

Madrasa Tajweedul Quran

1. Introduction

Assalamualaykum, Dear parent,

This booklet contains information about Hifz class.

Every parent aspires to make their child Hafiz, and we rightly should as it is indeed a great honour to be from amongst those who are the “protectors” of the book of Allah.

The reward for parents is honour and tribute in the hereafter, signified by a crown whose illumination will be brighter than the shining sun¹.

However, for your child to become a successful Hafiz you need to support this aspiration from a very early stage, otherwise it becomes very difficult later on to “mould” and motivate your child in becoming a Hafiz. Some ways to support your child are:

- a) Ensuring we have a good atmosphere in our home free from distractions such as T.V., music etc. Gadgets such as game consoles simply eat away at precious time just like fire eats up dry wood.
- b) The required effort must be there in foundation classes, and Tajweed must be the focus point at all times.
- c) Parents must take an interest in their child’s Madrasa work from day one.

Success is in the hands of Allah. We are responsible for making effort, and when effort is made Allah’s help is always there.

We hope the information contained in here is helpful. Some of it refers to conditions of admission, rules and policies, thus please read it carefully and keep it safe for future reference.

Shukran

M.T.Q. – Management Team

¹ Hadith of Bukhari

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2. Virtues

Our prophet (SAW) has stated:

“The likeness of the one who reads Quran and memorizes it is that he is with the righteous honourable scribes. The likeness of the one who reads it and tries hard to memorize it even though it is difficult for him, he will have two rewards.” (Bukhari – Hadith No: 4937)

He has also stated:

“Whoever reads the Quran and acts upon what is contained in it; his parents will be made to wear a crown on the day of judgement the brilliance of which will excel that of the sun, if it were within your worldly houses. So what do you think of the person who himself acts upon it?”

The virtues of Hifz are numerous, even in this worldly life there are numerous benefits. The following Hadith shows how “easy” it is to forget what you have memorised, thus it is important that what is memorised is retained.

Our prophet (SAW) has also stated:

“Learn the Quran, preserve it, and recite it in a beautiful, musical manner, because it is swifter in escaping (from your memory) than the camels are from their hobbles”. (Musnad Ahmad)

The Hafiz of the Quran has such a rank in this world that he is one of only two types of people considered worthy of envy. Under the Chapter of the Blessedness of the Holy Quran's keeper in *Sahih Bukhari* is the following Hadith:

"Abu Hurairah (RA) narrated that Rasulullah (SAW) said: There is no jealousy but of two men: A man whom Allah has taught the Quran and he recites it during the hours of the night and during the hours of the day, and his neighbour listens to him and says: "I wish I had been given what has been given to so-and-so, in order that I might do what he does; and a man whom Allah has given wealth and he spends it on what is just and right, whereupon another man may say: "I wish I had been given what so-and-so has been given, for then I would do what he does" (Sahih Bukhari).

3. Admission Procedure

Once the parent induction meeting has been held, and parents have an overview of the Hifz class, applicants (pupils) are then assessed in the following order:

- a) There will be an assessment lasting one week of the recitation of the Quran. This is to assess the level of fluency in the Quran and application of Tajweed. Your child **must** display competency, as these are essential pre-requisites for learning by heart. *If a child is struggling in Tajweed and fluency, then this will be a major cause for concern.*
- b) After this assessment, there will be a further assessment in respect to memorising. Over a period of 2 weeks, children will be given a little “Sabaq” to learn everyday.
- c) Note that all these assessments will take place within Madrasa hours, usually from 5.45pm to 6.30pm. Thus your child will leave their “normal class” at 5.45pm over this assessment period. Pupils who attend the 6.30 session will have to come in early (at 5.45) over the assessment period.
- d) These assessments are usually conducted by a member of management.
- e) A record will be kept of the daily progress.
- f) After the assessment period is over, we will have a brief meeting with each parent individually.
- g) Where we feel a child is not ready for Hifz class, we will clearly highlight our reasons. This feedback will be based on the assessment. Where necessary, we may get feedback from your child’s class teacher as well.
- h) If your child is successful, then Hifz class will commence for all such children from Ramadhan. Subject to availability, a member of management will take all new pupils for this first month. Thereafter pupils will go to their respective classes.
- i) Tajweed plays a major part in the admission criteria. Where this is lacking we will not admit your child and we will advise another year in the “normal class” where your child works hard on their Quran Sabaq.

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4. Class times

The times for Hifz are:

4.30pm to 7pm (Session 1).

5.30pm to 8pm (Session 2).

Saturday morning = 9.30am to 12.

Hifz class also runs in Ramadhan (you will be notified before Ramadhan).

Attendance everyday and on Saturday mornings is essential. We will not grant any concessions over the above times of attendance. We can appreciate and accommodate “one-off” absences, however where your child may want to miss a particular day every week, then we will have to refuse such requests.

