

Madrasa Tajweedul Quran

Contact Details

Our address:

Al-Ansaar Welfare & Education
140 - 142 Garstang Rd Fulwood
Preston Lancashire
PR2 8NA

Contact numbers:

01772 – 716060 (Office)

Office hours are 9.00 am to 11.30 am (Monday to Friday)
Madrasa hours are 4.30 pm to 8.00 pm

Email:

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Web:

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Charity Registration Number: 1100482

Company Registration Number: 04473590

Madrasa Tajweedul Quran

Bank details

Bank:	<i>HSBC, Fishergate, Preston, England, UK</i>
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Account Name:	Al-Ansaar Welfare & Education
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Account Number:	0	2	5	7	8	4	3	3
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Sort Code:	40	37	25
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International Bank Account Number:
GB89MIDL40372502578433

Branch Identifier Code:
MIDLGB2108S

Support your Madrasa.

Set up a standing order of just £3 each month to our account.

Simply give our bank details to your bank.

Refer to the back of this booklet for more details.



*** Join us on Twitter ***

- Follow your Madrasa on Twitter! There is no cost to you at all.
- You do not need to have an “account” with Twitter or be already using it.
- By joining us on Twitter, you will receive Madrasa updates, reminders, holiday information etc on various issues; this will come to you on your mobile as an SMS.
- You do not need a mobile phone that has Internet access. Any mobile phone will do!
- We will also inform you via Twitter every time your child receives a parent letter (so you are aware).
- **To join simply text *follow mtqmadrasa* to the number **86444** (ensure there is a **space** after the word *follow*). It’s as simple as that!**
- You will only be charged at your networks standard rates for this one text message you send. All subsequent messages (tweets) from the Madrasa are free.
- For those who have a Twitter account, the Madrasa username on Twitter is *@mtqmadrasa*. If you join through your account, this will enable us to keep track of how many parents we have using the Twitter service.

Join Today!

It takes just one text message to join!
We will be using this more and more as a mode of
communication.

1. The importance and significance of this very humble institution

All praises are for Allah and Allah only, the creator of every article and entity. To him we show gratitude for each and every bounty he has bestowed upon us, especially the bounty of Iman and Islam.

Our Islamic Institutions play a great role in the education and nurturing of our children. Islam is a religion, a way of life, it teaches us how to live in this world as responsible members of society.

To disseminate and propagate Islam, we have various institutions. From Darul Ulooms to the evening Madrasa (traditionally known as the Maktab). **The Maktab is probably the most important medium for Islamic Education**, as the vast majority of our children attend these daily. In reality less than 1% of our children go on to study further Islamic Education (at Darul Ulooms etc).

From this we can realize the importance of the Maktab **and supporting the Maktab**. When the vast majority of our children will gain their Islamic education in this humble institute, one can realize how essential it is that we support the Maktab.

In Western Europe the Maktab runs on the sole support of public donations. We receive no help from any government or similar organisation. Hence every pound and penny that is received is greatly appreciated.

It is very unfortunate that where we spend thousands and thousands of pounds on buildings, there is very little "investment" in the actual Maktab (resources, curriculum, staff development, research, planning etc).

Al-Ansaar Welfare & Education was set up to meet the demands of the day. From our humble beginnings at 157 Garstang Rd we have today moved to premises that are 3 times larger. This new building can cater for over 350 children over two sessions.

This booklet acts as an "induction" for our new Madrasa parents. Our aim is to ensure you are aware of our structure, policies and procedures.

We pray to Allah that he guides us in all our matters, and that our institutions become a beacon of guidance. Ameen.

2. Aims and Objectives

1. To provide a good standard of Islamic education, both basic and elementary to Muslim children, irrespective of their race, colour, ethnicity or geographical background.
2. To promote Islamic values and beliefs in the light of the Quran and Sunnah.
3. To help develop responsible members of society.
4. To make the “Madrassa experience” pleasant and enjoyable.
5. To adopt a professional approach with all Madrassa related issues.
6. To ensure all pupils, parents, volunteers and teachers are treated fairly and equally.
7. To promote a centre of excellence from within a caring and secure Islamic environment enriched with values of discipline and respect.
8. Every Child Matters. With the partnership of parents and with the resources available to us, we will try our utmost best to meet the needs of your child.

