the following uniform:

- Brown checked patterned tunic shirt and shalwar with scarf.(For girls)
- Dark Brown shirt and trouser with school logo with brown cap.(For boys)
- Plain white socks.
- Black shoes with buckle strap.
- Brown full sleeve cardigan with front opening.(For girls)
- Brown full sleeve cardigan with V-Neck.(For boys)
- PE uniform and white joggers are to be worn on the days students have P.E periods.

All items of clothing should be clearly labelled with your child's name. School Uniform is available from Humaira's Hydri branch.

Home School and partnership

We recognise the valuable experiences that children bring from home and we hope we can work together to build on these.

Curriculum Enrichment Opportunities

Enrichment activities outside the School and visitors to the School are important because they give the children real life, first hand experience of the wider world. We have a carefully planned programme of visits that support our curriculum. They are a fantastic educational experience, which enhance their learning. We will always inform you in advance of any special activities that are planned. We sometimes ask for a voluntary contribution towards the cost.

Assessment

Assessment plays an important part in helping parent and school to recognise children's progress, understand their needs and plan activities and support. On going assessment (also known as formative assessment) is an integral part of the learning and development process. Here at Al Muntaha. It involves teacher observing children to understand their level of achievement, interest and learning styles and to then shape learning experiences to each child reflecting those observations. Parents are provided with a written short summary of their child's learning in prime areas and his needs.

Key Workers and Groups Into Early Year Setting

When your child comes to our Nursery he/she will be allocated to a group and given a key worker. Your child's key worker will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at our setting, your child's key worker will help Him to settle and facilitate His learning.

Books

Whilst at Al-Muntaha Islamic School, children are encouraged to develop a love of reading. This begins in Nursery where books play a central role. Children are encouraged to practise those early reading skills both in the School and at home.

The School Year

Term 1

April to October

Term 2

November to March



Admission Procedure

Starting from Pre-Nursery and going up to O-Levels, students at The Al - Muntaha School will be encouraged to learn, grow and develop in an inclusive, progressive and nurturing environment. For the upcoming academic session 2020-2021 (starting from APRIL) the admissions will begin from February and will continue till 30th March 2020. Following is the step by step detailed admission process for your information.



Registration...

Filling out the Application form is the first step in starting child's admission process at Al - Muntaha School. The form is available at our Admission Office. The form is self-explanatory but in case if needed assistance, parents would feel free to contact the Admission office.

The class for which the child is tested is determined according to the child's age, as per following table:

Class	Minimum Age
Pre Nursery	2.6 to 3.5 years
Nursery	3.6 to 4.5 years
Kinder Garten	4.6 to 5.5 years



Other Requirements...

- A registration fee of Rs 1000 (non refundable)
- 2 recent passport size photographs of the child
- 1 recent passport size photograph of each parent
- A copy of the child's birth certificate (NADRA)
- CNIC copies of both the parents
- A copy of the child's school leaving certificate /Report cards for the last year/transfer (Applicable for Nursery & KG)
- Relevant medical reports of the child in case of any perceived special need.
- It is important to note here that registration does not in any way confirm or guarantee your child admission.
- Admission is subject to passing the admission criteria and the availability of seats.

Child's Assessment...

With respect to the entrance test, following points need to be noted carefully:

- Children coming in pre nursery will not go through any testing.
- Children coming in nursery are assessed on their behavior and speech before an interview can be scheduled.
- Students appearing for KG1 are expected to appear for the formal entrance test.
- The duration of this Assessment ranges from one hour to two and a half hours.
- The child is expected to appear for test equipped with proper stationary.
- Parents are notified about the result with in three working days after entrance test.



Family Interview

- Upon clearing entrance test the family is provided with an interview form.
- Both the mother and child must be present in interview.
- The admission office will contact the family and apprise them of the final result through a telephone call with in three working days after 3 days of interview.

Enrollement

- On successfully clearing the admission criteria parents will be provided with the admission fee voucher by the Admission office.
- The payment for the same in the form of cash within three days of issuance of voucher.
- The fee voucher includes the following
 - Admission fee (nonrefundable)
 - Security deposit (refundable as per the policy signed by parents)
 - Annual charges pay able once a year
 - Bi monthly fee structure
 - 6 recent passport size pictures of child
 - 2 recent passport size pictures of parents
 - 2 recent passport size of the authorized person who would come to pick the child.
 - CNIC copy of the person who would come to pick up and drop the child .
- Confirmation of admission is subject to receipt of Admission confirmation letter from the Accounts office along with the joining date.

Payment method

- The payment is to be deposited at Accounts office of school or the designated branch of Bank ISLAMI.
- The fee structure is subject to an annual review.
- Security deposit will be returned at the time of withdrawal or pass out from the school.
- Parents are expected to ensure fee submission by the 10th of each calendar month.

Fee structure		
Registration fee	1000	NON-REF
Admission fee	30,000	NON-REF
Tuition fee	10,000 ^{x2}	BI-MONTHLY
Security Deposit	10,000	REF
Annual charges	10,000	NON-REF
Total	61,000	

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An Inspired Legacy of Learning, Leading and serving

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