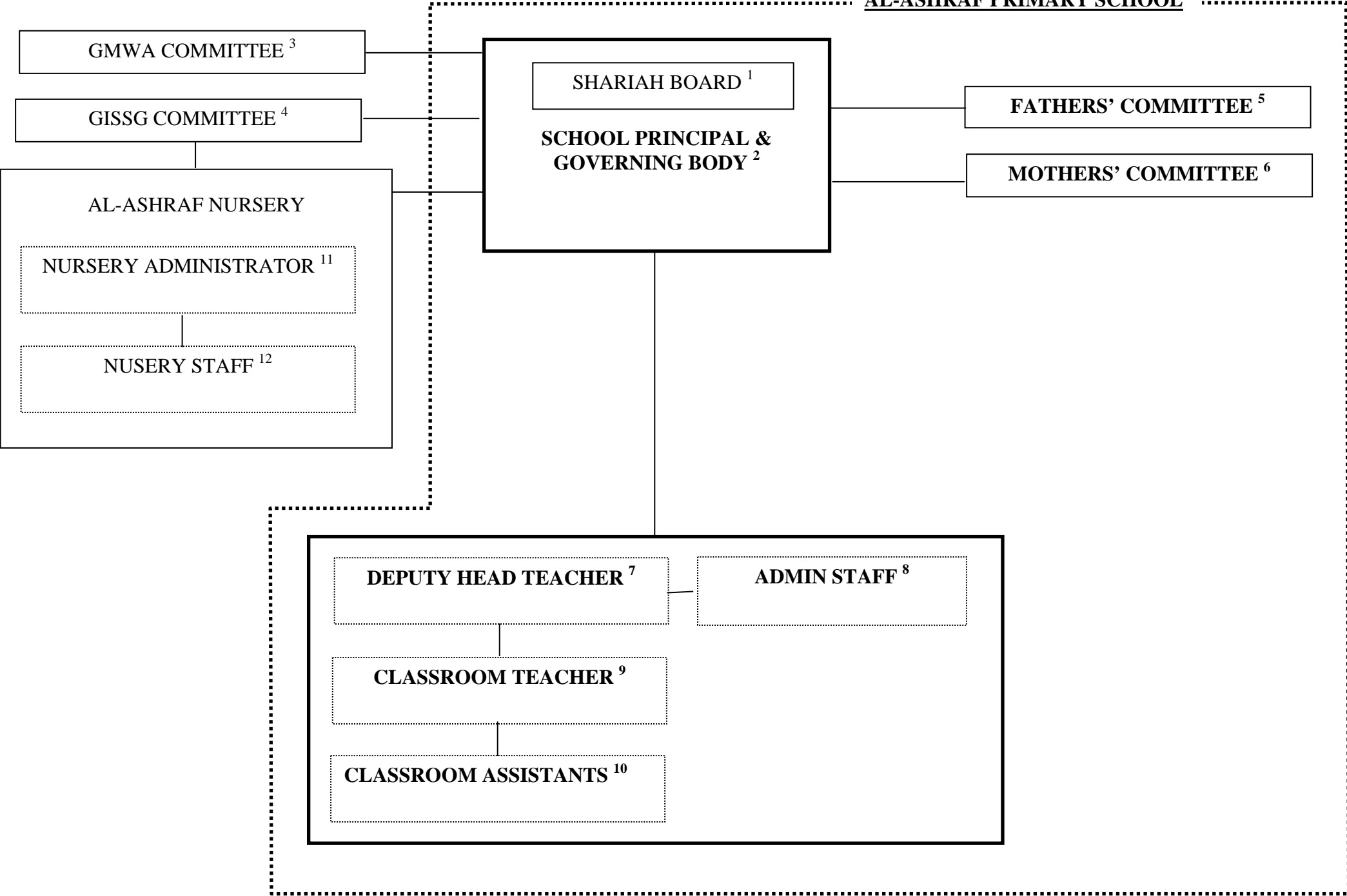


AL-ASHRAF PRIMARY SCHOOL





- ¹ The Shariah Board acts within the Governing body and will comprise of both Mufti Abdullah Sahib (D.B) and Maulana Ismail Patel (D.B). One of these two personalities must always be present at any Governing Body or Fathers' Committee meeting. They will address all Shariah matters relating to the Al-Ashraf Primary School. Their Islamic Shariah guidelines and rulings **MUST ALWAYS** be adhered to, and will override any other decisions relating to the school.
- ² The Governing Body will comprise of the School Principal and several approved members from the Fathers' Committee and ideally across the breadth of the school. The Governing Body will operate under the authority of the chair of Governors who is appointed by the School Principal. This body will address strategic matters with regards to the running of the school. They also have the authority to take urgent or necessary decisions that need to be made and will be done with consultation of the Deputy Head. The committee need not meet face to face, but decisions must be taken with at least one member, the Principal and Sharaih Board (if relevant). Consent can be granted though e-mail, over the telephone etc. A method and process of making these decisions need not be defined.
- ³ The GMWA committee is the parent organisation of The Al-Ashraf Primary School. From time to time they may request updates on progress for the benefit of their members.
- ⁴ The Gloucestershire Islamic School for Girls (GISSG) committee may be required for their advice and counsel. However, the committees will operate completely independently of each other.
- ⁵ The Fathers' Committee will meet at occasional intervals over the year and will act an advisory committee overseeing the current and future direction and progress of the school. The committee will operate under the chair of the Governing Body appointed by the Principal (acting as advisor). All fathers of children at the school will automatically be members and attendance at these meetings is necessary.
- ⁶ The Mothers' committee will play an active role in the running of the school in all areas, meeting at regular intervals over the year. The Mother Committee will operate under a chair appointed by the Principal. Their advice and opinions can be submitted formally or informally to the Governing Body for discussion approval. All decisions with regard to the implementation or rejection of their recommendations will be returned to the Mothers' Committee with an explanation.
- ⁷ The Deputy Head Teacher is appointed by the School Principal and approved by the Governing Body. They are the on site responsible authority for dealing with day-to-day issues. The office of the Deputy Head acts as central focus for the principal, teachers, assistants and parents/guardians.



- 8 The Primary School Admin Staff will operate under the direction of the Deputy Head and provide full administrative facilities to the whole Primary School.
- 9 The Teacher will be appointed jointly by the School Principal and Deputy Head. The Governing Committee will confirm approval of the appointment. He/She will report ONLY to the School Principal and Deputy Head; however their role will include liaising with parents for day-to-day issues with regards to their children. Any issue with regards to the running of the School MUST be directed at first to the Deputy Head who may take up the matter with the School Principal and Governing Committee on the official Complaints/Issue form, and must not be addressed to the teacher.
- 10 The Classroom Assistants will be appointed by the School Principal and Deputy Head but will work under the supervision and direction of the Teacher.
- 11 The Nursery Administrator will provide their experience, advice and counsel to the school (particularly to the Reception class) if required, however, both the school and Nursery will both operate completely independently of each other.
- 12 The Nursery Admin Staff will provide full administrative facilities to the whole Nursery.