3. Admissions and Admission Policy

This information is given out with the pre-admission form. Please refer to this.

Some other points to note are:

1. Once a pupil has left the Madrassa, we do not normally re-admit except in very exceptional circumstances and subject to a re-admission fee.
2. A reference letter from a previous Madrassa may be requested at ANY time. M.T.Q. reserves the right to contact previous Madrassa(s)/Teacher(s)/Headteacher(s) in respect to admission in M.T.Q.
3. We discourage parents from removing their child from another Madrassa during term time (unless you are moving in the area). Moving your child mid-year disrupts the functioning of that particular Madrassa and affects us as well.

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4. If your child is leaving another Madrasa, then it is a moral obligation on your part that you inform them as much in advance as possible. This enables them to plan effectively.
5. Admission is subject to the terms and conditions in this booklet, and upon the acceptance of any changes/additions that may take place.

It is your duty to acquire a copy of this document at the beginning of each academic year, so that you are fully aware of all current rules and regulations, and of any changes/additions.

4. Management & Staff

1. A Shura, with Moulana Farook Kazi as headteacher, runs the Madrasa.
2. At the current moment, the members of Shura are:
 - Mufti Javid Pathan.
 - Moulana Farook Kazi (Headteacher)
 - Moulana Yunus Badat.
 - Moulana Habibullah Munshi (Deputy headteacher & Head of Hifz)
3. Our teachers play a major part in running the Madrasa. We have over 3 insets a year, where all Madrasa issues are discussed.
4. Management meet on the first Saturday of every month. The management deals with strategic and “wider” issues.
5. Current members of teaching staff/volunteers are:
 1. Mufti Javid Pathan
 2. Moulana Yunus Badat
 3. Moulana Habibullah Munshi
 4. Moulana Aboobakar Kolia
 5. Hafiz Cassim Vorajee
 6. Hafiz Hanif Yusuf
 7. Moulana Hasan Kazee
 8. Sister Summiyyah Kazi (cover teacher)
 9. Sister Safiyyah Ibrahim
 10. Moulana Juned Ingar
 11. Ismail Patel (Trainee teacher and admin support)
 12. Sister Fazila Patel
 13. Moulana M. Shoaib Rawat

* From September 2011, we will be recruiting a few new teachers.

5. Complaints Protocol

1. We at Madrasa Tajweedul Quran take your views/comments/complaints/suggestions very seriously. Interaction between parents and the Madrasa management/staff is very important; hence if you have any concerns your first point of contact is **the headteacher**. You may either speak to him or write in. All such communication will be kept confidential at all times.
2. If the headteacher is not available, then please contact any member of management.
3. A complaint made in writing is our **preferred** method. We will respond to all written complaints within FIVE Madrasa days, either by letter, telephone or a face-to-face meeting.
4. Anonymous complaints will also receive our attention; however we will not be able to give you feedback on an individual basis.
5. ***It is our policy that no parent approaches any member of staff directly regarding ANY issue.*** If you wish to speak to your child's class teacher then please make an appointment by sending a note to the class teacher or headteacher.
6. ***The Madrasa will not tolerate ANY kind of abuse whatsoever towards any member of management/staff.*** Hence just as you would expect high standards from us, we also anticipate the same from you. We will investigate all complaints to the best of our ability, and as much as possible we will act fair to ALL parties.
7. **Note:** If you wish to have a face-to-face meeting with either the headteacher or management, then in the case of a complaint we will need prior written notification. We will refuse any meeting that is not preceded by a written complaint. This is to ensure that the meeting is constructive, and we can reach a conclusion faster.
8. **We value suggestions and all constructive criticism.**

6. Madrasa Contribution

The Madrasa does not charge a fee. The education we provide is very heavily subsidised, this is so that Islamic education is accessible to all. What parents pay is known as a "contribution" (hence parents who cannot afford to pay even

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this contribution are given a waiver proportional to their individual circumstances).

This “contribution” is typically 50% of the actual cost involved per child. The remainder is raised from donations, fundraising events and support from parents and the general public.

