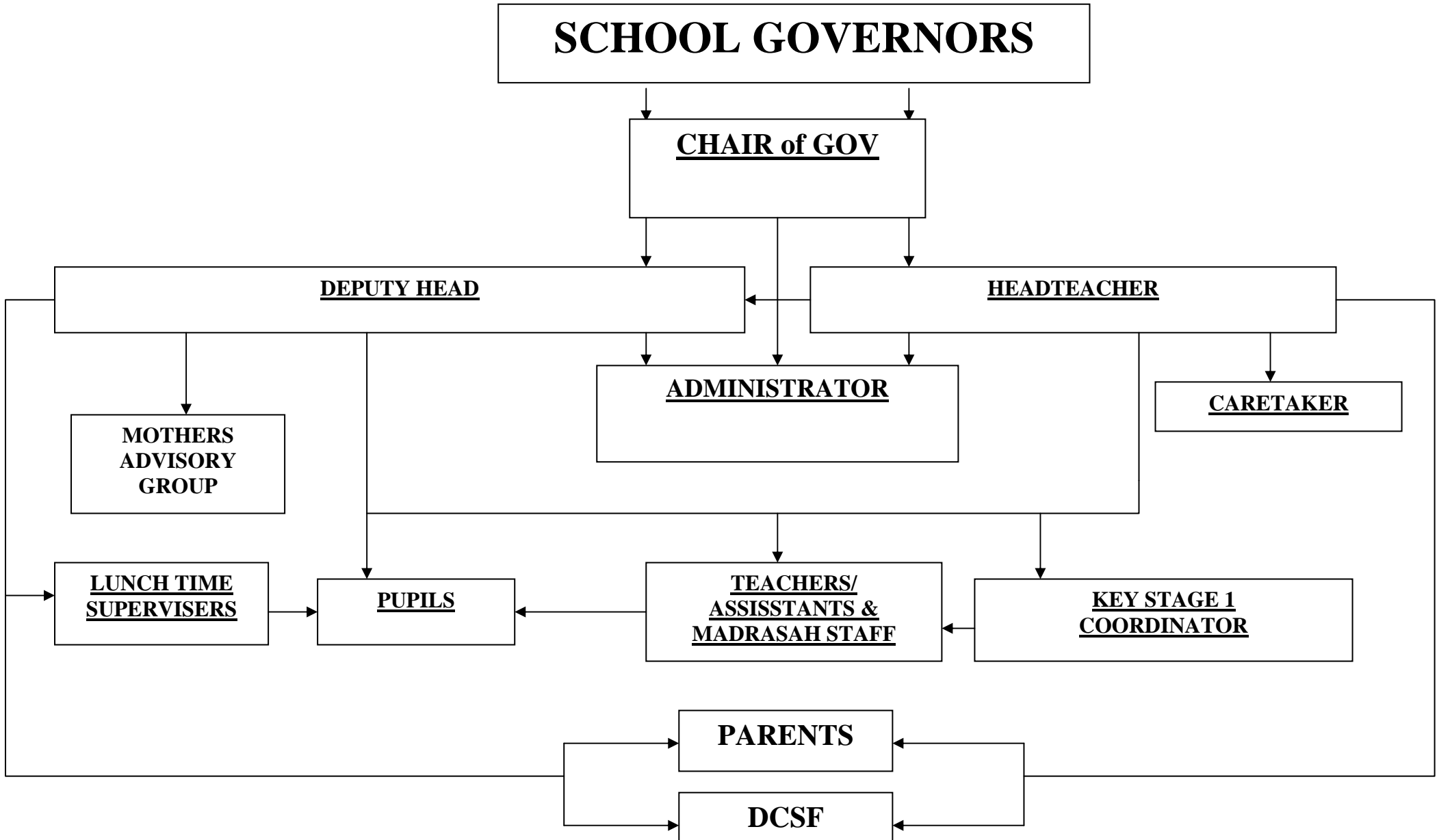


AI-ASHRAF PRIMARY SCHOOL

ORGANISATION



The School 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.

The Governing Body will comprise of the School Head Teacher and several approved members from the Fathers' Committee 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 Head Teacher. 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 Governing Body need not meet face to face, but decisions must be taken with at least one member, the Head Teacher 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.

The Mothers' Advisor Group will play an active role in the supporting the school where appropriate, meeting at regular intervals over the year. The Mother Committee will operate under a chair appointed by the Head Teacher. 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.

The Deputy Head Teacher is appointed by the School Head Teacher 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 Head, teachers, assistants and parents/guardians.

The Primary School Admin Staff will operate under the direction of the Deputy Head and provide full administrative facilities to the whole Primary School.

The Teacher will be appointed jointly by the School Head Teacher and Deputy Head. The Governing Committee will confirm approval of the appointment. He/She will report ONLY to the School Head Teacher 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 Head Teacher and Governing Committee..

A KS1 co-ordinator will be appointed from amongst the KS1 teachers and take up responsibilities for the smooth transition of each pupil from foundation level, through KS1 and entry into KS2.

The Classroom Assistants will be appointed by the School Head Teacher and Deputy Head but will work under the supervision and direction of the Teacher.