

# ANNUAL REPORT



FY 2016/17

*The mission of Al-Rayyan School is to teach students Quran and Islamic studies in a safe and secure environment. We promote Islamic moral values with the aim that children attending our school become responsible citizens and make a positive contribution to the wider community*

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# EXECUTIVE SUMMARY

## Executive summary

### STRATEGIC HIGHLIGHTS

Al-Rayyan School has grown considerably over the past year where we have seen the introduction of new classes catering for our senior boys and girls. We have developed a new curriculum for the older age groups which has proven to be a great success.

The School is now educating over 95 students which has resulted in the hiring of new staff as well as providing more classroom access. We have been working closely with our Bagshot School stakeholders to ensure that costs incurred as a result of additional classroom access are kept to a minimum.

The School has participated in multiple charity events which were carefully assessed and selected by our governing body. The funds raised this year from the charity events have gone to help causes in Yemen, Syria and Rohingya.

### FINANCIAL HIGHLIGHTS

The annual accounts for the School's accounting year ending July 2017 show a modest profit of **£1,553.98** which is derived from a total income of £20,309.37 less expenses of £18,755.39. All profits are re-invested back into the school to improve its operations, subsidizing school trips and events and fulfilling regulatory and legislative requirements.

### OPERATING HIGHLIGHTS

Early in 2017, we introduced a Social Media Policy setting out the principles that Al-Rayyan School staff and students are expected to follow when using mobile phones or any other digital device. The policy applies to all students, staff, governing body, volunteers, parents, carers and visitors whilst they are on the school premises.

All staff have undergone the PREVENT E-Learning training which has been developed by HM Government following consultation with a range of individuals and organisations. The training which our staff undertook addresses all forms of terrorism and non-violent extremism.

A copy of this Annual Report can be downloaded from our website <http://alrayyan.org.uk>

Sister Saima Waseem  
Chair Governing Body  
December 16, 2017

# ACCOUNTS SUMMARY

## Accounts summary

The annual accounts provide a financial picture of Al Rayyan School's work over the course of the year.

	Aug 2016 - Jul 2017
School Fees	£19,590.60
Books	£0.00
Donations	£718.77
<b>Total Income</b>	<b><u>£20,309.37</u></b>
Staff Cost	£13,587.68
Rent	£4,450.28
Stationary	£0.00
Books	£92.84
Phone	£0.00
School Trips	£405.00
CRB Checks	£15.00
Training & Courses	£0.00
Staff Meetings	£0.00
Misc	£204.59
<b>Total Expenses</b>	<b><u>£18,755.39</u></b>
<b>Profit / (Loss)</b>	<b><u>£1,553.98</u></b>
<b>Total average student count</b>	<b>102</b>
<b>No of Students per Teacher excl Head Teacher</b>	<b>9</b>
<b>Average Fees per Student per annum</b>	<b>£192.06</b>
<b>Average Fees per Teacher per annum</b>	<b>£1,235.24</b>

# HOW WE GOT HERE

## How we got here

### THE STORY OF AL-RAYYAN SCHOOL

In 2002 two sisters volunteered to meet up in the porta-cabin at Camberley masjid to teach their children Arabic alphabets, Quran recitation and Islamic studies. Gradually other sisters joined and by the end of 2004 fifteen children would arrive at the port-a-cabin on Saturday mornings to get together and learn about Islam and the Quran.

A nominal charge of £2 per term was introduced to cover the cost of paper and pens. Children were asked to arrive at 10am and be picked at 1pm. A set of Islamic Studies text books were introduced to provide 'consistent learning' to all children. The very first set of books were introduced by Sr Zahida and Br Iqbal and following advice from Br Farid the curriculum was implemented.

As more families joined, further structure was introduced and the very first head teacher of the school, sister Zoya Samad took on the much required administrative role in 2006. The volunteer staff were assigned responsibility of certain subjects playing to their strengths and by 2007; the head teacher had set up a school calendar, staff rota and end of year exams.