Please also note:

1. No refunds are given for any “contributions” already paid.
2. If a pupil leaves mid-year (or at anytime before the academic Madrasa year), the full year’s contribution will become payable immediately. This is due to the fact that a place had been reserved for your child throughout the year, and due to this we were unable to admit another pupil.
3. A charge will be made for all dishonoured cheques, currently being £20 per cheque.
4. If you have any difficulty in paying in three instalments, then contact the Madrasa Shura. We are here to help.
5. Refer to the “Madrasa Contribution” sheet at the back of this booklet for further information.

Parents can make a donation of any amount over the annual contribution; this will help us immensely in running the Madrasa.

We are a charity, and we do not have any regular income or funding.

We solely operate on the donations and support of parents and other individuals.

7. Attendance & Absences

1. Currently the Madrasa time for session one is from 4.30 P.M. to 6.00. Please ensure your child is in the Madrasa by 4.25 P.M. Different times may be applicable for the Hifz class, please ask at enrolment. If your child is going to be late on certain occasions, then please advise us in writing or by email. The second session starts from 6.15 PM to 7.45.
2. As of the last 2 years, ***we no longer grant permission to parents to pick up their child for reasons such as swimming, football etc.*** We have experienced severe disruption when parents are knocking on the door at different times. On average, it takes 5 minutes to call out a child from

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class. ***If you wish your child to attend after school events, then the second session is probably more suitable for you.*** There will strictly be no exceptions to this rule.

3. All pupils will leave the Madrasa at the appropriate ending time. It is your duty to ensure that your child is picked up immediately. Do not inconvenience staff and your child by coming late. New and very young children get upset very quickly if there is no one there to pick them up.
4. Refer to the "Parking Protocol" for information on our parking guidelines.
5. All absences should be notified in advance as much as possible. This will enable effective monitoring of all absences. If your child is constantly absent/late, you will have to attend the Madrasa to resolve this. All absences must be explained in writing.
6. Do note that constant absences could result in the pupil being "put back" (and not allowed to progress the following year) ***if the pupil has not achieved the minimum standard required for the following year.*** The Madrasa gives special emphasis to pupils in the "foundation stages" (known as "Lower School"), if your child does not meet the minimum targets in these classes, then your child will have to repeat the year again.
7. Our minimum attendance target is 85%. If a pupil fails to achieve this, then the admission will be subject to a review.
8. Many absences take place during school holidays. We at M.T.Q. are trying our utmost best to co-ordinate Madrasa and school holidays together wherever possible. Hence take advantage of this and avoid Madrasa absences.
9. A yearly holiday sheet is included within this booklet. Please plan your outings/holidays within these dates.
10. Important: Although attending the Madrasa on time is very important, we would like to strongly point out to you that do NOT send your child to the Madrasa very early (such as 4.10 P.M.). The earliest our doors will be open for pupils is 4.15 P.M.
11. The Madrasa door is locked at 4.30 and 6.15 P.M. ***Staff will not answer the door to latecomers,*** unless the Madrasa has been informed in advance with a genuine reason. Do not disturb staff and pupils by ringing the bell or banging on the door.

8. Absences of 15 days or more

Any pupil, who is absent for FIFTEEN consecutive Madrasa days, will have their admission terminated. Absent pupils are a huge burden on staff, as they fall so behind that it becomes very difficult to bring the pupil back to the current level. One absent pupil affects the education of the whole class; hence please appreciate our concerns over such absences. Re-admission will only be considered, if the space is still available, and subject to a review and (in most cases) a re-admission fee.

Please also note:

1. Absences during Madrasa time really hampers the progress of pupils. It is unfair on teachers, who have to help absent pupils “catch up”. We give very generous holidays throughout the year (many a time coinciding with school holidays), and we feel parents need to take advantage of these dates.
2. In this day and age where morals and values are slowly fading away, we need to ensure our children spend more time in the Masjid and Madrasa environment. It is really saddening to see weddings and holidays taking priority over our children’s Islamic education.
3. Our predecessors have emphasised the impact of absences to this extent that “one day’s lost Sabaq” has an affect for FORTY days. This shows how important divine knowledge is.
4. Even coming late / leaving early disrupts the class atmosphere. With our meagre resources, we do not have the manpower to call individual children out of classrooms at various times. We can understand medical reasons; however activities that are merely a pastime (such as football, swimming etc) can never take precedence over Islamic education. As parents, we need to make a decision as to what is our priority.
5. As a Madrasa, we feel we are trying our utmost best to help all our children. However where there are absences, our efforts are overcome and sometimes it becomes extremely difficult to help pupils “catch up” etc.
6. If your child is going to be absent during Madrasa time, then we have the following policy in place. This policy is there to safeguard the interests of the Madrasa, especially the teachers.

