

MADRESA-E-FURQANIAH

Information Pack



Mon-Thurs 4:30pm-8:30pm



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Contents

1. Introduction
2. General Information
 - 2.1. Admissions
 - 2.2. Collecting/Dropping off Children
 - 2.3. Holidays
 - 2.4. Madrasa Curriculum
 - 2.5. Teacher Parent Meetings
 - 2.6. Exams
 - 2.7. Student Progress and Achievement
 - 2.8. Annual Jalsa – Award Ceremony
 - 2.9. Annual Day Trip
3. Policies
 - 3.1. Haircuts
 - 3.2. Uniform
 - 3.3. Books
 - 3.4. Attendance, Lateness & Absence
 - 3.5. Behaviour
 - 3.6. Fees

The following forms can be downloaded directly from the Masjid website www.zakariyamasjid.org.uk. Alternatively, you can collect these forms from the office upon request.

1. [Application Form](#)
2. [Hifz Application Form](#)
3. [Annual Calendar](#)
4. [Fees Tracking Sheet](#)

1. INTRODUCTION

Madresa-e-Furqaniah is a supplementary religious school for children aged 5-16 years. The school is currently attended by approximately 280 students during weekdays and weekends and taught by qualified Alims (both male and female). We currently offer 3 madrasa sessions and 2 Hifz sessions during the week as follows:

Madrasa

Session 1:	Monday to Friday	4:30pm to 6pm	Full Time
Session 2:	Monday to Friday	6pm to 7:30pm	Full Time
Session 3:	Saturday & Sunday	10:30am to 12pm	Part Time

Hifz

Session 1:	Monday to Friday	4:30pm to 6pm	Part Time
Session 2:	Monday to Friday	6pm to 7:30pm	Part Time

The information provided in this pack forms part of an agreement between the madrasa, parents and children accepting all the conditions and policies set out below and any additional policies which may be introduced, as and when required, from time to time.

2. GENERAL INFORMATION

2.1. ADMISSIONS

All students interested in joining the madrasa must complete an application form and pay the £10 entry fee. An application form has been included with this pack. Once successfully registered, children will be placed on a waiting list until a space is available for the preferred session.

Full time weekday spaces are in high demand and any spaces that become available are prioritised to students attending the weekend sessions, where a request for weekday has been made. We advise that students join our weekend sessions to stand a better chance of being offered a weekday space.

2.2. COLLECTING/DROPPING OFF CHILDREN

All children must arrive early before the class begins to maximise the time for learning and to avoid disruption to teachers, classes and other students.

The madrasa is attended by approximately 80-100 students per session during weekdays. Therefore, parents dropping off children must adhere to the parking laws and be mindful of children's safety at all times when approaching the madrasa.

When dropping off or collecting children DO NOT USE the Masjid car park. Use the free parking on the side roads. DO NOT park by the entrance of the madrasa or on double yellow

lines. This causes additional traffic and creates safety concerns for all the students trying to cross the road.

2.3. HOLIDAYS

The year consists of 42 weeks of teaching and learning and 10 weeks of holidays that coincide with the Luton Councils School Calendar. Please organise any holidays during these 10 weeks and not during the madrasa school term. Fees are not payable during official madrasa holidays.

The exact dates for the holidays can be found on the madrasa annual calendar which is available on our website.

2.4. MADRASA CURRICULUM

The Islamic syllabus taught at Madresa-e-Furqaniah is from the Safar Publications Series. Below is a list of the learning material used at various stages during your child's time with us.

Arabic Studies

- Ahsanul Qawa'id
- Juz Amma
- Quran

Each child will progress through a number of levels learning Tajweed, correct recitation and memorisation of Juz Amma and a range of Surahs.

Safar Islamic Studies Textbooks 1-6

Each textbook is taught to the class according to children's school year group.

2.5. TEACHER-PARENT MEETINGS

Parents are required to meet their child's teacher twice a year. The exact dates for these meetings are stated on the calendar. The meeting will last no longer than 5-10min and all parents are asked to make effort to attend to support their child's development. During the meeting, we will discuss your child's progress and any concerns or additional support that they may need. Please plan your diary accordingly.

If you wish to meet your teacher at other times during the year then please contact the office to arrange an appointment.

2.6. EXAMS

Exams take place twice a year. We hold mid-term exams and final exams. The dates can be found in the calendar.

All children will have the opportunity to revise for these exams with teacher support. However, all parents are expected to support their children in preparing for these exams.

2.7. STUDENT PROGRESS & ACHIEVEMENT

Students are assessed weekly on their progress with learning to read Arabic and their attendance is reviewed monthly. Islamic subjects are taught to the whole class according to the set syllabus and children must meet the targets for any given term. Children must revise lessons at home regularly with parental support to avoid falling behind.

2.8. ANNUAL JALSA – AWARD CEREMONY

The Jalsa takes place at the end of the academic year. We hold a separate Jalsa for boys and girls. The dates are given in the annual calendar. High performing students for each class are rewarded with trophies every year for 1st, 2nd and 3rd place. Occasionally, we also offer teacher awards for students with top figures in attendance, behaviour and effort.

2.9. ANNUAL DAY TRIP

Every year we organise a subsidised day trip for all the parents, madrasa children and their siblings. We will communicate with all parents in good time to confirm the actual details and registration process.