5. Targets

The Madrasa has certain targets in place, which all children have to meet. These targets are:

- a) Completing 3½ Juz (Siparas) in the first year.
- b) From the second year, completing 5 Juz every year.

Please also note:

1. If a child has not met the target by a very wide margin, then we will have to terminate your child's admission in Hifz class.
2. If your child has not met the target by a narrow margin, then we will take into consideration factors such as attendance, consistency, overall performance etc to determine your child's place in Hifz class.
3. We have to put minimum targets in place, otherwise it is very difficult to measure and monitor progress. These targets are also a motivation for your child.
4. If for some reason your child has not met the target and we terminate his admission in Hifz class, if you decide to "give him another chance" by moving him elsewhere, then please do inform us. We will be more than obliged to help and assist as much as we can to make transition successful.

6. Commitment from parents

Although it is your child who will be undertaking Hifz, it is very important to appreciate that parents need to be highly involved on a daily basis. Parents cannot simply “leave it to their child”. Where parents are heavily involved, issues that arise can be dealt with effectively before they increase.

Examples of parental involvement are:

- a) Ensuring your child is sitting down to learn / revise everyday at the appointed times.
- b) Children have to devote time early in the morning before school, thus parents need to ensure this is taking place.
- c) On a daily basis parents need to enquire if Sabaq, Dour etc has been recited.
- d) Priorities need to be clear. If your child is going to be absent from Madrasa on a regular basis (due to sporting activities etc), then this will affect consistency. Parents need to think about such issues before admitting their child.
- e) Your support and cooperation is essential. Thus, where the Madrasa raises concerns, parents need to appreciate these concerns and support the Madrasa in implementing recommendations that are made.
- f) Children at times may need a “sympathetic ear” from both teachers and parents. This may be due to the pressures of school and Madrasa work, exams, stress etc. Thus, empathy is essential if we are to assist our child.

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7. Sabaq

There are three elements in the daily Hifz class routine:

1. Sabaq
2. Sabaq Sipara
3. Dour

This is the new portion that is memorised and recited to the teacher at the start of the Hifz lesson. Every child's ability is different and unique; some children can learn Sabaq very quickly whereas others may take more time.

It is important to appreciate that it is *not the quantity* of Sabaq that is relevant, rather consistency. A child learning 7 lines daily without fail will achieve better in the long term rather than learning a different number of lines everyday (due to a lack of consistency).

New children generally must aim to learn at least 3 to 4 lines; this should increase to at least 5 to 6 lines after 3 months.

By the end of the first year, your child must establish a "learning pattern", where your child has developed a "method" to memorise Sabaq. Every child has their own "unique style and method". Some children need seclusion; others may need to learn at night and early in the morning. The commitment, effort and consistency of the first 12 months is essential to get into a "pattern and routine".

Also note:

1. Pupils will be allowed up to a **maximum of 3 mistakes** in Sabaq.
2. This includes major and minor Tajweed errors (see table below).
3. On the third mistake, the teacher will simply mark off for the end of Sabaq for the day, regardless of how many lines have been recited. Pupils will need to ensure that they memorise their Sabaq thoroughly.

Major Errors (Lahn- e- Jalee)	Minor Errors (Lahn- e- Khafee)
Incorrect pronunciation of letters. Over / under stretching letters.	Not applying the relevant Tajweed rules. For example, Ghunna, Ikhfaa, Madd etc
Reading the incorrect word / Harakah.	

8. Sabaq Sipara

This is the collection of the last few Sabaqs. After Sabaq, your child needs to recite Sabaq Sipara to the teacher. It is important to note that the last few Sabaq are always “weak”, and this is countered by reciting the Sabaq Sipara everyday.

The Sabaq Sipara is the **last 8 sides before the Sabaq**. Thus as a child completes more of a Sipara, the Sabaq Sipara will change, and eventually the **first part of the Sipara** being memorised will no longer be part of the Sabaq Sipara. It is for this reason parents need to ensure this part is also maintained, as it will assist your child in preparing for the end of Sipara test.

Also note:

1. The grading system would be as follows:

<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>T.M²</i>
0 to 1 mistakes	2	3	4	5 and above

2. The maximum number of mistakes permitted will be 4 (in other words an **average** grading).
3. If a pupil gets more than 4 mistakes, then on the following day he will recite Sabaq Sipara first, then Dour. There will be no Sabaq.

² T.M. = Too many mistakes.

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9. Dour

Everything other than Sabaq and Sabaq Sipara is known as Dour. Dour is the *backbone to success* in Hifz. If a child excels and progresses in Sabaq by learning several lines and even pages everyday, however if attention is not paid to the Dour, then this advancement in Sabaq is in reality **not progress**. **It is this very Sabaq that turns into Dour, and if the Dour is not maintained then the entire objective of Hifz is lost.**

Parents many a time “push” their child to learn as much Sabaq as possible. However this results in a poor Sabaq Sipara, thus affecting the end of Sipara test.