Absence policy:

- a) The Madrasa management needs to be notified on the “Holiday Notification” form of all absences of 5 days or more. Absences of less than five days should be notified to the teacher. All notifications must be in writing.

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- b) Absences of 15 MADRASA days or more **terminates the admission** of your child. 15 Madrasa days will NOT apply if your child is in the Madrasa on the 15th day. The Saturday class for Hifz pupils is counted as a Madrasa day.
- c) Any holiday that comes in between absences are NOT counted as Madrasa days, due to this (if parents have to take their child out during Madrasa) we advise parents to plan in such a manner that their child is absent just BEFORE and AFTER the Madrasa holidays. In this manner the impact will be minimised.
- d) **If your child is absent for 15 Madrasa days or more**, then on your return you will need to see the headteacher in person (via an appointment).
- e) If admission is granted (subject to the place still being available), then there will be a re-admission fee (at the appropriate prevailing rate).
- f) Do NOT send your child to Madrasa without seeing the headteacher. Failure to do so will result in your child not being allowed to sit in class and you will be called to take them home.
- g) **Please note that parents raise “grievances” over this policy. However we need to address the interests of the Madrasa, teacher AND pupil.** Since this policy was adopted (from the year 2002), we have seen a significant reduction in absences. Hence parents must understand this and refrain from any “personal grievances” against Madrasa personnel.
- h) If your child is in the “Lower School”, the Madrasa may ask you to arrange tuition on the weekend to help your child catch up. In the “Lower School”, Level 1 is the foundation, and even the absence of a few days really hampers the child’s progress. **We cannot emphasise enough the impact absences have on pupils who are in the Lower School.**
- i) Where we are notified at least 7 Madrasa days in advance, we will try our best to give some Sabaq etc to your child. This is usually sent in writing.
- j) As much as possible we try to accommodate our parents. However, at the same time we have to ensure that our teachers who commit a lot of time and effort are not overburdened by absent children. For an institution to function smoothly there must be a policy in place to balance both interests. We appreciate your understanding and cooperation.

9. Uniform & Hair Policy

1. The **Madrasa uniform** is black (Jabbah or Abaya) for girls and white for boys (a white “Jabbah” of at least shin length OR a white “Kurta” and white “Shalwaar”).
2. The Madrasa will not tolerate the wearing of jeans, T-shirts etc. Ensure your child wears the correct uniform at ALL times. Do note that we will initially give a verbal warning, and then a written warning on not wearing the correct uniform. After this the pupil will NOT be admitted in to the Madrasa till the issue is fully resolved.
3. All boys must wear a white “Topee” (cap). No other colours are acceptable.
4. Our mothers and sisters should observe Islamic principles and values such as wearing a headscarf when entering/leaving the Madrasa (and at all other times). This will create a healthy and spiritual environment.
5. Hair policy: As per Madrasa regulations hairstyles such as “short back and sides” are not permitted. Any institute promoting the Quran and Sunnah has to abide by the morals and principles laid down by Islam, and having such hairstyles is contradictory to these principles. In our opinion the parents are wholly to blame in this issue, and excuses such as “the barber just did it” are very lame. Do note that pupils with such hairstyles will be given a “grace” to rectify the hairstyle and failure will result in suspension of your child.
6. Please also note that ***these types of hairstyles also promote a very inappropriate culture, which leads on to other vices***. Parents today complain about their child’s inappropriate behaviour, poor morals and attitude (something that is an important issue and one that is leading to the downfall of our children’s character and personality). It is unethical lifestyles and fashions that lead to such a downfall in the character of our children. If we promote the Sunnah and an approach to life that has simplicity and free from vices, our children will Insha-Allah be the apple of our eyes.
7. The beard is a key element of a Muslim’s identity. All pupils who have reached the stage where they have a beard will be fully expected to KEEP this beard. Extra emphasis will be given to Hifz class pupils, as we wish to have a Hafiz who is a role model for the community in all aspects.
8. Other aspects such as cutting the finger nails, clean attire etc are also very important. It is very sad to see children who lack this and such children can only be deemed as “neglected by parents”.