With the increase in student numbers and the varying ages of students the needs of the school were out-growing the port-a-cabin. The older boys were moved to the library and were taught by Br Farid, Br Iqbal and Br Salem (currently Senior Boys teacher at AR School).

Student numbers steadily increased and it became necessary for the volunteers to look for alternative facilities to run the classes. A governing body was set up to support the volunteers in managing the growth and progress of the school. Fees were introduced to cover costs of hiring a premises and a bank account was opened. It was at this time that the school website was set up. The website was designed by a volunteer and to this day is hosted, without charge, by a member of the community.

In 2010 the venue of the school moved to a primary school in Bagshot. This was a very busy time for the head teacher and the staff. Admission forms, new procedures and processes were implemented for e.g., fire drills, first aid training, newsletters, DBS checks etc. Sr Zoya notes that despite the challenges, she enjoyed setting up the processes and structure that set the foundations of the school and always had support from staff, parents and the wider community.

In 2011 the head teacher also arranged the school's very first 'school trip' to Regents Mosque London. Since then an out of school learning activity is planned for students every year.

In 2012 Sr Hina Ashraf became head teacher at Al Rayyan and introduced Salah to the school's timetable. Sr Hina also set up and implemented the school's first Child Protection, Behaviour and

# HOW WE GOT HERE

Health & Safety policies. It was during this time that the school syllabus was updated and job roles within the school were formalised. Alongside all the head teacher activities the governing body finalised the school's constitution and the school was registered as a charity.

Today, our head teacher Dr Humaira Ahmed has effectively established the school policies and procedures and has promoted the school's standing in the community. Under her guidance the school has grown with new classes for senior girls and boys and an additional class to support progress of our younger students. Sr Humaira also ensures the staff undergo annual training and has established good working relationships with all the school's stakeholders.

Al Rayyan School has 95 + students and 18 volunteering staff. It has established strong links with external partners; Surrey Ethnic Minority Forum, Surrey Heath Inter faith Group, Surrey Heath Muslim Association, United Muslimah Group and others. The school regularly supports local charities and invites members of the wider community at an annual picnic event.