Dour must be recited everyday, and the amount to be recited is dependent on the number of Juz (Siparas) completed.

<i>Siparas Covered</i>	<i>1 to 3</i>	<i>4 to 5</i>	<i>6 to 15</i>	<i>16 and above</i>
<i>Daily Dour that must be recited</i>	$\frac{1}{4}$	$\frac{1}{3}$	$\frac{1}{2}$	$\frac{3}{4}$
Maximum Mistakes allowed	3	3	6	8

If a pupil gets more than the number of mistakes allowed (see above table), then on the following day he will recite Dour first, then Sabaq Sipara. There will be no Sabaq.

Twice a year Sabaq is stopped completely and pupils do just Dour for **at least two weeks**. Once in the middle of the year and the other towards the end of the year. Please note that the Dour of certain pupils maybe stopped for longer if the quality of Dour is not up to the required standard.

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10 - End of Sipara test

- a) Once your child finishes a Juz (Sipara), it must then be recited to a member of management on a Saturday morning.
- b) Names of such pupils must be submitted to the office by Wednesday 8pm. No names are considered after this deadline (and such pupils will have to wait till the following week).
- c) A maximum of 4 mistakes are allowed in the entire Sipara (two in each half). Children initially may find this difficult, however from experience children cope well if the Sabaq and Sabaq Sipara was memorised correctly.
- d) If your child fails this test, then this Juz will be revised again in class and the teacher will re-submit your child's name. *Do not embarrass yourself and your child's teacher by asking for concessions of any kind.*
- e) A letter is sent if your child passes (or fails). Please read this carefully, as it contains important information on improvements that maybe required.
- f) Your child will also receive a special certificate if their performance meets the relevant criteria applicable at the time. These certificates should be carefully preserved at home, with the end of Sipara letters.
- g) The entire Sipara must be recited with no Major Tajweed errors.
- h) Application of Ghunna, Madd, Ikhfaa must be at the least **good**.
- i) Pupils who have an end of Sipara test need to be in Madrasa by 9.00 am on Saturday morning.
- j) New children on their first Juz give a test after completing half. The remaining half is then recited after it is completed. ***This is for the first Juz only.***

End of year exams: From August 2009 there will be no end of year Hifz exam. This has been complemented by the two periods of Dour (which will last for **at least two weeks**).

11– Hifz Fiqh

It is important children who are in Hifz class have a link with Duas, general knowledge etc. Thus, every Saturday, **from 11.20 to 12.00** all Hifz pupils will have a “Hifz Fiqh” lesson.

Aspects such as Fiqh, Aqaaid, Seerah, Duas etc will be covered in this time.

Where appropriate and applicable your child will be given handouts. It will be your child’s responsibility to look after the handouts, as these will be required for revision for the end of year written assessment.

12– Merit System

The following is in place to motivate pupils.

1. A merit system similar to the one in mainstream classes, where a prize / trophy is given at the end of the year depending on the number of Gold / merit certificates achieved.
2. An additional annual award will be given to each pupil in Hifz class who meets the Sipara target set at the beginning of the year. Every pupil can achieve this award.
3. Every half term, the **two** most consistent pupils from **each class** in terms of the quality of Sabaq, Sabaq Sipara and Dour will be given a prize. Please note that the important words here are **consistency and quality**. Hence a child who recites less Sabaq (5 lines for example) and less Dour will have an equal chance of receiving this prize to a pupil reciting more lines of Sabaq and Dour etc.
4. **The special award:** This will be given to those pupils who manage to achieve a certificate for each Sipara tested.

13– Miscellaneous

- The “Head of Hifz” has overall responsibility for all issues related to Hifz. In most cases, after appropriate consultation, his decision in all matters will be final and binding.
- The “Head of Hifz” is Moulana Habibullah Munshi (also deputy headteacher).
- Where parents are unsure of how to assist their child, or where you need advice and support, please do not hesitate to arrange a meeting with the “Head of Hifz”. We will always work with parents to resolve issues.
- If you have a complaint, then this must be addressed in writing to the “Head of Hifz”. If after his response you are still not satisfied with the outcome, then you can address your complaint to the management via the headteacher.

We pray to Allah that he accepts our efforts, gives our children ability to memorise his book and to preserve it forever. Ameen.

إِنَّا نَحْنُ نَزَّلْنَا الذِّكْرَ وَإِنَّا لَهُ لَحَافِظُونَ ﴿٩﴾

Verily it is we who have sent down the Dhikr (i.e. the Qur'ân) and surely, we will guard it (from corruption).

Surah 15 – Verse 9