10. General

1. Our policy on mobile phones is very clear; we have a zero tolerance policy, where bringing mobiles to the Madrasa is STRICTLY prohibited. If a pupil rings/texts/receives a call in the Madrasa, then the phone will be confiscated as per our policy at the time, and the Madrasa will not be held liable for any type of claim (and such pupils could also face other disciplinary action). At such tender ages, these devices merely distract the attention of our children. If you need to contact your child during Madrasa hours, then ring the Madrasa number.
2. During Madrasa hours no persons are allowed on Madrasa premises. Parents should refrain from coming into classrooms. If you wish to contact the headteacher, please make an appointment by either telephone or email.
3. Please ensure you drop your child to the Madrasa entrance in person, and once they have entered, only then you leave.
4. If your child loses their Madrasa book(s), please buy another one immediately from the Madrasa bookshop. Failure to do so will only hinder the child's progress.
5. Just as education is important, so is Tarbiyah. Hence all non-Islamic values are totally discouraged by the Madrasa. Always bear in mind that Islamic knowledge is acquired through obedience to Allah and his prophet (peace be upon him).
6. All damages/breakages by the pupil will have to be paid for in full.
7. No knives, penknives, laser pens/keyrings, electronic gadgets/games and other similar objects are allowed in the Madrasa.
8. We expect all our pupils to learn and implement Tajweed rules practically. Hence the use of "colour coded Tajweed Qurans" is prohibited. Please ensure your child always attends the Madrasa with the correct Quran and books, and that they have a folder (or Juzdan) to carry their books.
9. Homework Diary: Please refer to the relevant section.
10. In this day and age, it is a blessing from Allah that we still have scholars and individuals willing to impart Islamic education to our children. This is despite the many challenges they face; hence as parents we should thank Allah for enabling these individuals to propagate Islam. As a Madrasa, we

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encourage you to give gifts to teachers; this could be on the occasion of Eid or end of year. Your gratitude will strengthen and boost their morale. Similarly giving occasional treats and gifts to your child will also help boost their performance. This is very important if your child is in Hifz class.

11. Health/Safety/Sickness

1. Children should be made to visit the lavatory prior to coming to the Madrasa. Young children should also be taught how to relieve themselves independently. This causes less bother for all, including the child.

New children:

- We experience many problems with new pupils who are not fully toilet trained.
 - You must ensure that your child can undress themselves independently when visiting the toilet. Avoid clothing that is difficult for a child to remove.
 - If your child needs to visit the toilet frequently (due to ill health etc), then please inform us. We can then ensure this is carried out and will avoid accidents in the classroom.
2. Personal hygiene is very important at all times. Children should take a shower prior to coming to the Madrasa after sporting and other similar activities. Socks etc should be changed on a daily basis.
 3. Please send your children to the Madrasa in clean attire. This is part of good parenting.
 4. Any child with a rash, discharge from the eyes or nose, diarrhoea or any contagious/infectious illness (chicken pox) should be kept at home till it has been certified that he/she has fully recovered.
 5. If a child becomes ill/sick during his/her attendance in Madrasa, we reserve the right to call for emergency assistance, and if necessary remove the pupil to hospital. In addition to this, we reserve the right to take any necessary steps we consider appropriate.
 6. We totally discourage you from sending children to the Madrasa who are not enrolled. This usually happens in school holidays, where parents wish to send other children with their own children. *We do not take ANY responsibility for such children.* Under certain circumstances we may accept certain pupils (at our total discretion and subject to an enrolment procedure).

12. Allergies

If your child has any type of allergy then you must send a written letter explaining the allergy and related issues.

13. Medication

Our teachers, staff and management are not permitted to administer any type of medication on behalf of parents. Children are only here for 2 hours or less (as in the 2nd session) and parents need to ensure all medication is given before or after Madrasa. If absolutely necessary, then parents will have to come in themselves to give their child any medication.