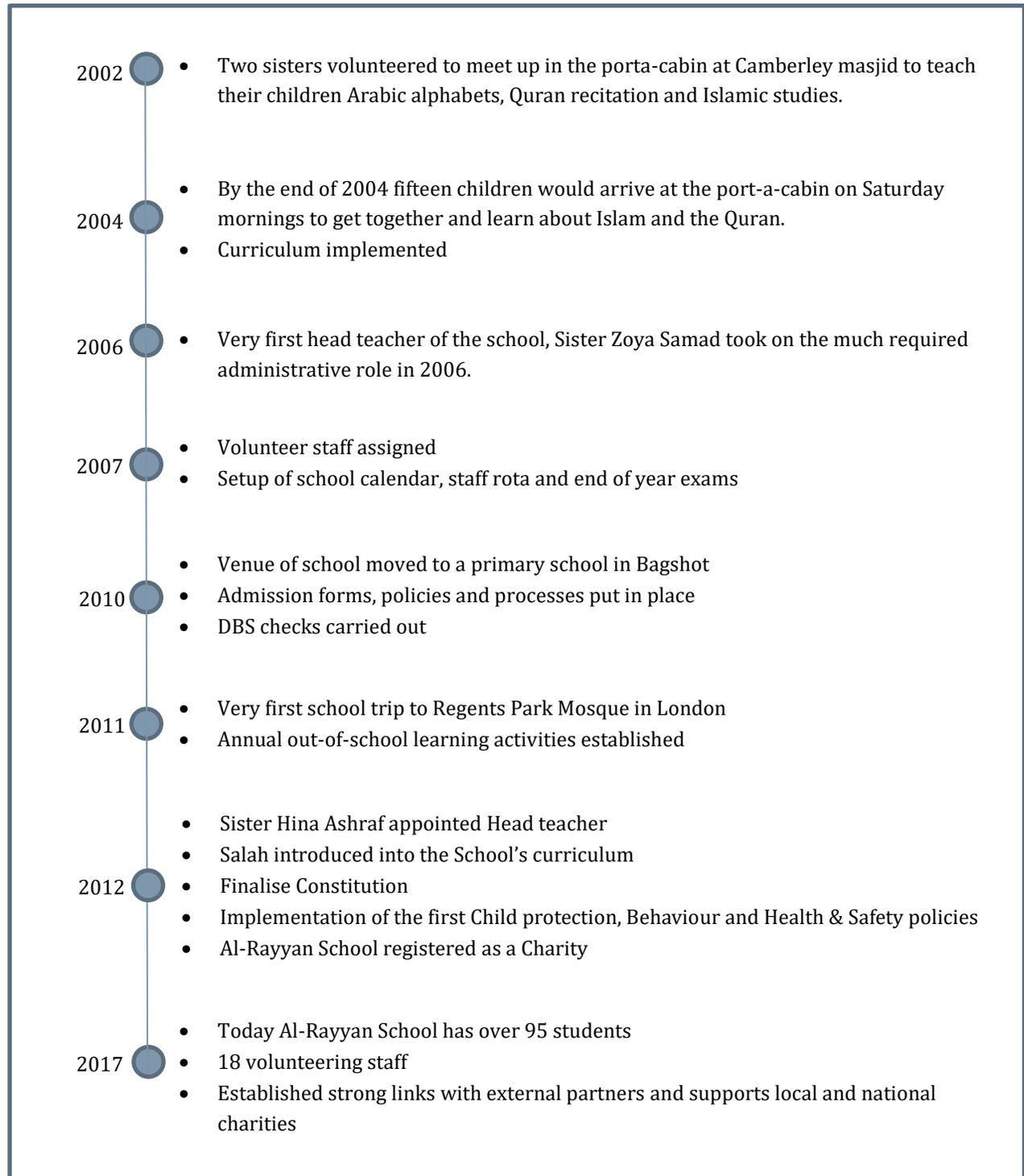
Sr Zahida, (deputy head teacher of the school) was the very first sister who with her friend started meeting up at Camberley masjid in 2002. She notes that over the years, Muslim brothers and sisters from all backgrounds were able to get together and work together, unified by their common goal to provide a safe environment of learning for their children. Sr Zahida also believes that the English language, common among us all has enabled us to work together as a community and build friendships and understanding.

## **A MESSAGE FROM THE GOVERNING BODY**

The strength of the school is its staff, volunteers and the support it receives from the community. Al Rayyan school receives generous support from the Camberley Masjid team. Over the years various governing body members and teachers have made very many invaluable contributions to the school and we would like to thank each and every one of them.

# HOW WE GOT HERE

## AL-RAYYAN SCHOOL TIMELINE



# SCHOOL ACTIVITIES AND INITIATIVES

## School activities and initiatives

### **BAGSHOT WALK**

In April, we organized a local walk for the students which ended with a picnic as part of this year's annual out of school learning activity. A route was designed through Bagshot village where teachers and parent helpers accompanied the students and taught them about the local area.



### **END OF YEAR PICNIC**

For the last three years we have been celebrating our end of year results day with a presentation assembly where our students are awarded with certificates and gifts. The awards presentation culminates with the annual Al-Rayyan School Picnic where many activities and stalls are set-up to entertain the students and their families. This is also an opportunity for the community to attend including neighbours, local religious leaders and Bagshot school staff.



# CHARITY EVENTS

## Charity events

### CAKE SALE FOR YEMEN

In March this year Al-Rayyan staff and students brought in delicious home-made and ready-made cakes and biscuits to support the Yemen Food Appeal.

