



Lote Tree Primary

Prospectus 2023-2024

Head Teacher: Mrs. M. Ashique
643 Foleshill Road
Coventry
CV6 5JQ
Tel & Fax: 024 76 261803

Website: www.lotetreeprimary.com
Email: admin@lotetreeprimary.com
Registered Charity no.1126570

Lote Tree Primary School was established in 1991 and now caters for pupils aged 2-11.

School's Ethos

Our aim is for every child to excel. We believe that a holistic approach to education through a broad and balanced curriculum, which harnesses the best of Islamic teaching, cultivates responsible, thoughtful and confident young people who excel their potential academically and socially. This lays the foundation for developing exemplary British Muslim citizens who make a positive contribution to wider society.

Ideal Location

The school is situated in the heart of the Foleshill area, With nearby facilities such as a library, leisure centre, park, Shops, bus routes and a bypass making it easily accessible for children living outside of Coventry. The City Centre is also nearby.

Simple Admissions Procedure

1. Application for a place at the school is to be made using the School Application Form (available online/contact the school to request a copy of the form).
2. Each application is also required to enclose reports and results from examinations in support of the application as stated on the application form. Completed applications may also be emailed or posted to the school.
3. Upon a successful application an offer will be made in writing and an acceptance slip is required to be returned.

In accordance to the schools commitment to provide support for the pupils who have difficulty in English or have other learning needs, the school will work together with parents, pupils and teachers to provide additional support for these pupils in the following ways: -

- 1) In-class support to facilitate access to the full curriculum.
- 2) Withdrawal for intensive work on basic literacy skills.
- 3) Ensure that programme of study and the materials used to deliver them are suited to the pupils' needs, enabling them to achieve and progress.

Behaviour, Rewards and Sanctions

At Lote Tree Primary we wish to create an environment which encourages and reinforces good behaviour. Our aim is to:

- To create an environment that encourages and reinforces good behaviour.
- To define acceptable standards of behaviour.
- To encourage consistency of response to both positive and negative behaviour.
- To promote self-esteem, self-discipline and positive relationships.
- To ensure that the school's expectations and strategies are widely known and understood.
- To encourage the involvement of both home and school in the implementation of this policy.

Our rewards and sanctions policy is based on our core values of RESPECT and the traffic lights system. These values of Respect are embedded in everything we do at our school and were chosen as they are recognised universally and represent the teachings as shown in our faith. They are as follows:

Respect- respecting everyone, our environment, our neighbours, our friends, peers and ourselves

Excellence- in all that we do. In our character. In dealing with other people. In our work

Sincerity- always checking our intention is good and doing things for the right reason. Honesty in all that we do

Patience- With everyone, peers, teachers, learning.

Equality- giving everyone equal respect. Respecting everyone's beliefs. Valuing our fellow citizens.

Charity- kindness to all. Giving up something for others. Helping those less fortunate to ourselves and helping those in need.

Teamwork- working together to achieve and excel in all we do.

Curriculum

Pupils enjoy a broad and balanced curriculum, studying a wide range of subjects.

We teach a suite of additional subjects including Islamic Studies, Makhtab and teaching of the Quraan.

At Lote Tree Primary we deliver RSE using a bespoke scheme written by and for Muslim and faith schools across England and Wales. The scheme that has been quality assured by Scholars and carries DFE approval.

This enables us to put the core values of our beautiful faith at the heart and centre of teaching and learning.



Saving the world one plastic bottle at a time!!

Enrichment

At Lote Tree Primary our learners are immersed in a vast range of experiences.

This ranges from competing at sports in Warwick University's custom-built sports facilities, educational and sports trips to contributing to 'Coventry's City of Culture' Arts Programmes and Exhibitions. Fund Raising and charity work are an integral part of our enrichment programme. Ensuring pupils are committed and caring members of society ensures that they are following in the footsteps of the greatest Humanitarian; our Prophet Muhammed (peace and blessings be upon Him).



Working with Engineers



Significant People from History



Making a Mathematical Mess!



