

## Punjabi Classes

Tuesday, 06 November 2007

Last Updated Monday, 01 August 2011

GNNSJ Punjabi School

### OUR MISSION STATEMENT

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The GNNSJ Punjabi School was established in September 1990 with 6 parent volunteers and about 40 young people. The school continually encourages the recruitment of volunteers, especially parents of the pupils, to help in the various roles required to aid the weekly running and on-going development of resources. The weekly sessions are held, during term time from September to July, on Wednesday evenings from 7.00pm to 8.45pm. The primary aim of the classes is to develop communication, literacy and numeracy skills in Punjabi as well as increasing cultural and religious awareness. Pupils also have the opportunity to gain a GCSE in Punjabi, by the time they leave, usually before the age of 16 years. In the last academic year all 6 entrants achieved outstanding results with 5 A grades and 1A\*. There are 9 classes in the current academic year, comprising approximately 120 young people aged between 6 and 16 years. These pupils come from a wide radius including Huddersfield, Rothwell, Pudsey and other areas outside of Leeds. The weekly lesson plans incorporate the learning of Simran as well as involvement in the assemblies. During the weekly assemblies classes are invited to take the lead in developing presentations to mark important Gurpurbs and other occasions in the Sikh calendar.

### Extra-curricular Activities

Pupils are all also encouraged to take part in the various extra-curricular activities that take place through out the year, for example:

- Presentations that take place in the main Darbar, • November 2006 - Diwali. One of the teachers gave a presentation on Diwali from the Sikh prospective during an event at Leeds Trinity & All Saints College, • November 2006 – Cultural Awareness Event. A mainstream high school in Pudsey invited one of the teachers to give presentations to various year groups through out the day on Sikhism, • April 2007. A group of GNNSJ Punjabi School pupils took part in a Multi-Faith Celebration organised by the Scouts in front of the Leeds Civic Hall. They took part in prayers and did a presentation about Vasikahi, • June 2007. Andrew Mohammed an inspirational and motivational speaker delivered a workshop for young people and parents using multi media, • June 2007. Young people and their parents took part in a visit to GNNSJ Gurudwara, Soho Road, Birmingham. During the visit everyone took part in a range of activities and … (an audience with Bhai Sahib Ji), The GNNSJ Punjabi School is heavily supported by the Gurudwara and also works in partnership with REEMAP, Leeds Metropolitan University and the Youth Service.

### General Safety

- Parents should not stop or park over the road from the Gurdwara – park on the nearside only or use the car park – a police warning has been issued regarding this.
- Cars should be parked where children can cross safely
- It is not safe for pupils to loiter outside the Gurdwara before or after lessons. Pupils should wait inside the Gurdwara until their lift arrives.

### General Administration

- Parents are requested to send a letter following any period of absence giving details of why the pupil did not attend school.
- If a pupil is not in class by 7.10 pm he/she will be requested to sit outside the classroom for the rest of lesson.
- It is very important that pupils bring their work files, books, pens and pencils to lessons every week.
- Teachers are supplied with a file to record pupils' progress. Any problems relating to pupils not performing to the required standard will be put in writing to the parent or guardian.
- A file is kept to record difficult behaviour and attitude. Parents will be informed, in writing, of any child who is

persistently mis-behaving.

- All pupils will be given a homework diary; this should be used as a method of communication between parents and teachers.

- All mobile phones should be switched off during lessons as incoming calls and text messages are a major distraction. The teachers will collect phones at the beginning of each lesson. If parents need to contact their child they can do so on the number given on this leaflet.

## Fees

- Our fee-paying system is set at a modest and sliding scale rate, so that parents who are sending more than one child to the school are given a reasonable concession. These monies enable us to pay teachers some expenses and help towards expanding our resources. If fees are paid within the first three sessions of the academic year a 10% discount is given.

- Cheque payments should be made out to GNNSJ Punjabi School.

## Dress Code

To avoid a competitive attitude towards fashion and dressing it has been suggested that all female pupils wear salwar kameez or long tops with trousers &ndash; jeans and short tops should be avoided.

## Class Organisation & Structure

- Pupils are enrolled annually during the first week in September each academic year. We will not be enrolling pupils during the course of the year as this upsets the scheme of teaching.

- Class registers are kept to record absenteeism and lateness. Following sound advice from an external educational advisor the children are grouped according to age rather than ability. We now have three levels; each level comprises basic, intermediate and advanced instruction.

- Sessions are held once weekly on Wednesdays from 7.00 to 8.45 pm.

- The average teacher/pupil ratio is 15:1.

- Ability levels range from beginners to GCSE level.

- Assistant teachers help children on an individual basis with reading, letter formation and role-play.