A total amount of £273.14 was raised for the Yemen Food Appeal and the funds collected were sent to Yemen via the global charity Ummah Welfare Association.

Our thanks go out to all who supported this event with special recognition to one of our parents, Mrs Sheully Sattar who helped arrange the event.



### EID PRESENT DONATIONS FOR SYRIAN CHILDREN

The students participated in an event which sought to generate awareness of the plight of Muslim children around the world and help contribute towards the aid given to support them.

A total amount of £570 was collected through generous donations from students, parents and staff. This was used to purchase small presents as well as food items and toiletries for Syrian refugee families.

The students made 82 colourful Eid Cards for their brothers and sisters in Syria.



### ROHINGYA MUSLIM REFUGEES

Staff and students donated generously to help Muslim refugees in Bangladesh. A total amount of £227.17 was collected and delivered directly to the refugees through a relative of one of the parent Mrs Shapna Chowdhry.

# OPERATIONAL IMPROVEMENTS

## Operational improvements

### INTRODUCTION OF THE SOCIAL MEDIA POLICY

Early in 2017, we introduced a Social Media Policy setting out the principles that Al-Rayyan School staff and students are expected to follow when using mobile phones or any other digital device.

The introduction of this policy was to:

- Prevent unacceptable use of mobile technology by students; and
- Safeguard the students and staff from undesirable materials, filming, intimidation, harassment or unwanted communication; and
- Ensure the reputation of the school, its staff and governors are protected.

The policy applies to all students attending Al Rayyan School, to Al Rayyan School's governing body, all staff, volunteers and parents, carers and visitors whilst they are on the school premises.

The policy compliments and underlines some of our core principles – *“Be responsible and respectful”*

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### STAFF TRAINING

Teacher training, Safeguarding and First Aid training was conducted in November 2016 to ensure Al-Rayyan is compliant with all forms of training and safeguarding requirements.

In addition, all staff has undertaken the PREVENT E-Learning training which has been developed by HM Government following consultation with a range of individuals and organisations. The training which our staff undertook addresses all forms of terrorism and non-violent extremism.

#### What is Prevent?

- The Counter Terrorism and Security Act 2015 places a duty on schools (as well as other organisations) to **safeguard pupils from being drawn into terrorism**. This is known as the 'Prevent Duty'.
- The Prevent Strategy has three elements:



**Ideology** - Challenging the ideology that supports terrorism and the threat faced from those who promote it;



**Individual** - Preventing people from being drawn into terrorism and ensuring they are given appropriate advice and support; and



**Institution** - Supporting sectors and institutions where there are risks of radicalisation.

# PARENTS TESTIMONIALS

## Parents testimonials

*Ismail is learning a lot at school like about Prophets and Allah's names. He has made new friends. I am really happy with the school.*

**Mrs Ayesha Begum**

*Lovely friendly school. Very educated staff.*

**Mrs Asma Sinclair**

*My children love coming to the school. The staff are very helpful. Having the homework emailed to us is very useful. I would highly recommend the school to other parents.*

**Mrs Hussain**

*In my opinion Al Rayyan is a great Islamic school that provides good values. The staff are friendly, caring and approachable. My son is very happy and looks forward to Saturday school; also his class teacher is a fantastic Islamic role model.*

*We feel truly blessed to be part of this well organised institution and credit to the wonderful headmistress. May Allah(SWT) reward everyone for their continued efforts. Ameen.*

**Mrs Asha Zaka**

*Al Rayyan has a great impact on my children's life. Since the day they started at Al Rayyan I can see a huge difference in them. Islam is growing in their daily lives, they are following sunnah, reading Quran more fluently with Tajweed and showing courtesy to everyone. It all happened because of the teamwork of Al Rayyan's teachers and its management, Alhamdulillah.*

**Mrs Arshad**

# CHARITY INFORMATION

## Charity information

Al-Rayyan School

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**http:** [alrayyan.org.uk](http://alrayyan.org.uk)