Barmy for books!!!!



Racing for the team



Habitat hunting with the Coombe Team

School Uniform

Primary Girls:

Blouse - plain white with collar

Pinafore - grey three-quarter length

Cardigan - navy cardigan Purchase from school

Headscarf -grey scarves only purchase from school.

Trouser

Socks - black

Shoes - flat black or low-heeled sensible shoes

(no sandals and toes must be covered)

Primary Boys:

Navy blue jumper purchase from school

Grey trousers

White polo purchase from school

grey hat

Socks - black

Shoes - flat black

PE Kit:

black loose jogging suit with elasticated bottoms,

Top purchase from school

Jacket purchase from school

black socks, black soled pumps/trainers,

grey headscarf/hat



Attendance and Punctuality

Attendance and punctuality of pupils are closely regulated by tutors. Parents/carers of absent pupils are expected to notify the school on each day of absence. Further action is taken for continuous occurrences of non- attendance and lateness.

As Muslims, we are encouraged to abide by strict routines in order to discipline ourselves, maintain stability and achieve success. We expect parents/carers to support us by reinforcing the importance of punctuality and attendance with their children. Furthermore, much research has been carried out suggesting there is a direct link to poor punctuality and attendance not being conducive to good academic performance.

Homework

Subject teachers set homework on a regular basis. The school provides a homework diary and parents are asked to support their child by checking the diary every week and signing it. The diary also forms a means of dialogue between parents and staff, raising any concerns. The school recommends regular discussion between parents and children with a view to encourage independent learning and the practice of Islamic teachings in the home.

Parents and the School

We encourage parents to have good communication with the school and are proud of the strong parent partnerships we have built over the years. We have an open-door policy and encourage our parents to bring any concerns or suggestions to us directly. Good communication is assisted through the use of the homework diaries and informal discussions. Parents are further encouraged to participate in school assemblies and volunteer for classroom assistance as required. Parent's evenings are held twice a year to monitor the progress of children and discuss the development of the children. We also have a PTA who meet regularly and provide feedback and suggestions about their school.

Tarbiyah/Pastoral Care

Tarbiyah of the children is observed in every aspect of the school day; from an Islamic and citizenship programme during registrations, salaah, to weekly sunnahs taken from our "sunnah tree". Our teachers deal sensitively with pupils in recognising, and responding appropriately to each child's individual needs. The relationship between staff and pupils

is of paramount importance in developing the physical and mental well being of each child. Pupils are allocated tutors who take the responsibility of developing each child to fulfill their potential in Islamic, academic and social spheres. As a Muslim school we aim to meet and excel in fulfilling the government's ECM (Every Child Matters) agenda.

A strong, sincere pupil/teacher relationship ensures pupils feel comfortable to approach tutors for advice and help no matter what their concern. Tutor periods, classes, assemblies and dining times are designed to maximize Islamic teachings. To increase our pupils' awareness and understanding of worldly affairs, students also discuss topical issues; follow national events and present news stories of the week.

School Timetable

Monday-Thursday

8.30a.m - Daily Assembly

8.45a.m - Lesson 1

9.45a.m - Break

10.00a.m - Lesson 2

10.55a.m - Lesson 3

11.50a.m - Lesson 4

12.30pm - Lunch & Salah

1.30p.m - Lesson 5

2.30p.m - Lesson 6

3.30p.m - End

Fridays only

8.30a.m - Celebration Assembly

8.45a.m - Lesson 1

9.45a.m - Break

10.00a.m - Lesson 2

11.00 am - Lesson 3

12.00p.m - End

School curriculum

Lote Tree Primary School follows a broad and balanced curriculum following the National Curriculum. We also have a have an Islamic studies curriculum which includes the teaching of fiqh, Hadith, duas, Akhlaq and Adaab, Islamic history and seerah of the prophets. We also now teach Quranic Arabic (Maktab) following the Safar curriculum series. We teach Arabic as a modern foreign language option.