3. POLICIES

3.1. HAIRCUTS

It is very important that children are taught to follow the ways of Muhammad (saw). Good manners and good character is taught at Madresa-e-Furqaniah which includes uniform and appearance. Some haircuts are forbidden in Islam and it is against the madrasa policy to attend class with inappropriate haircuts.

Haircuts that are not allowed, which is where part of the head is shaved, and part is left (Al-Qaza'). This includes shaving the middle of the head and leaving the sides, shaving the sides and leaving the middle or shaving the front of the head and leaving the back.

Any child attending the madrasa with inappropriate haircuts may be suspended from class until the haircut is corrected. Fees will continue to be payable during the period of suspension.

3.2. UNIFORM

The madrasa has a uniform policy. Clothing must not have any form of designs or images to make it distinct from other students. Any child not adhering to the uniform policy will be asked to correct it.

Uniforms for boys and girls are as follows:

Boys	Girls
Plain White hat	Plain Black Headscarf
Plain White Jubba (Haramain Brand)	Plain Black Jilbaab
Madrasa Book Bag	Madrasa Book Bag

3.3 BOOKS

The Islamic syllabus is available for all parents to view topics of study during the academic year. Parents can purchase books directly from the Safar Publications website if they wish for additional home study.

3.4 ATTENDANCE, LATENESS & ABSENCE

All children will be monitored and reviewed monthly for attendance and punctuality. Any child failing to attend sessions with no notice runs the risk of the madrasa offering their space to another child on the waiting list.

If you plan to be away for whatever reason or have difficulties in bringing your child to the madrasa regularly, please contact the office directly as early as possible. Do not pass on messages through students or other children.

3.5 BEHAVIOUR

Our aim is to provide the best possible Islamic teaching available. This can be achieved through co-operation between parents/guardians, teachers and the children, Insha Allah. We have detailed below an indication of standards of behaviour we expect from all concerned.

By completing an application form, you consent and agree with these shared values, rules and regulations of the madrasa.

Children MUST

- a. be aged 5-16 years.
- b. attend all sessions punctually and be collected promptly when madrasa finishes each day.
- c. observe etiquettes of behaviour in the Masjid.
- d. go to the toilet and complete wudhu BEFORE attending madrasa and observe cleanliness and hygiene at all times.
- e. arrive at madrasa early with their Qaidhah, Quran and all books and study materials including pens, pencils etc.
- f. Adhere to uniform policy at all times.
- g. Respect teachers and all staff at all times.

Children MUST NOT:

- h. Bring any sweets or other food and drink to the madrasa. If any is found during class times they will be confiscated.
- i. Bring toys, phones or other gadgets to the madrasa. If any is found during class times the items will be confiscated. Items will be returned directly to parents only and not to the children.
- j. Run, shout or play in madrasa at any time or talk during classes. Mischief of any kind will not be tolerated. Such behaviour will result in a warning, followed by parent consultation and if necessary, suspension or exclusion from madrasa.

Parents MUST:

- k. Make every effort to attend Teacher-Parent Meetings as arranged to discuss progress of child's studies with us.
- l. Raise concerns with regards to children or the madrasa in a calm and friendly manner.

Parents Must NOT:

- m. Disturb classes at any time whilst madrasa is running but wait patiently until teachers have granted permission for children to leave.

3.6 FEES

3.6.1 Paying Fees

- a. The madrasa fee is £30, paid in advanced every 4 weeks according to the payment schedule of the respective academic year for both weekdays and weekend sessions.
- b. The madrasa Hifz fee is £40, paid in advanced every 4 weeks according to the payment schedule of the respective academic year.
- c. The total annual fees due for Maktab students is £315 and £420 for Hifz students.
- d. Every child is given a FEE ID. If you have more than one child attending the madrasa then it will be the same for all children.
- e. Fees must be paid on the dates provided on the payment schedule for the respective academic year. These dates fall on Mondays for weekday and Hifz students and on Saturday for Weekend students.
- f. Parents are advised to place fees in an envelope with your child's name on it. The madrasa cannot be held responsible for any monies, lost by the child.
- g. Fees are due irrespective of whether your child is absent or goes on holiday, as the madrasa is running.
- h. Fees are not due for weeks during official madrasa holidays as given in the calendar.
- i. Any household with outstanding fees will receive a reminder to bring matters up to date.
- j. Persistent non-payers will be excluded from madrasa until full payment is made.

3.6.2 How to Pay

Fees can be paid in the following ways:

- a. 4-weekly standing order of £30 (£40 Hifz students) using your child's Fee ID
- b. 1 payment of £165 (£210 Hifz students) to be paid in September and £150 (£210 Hifz students) in January via cash/cheque or bank transfer using your child's Fee ID
- c. 1 full payment of £315 (£420 Hifz students) via cash/cheque or bank transfer using your child's Fee ID payable in September of the coming year.

If any parent wishes to use b or c then please contact the office first.

A '**Fees Tracking Sheet**' is available on our website for download for all parents to monitor payments made to the madrasa. This is for **PARENTS USE ONLY** and not to be handed to the madrasa or the child.

If any parent is facing genuine financial hardship, then please contact a member of the management committee or the office immediately. We will try to assist where possible, Insha Allah. Do not wait for the fees to accumulate.