Reception and the EYFS

The reception class will follow the EYFS curriculum as set out by the DfE. Learning is

planned around the three prime areas and four areas as below:

Prime Areas

1. Personal, Social and Emotional Development
2. Physical Development
3. Communication and Language

Specific Areas

1. Literacy
2. Mathematics
3. Understanding of the World
4. Expressive Arts and Design

Extra-Curricular Activities

- **Library** - Reading corners are provided in classrooms and reading logs. The school Library is operated by library monitors and is stocked with the latest fiction, classics and Islamic literature, encouraging students to develop their love for reading and learning.
- **Scholastic & Puffin Book Club** - Our book club monitors also provide students the opportunity to purchase their favourite books for their reading pleasure. They handle all related responsibilities and monies.
- **Charity** - Students organize regular in-house charity events for Muslim as well as non-Muslim charity organizations.
- **Ramadhan Activities** - Ramadhan is a special time for us all and we encourage our pupils to utilize their time to reap the rewards of this blessed month. The following list are just a few examples of this effort:
 - Ramadhan Gift Bags (presented to students at the start of the month)
 - Ramadhan Resolution display board
 - Food for the Homeless
 - Ramadhan Mood boards
 - Iftar Party
 - Daily Ramadhan Reminders
 - Zikr Sessions
 - Ramadhan Post
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Just some of the Other Activities we have taken part in !!!!

- World book Day
- Science and engineering week

- Maths Day
- Space Week
- Story telling week
- Healthy heart month
- Annual Art Competition
- Fair-trade fortnight
- Road safety Week
- Anti- Bullying week
- Orphan week
- Warwick University outdoor athletics and track
- Fundraising to support such as homeless centre
- Food parcels donated to homeless shelter

After School Clubs

We run a variety of after school clubs such as a Martial Arts club, Art Club, Mad science club, Magical Maths club, BSL Sign Language club and others.

PE, Sports and Outdoor Activities

Physical development is an important aspect of the curriculum, sports, fitness and outdoor adventure is integrated into the timetable. As well as the recommended weekly timetabled PE lessons, the children take part in a variety of sporting activities. Children attend swimming lessons at the local leisure centre. Our children also take in part in sports activities at Warwick University. They have used the nationally acclaimed facilities including the athletic track, long jump, high jump, shot put and track. Children have taken part in abseiling, team building, den building, canoeing, and orienteering.

Moving Forward

Since the establishment of the school there has been growing interest, and the school has reached a stage where due to lack of space, has had to introduce a waiting list. We are currently in the process of looking for a bigger building in the area.

Further Information

Available on the website, the school can on request provide parents/carers of pupils, and prospective pupils with the following information,;

- 1) Particulars of the curriculum offered by the school and academic performance including the results of any public examinations
- 2) Particulars of policies relating to bullying, child protection, health and safety, the promotion of good behaviour and sanctions adapted in the event of pupils misbehaving
- 3) Complaint procedure adopted by the school together with details of the number

of complaints registered under the formal procedure during the preceding school year

- 4) Number of staff employed at the school including temporary staff and a summary of their qualifications.

A full report of the inspection will be sent to the parents of every registered pupil within 28 days after the full report is received.

The full report can also be accessed by internet on the Ofsted website.

The school also provides an annual written report of the progress and attainment of each registered child in the subjects taught to parents. A written summary report is provided mid year.

Contact List

1) The Head teacher
Mrs Mariam Ashique
Lote Tree Primary School
643 Foleshill Road
Coventry
CV6 5JQ
Tel: 024 7626 1803

2) Proprietor
Mr Naim Ashique
Lote Tree Primary School
643 Foleshill Road
Coventry
CV6 5JQ
School Hours: 024 7626 1803
Out of Hours: 078608844488

Safeguarding and Child Protection

Lote Tree Primary School recognises the fundamental right of protecting its' pupils from all aspects of child abuse. The school recognises its legal duty to work with other agencies in protecting children from harm and responding to abuse.

The staff seek to adopt an open attitude towards pupils as a part of their responsibility for pastoral care. Staff hopes that parents and pupils feel free to talk about any concerns and see school as safe place if there are any difficulties at home. Pupils' worries and fears will be taken seriously if they seek help from a member of staff.

However, staff cannot guarantee confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Child abuse may stem from the home, school or even a child's relative. Therefore it is imperative to take all possible measure to stop child abuse taking place.

The community has clear expectations of its school in matters relating to child protection and child abuse. It expects that its children, while at school, will be protected from all forms of abuse.

Anti- Bullying

At School, every pupil and member of staff should feel safe from any abusive,

threatening or unpleasant behaviour.

Procedures to follow;

1. Any trivial incident, staff should deal with it
2. If any serious bullying occurs refer to the Anti- bullying officer
3. Anti- bullying record sheets will be filled in
4. Disciplinary action will take place

The full policy is available on request and also can be found on the school website.

Health and Safety

Health and Safety at work act 1974 makes it the legal duty of the Head teacher and all its employees to take reasonable care for the Health and Safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

The full policy, found on the school website and available on request, outlines the steps that will be taken to ensure in compliance with the Health and Safety at work act 1974.

Complaints Procedure for parents

We hope to work closely with all our parents to resolve issues however should the need arise the following complaint procedure is to be followed:

1. Arrange a meeting with the teacher to discuss issues/complaint.
2. Speak to the Head teacher informally who should resolve the complaint immediately.
2. If not satisfied, write to the Head teacher who should be able to resolve the matter within three working days.
3. Not satisfied- Write to Chair of *Governors* and he will arrange a panel hearing. The matter should be resolved within twenty one days.

Note: The panel will include three people who have not been involved in the matters detailed in the complaint and one of them will be independent of the management and running of the school.

Parents can be accompanied if they wish for the panel hearing.

4. The panel can make recommendations and copies of the finding should be provided to the Complainant, Chair of *Complaint Committee*, and Head teacher and where appropriate to the person complained about.

Note: All the correspondence, statements and records of the complaints will be kept confidential.

Written records of all complaints will be kept stating whether they were resolved at the preliminary stage or preceded to a panel hearing.

Number of Complaints received in 2022-2023:

One.

Lote Tree Primary School Staff Information

Name	Job Title	Qualifications
Mariam Ashique	Head Teacher	BA (Hons) Education and QTS
Muneer Khan	Deputy Head	BSc Biochemistry PGCE QTS
Zubeda Khan	Deputy Head	BED (Hons) Bachelor of Education QTS
Tasneem Choudhry	Reception Teacher	BA (Hons) Social Welfare and Community Studies QTS
Rihenara Chowdhury	Year 1 and 2 Teacher	BA (Hons) Marketing & Psychology
Zakerah Minhas	Year 3 and 4 Teacher	BA (Hons) Education
Alliyah Khan	Year 5 and 6 Teacher	BA Hons Primary Education
Shaziya Khalifa	Islamic Education Year 3 & 4	BA Islamic Studies and A levels
Salma Bouali	Reception Maktab/Islamic Education Teacher	Level 3 Early Years Educator
Fahmida Begum	Teaching Assistant	Level 2 Support Work in Schools & Supporting Teaching and Learning in Schools
Sarah Ashique	PE Teacher	
Faridah Farooq	Maktab, Year 5/6	BA Islamic Studies
Madeeha Ashique	Teaching Assistant	A Levels, BA (Hons) Childhood & Education (ongoing)
Niyillah Khan	Teaching Assistant	A Levels, BA (Hons) Childhood & Education (ongoing)
Qualsoom Minhas	Nursery Manager	BA Childhood Studies
Fatima Jalalpuria	Nursery Officer	BA Early Childhood Studies
Abeda Bhayat	Teacher - PE/Cover	GCSE, Adults education.
Noarin Akhtar	Administrator	BA Hons Social Welfare
Haajra Minhas	Administrator	BSc Occupational Therapy (ongoing)
Rahma Warasame	Lunchtime Supervisor	