14. Disciplinary Action

1. Discipline within the Madrasa is very important, and something we take very seriously. Well-behaved and disciplined pupils are crucial for the smooth running of MTQ.
2. We do not have a corporal punishment policy.
3. Our disciplinary procedure AFTER exhausting all efforts to motivate/encourage a pupil is as follows:
 - a) Verbal warning to pupil (depending on offence committed).
 - b) Letter to parent if the issue is still not resolved after the verbal warning. Lines and/or detention may also be given. The maximum detention time is 1 hour.
 - c) Further to this, parents to be called in for a meeting with the headteacher and/or management. At this stage we expect the issue to be fully resolved, and the problem should no longer exist.
 - d) If the concern is still not resolved, then the pupil may be suspended.
 - e) On certain occasions a pupil may be expelled if it is in the best interest of the Madrasa.

Note: We may not always follow the above procedure, such as in the case of persistent and/or aggressive behaviour/bullying (to pupils or staff). In such circumstances, we will suspend the pupil immediately. The management will then decide what steps to take.

Over certain incidents, we may place your child on "Report Card".

15. Older Children

As children get older we usually encounter challenging behaviour patterns. We try to make our teaching as interactive and interesting as possible, however at times even this is not sufficient for some children.

Where we request parental meetings etc in respect to poor behaviour, we expect your full support and cooperation in resolving any issues. Collectively we can make a difference and work together for the betterment of our children.

16. Detention

1. Where we give detention, we will give reasonable notice prior to the detention.
2. If you provide a genuine reason, we may change the date/time of the detention.
3. If the detention is missed (without prior notification), then it will be increased.
4. The detention must be carried out within the specified timescale.
5. Under no circumstances will the Madrasa waive the detention. If you expect your child to adhere to a disciplinary framework and be a responsible pupil, then as parents you must uphold the values, rules and regulations of the Madrasa. We will not make ANY exceptions for ANY pupil with respect to our rules.
6. We will utilise the detention time by giving out appropriate work. Certain pupils may also be given cleaning duties.
7. It will be your duty to pick up your child at the appropriate time after detention.
8. Our aim is to make a positive contribution to your child's moral and character. If a problem persists, we are happy to arrange a meeting to discuss what steps to take in helping your child progress.

Part 2 starts from here.

Syllabus & Curriculum Information

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1. Classes & class structure

Our class structure (and brief details of each class) is as follows:

Class	Brief details	I
Reception	<p>Minimum age for admission is 3 years 9 months. An introductory class before your child starts the “mainstream classes”. Very “light and gentle learning”, the alphabet is introduced after 6 weeks. Lots of visual learning, stories and basic Duas. Gives children a “head start” before going to Level 1. From terms 2 and 3 there is much more intensive learning. 2 workshops will be held to help parents.</p>	Lower School
Level 1	<p>Children start Ahsanul Qawaid (Alif Baa book). Learning is quite “intensive”. A very important class. A lot of emphasis on pronunciation. This is the foundation before starting the Quran. Everyday is important. Absences will really hamper your child’s progress. Workshops will be held to help parents.</p>	
Level 2	<p>Children start the Quran. A very important foundation year for the Quran. They now have two lessons, one for “Quran & Tajweed” and the other for “Duas and Books”. Sabaq is usually around 2 to 3 lines a day rising to about 4 lines towards the end of the year. A lot emphasis is made on fluency. Basic Tajweed rules introduced.</p>	
Level 3	<p>In Quran, more emphasis on fluency, children are expected to recite at least 4 to 5 words in one breath. As a bonus, children are motivated to recite with a tune. More Tajweed rules, children at the end of the year must be reciting the Quran quite fluently. More general knowledge, Fiqh etc books. More Duas and Surats. A lot of emphasis on Salaah and related issues. Written assessments start from this class onwards.</p>	

The above classes are the most important stage in the Madrasa, as they form the foundation. Attendance is paramount, and parents need to be actively involved in their child’s education. Daily learning needs to take place at home.

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After your child completes Level 6 (at the age of 11 or 12), your child will be moved to the later session.

NOTE:

The above is subject to change every year and depends on a variety of factors. Each class has a syllabus; you can access this from the Madrasa website.

2. Homework Diary

1. Communication between parents and the Madrasa is very important. Only then will your child progress to h/her full potential.
2. The Homework Diary is a medium of communication between yourself and your child's teacher.
3. For younger children, the benefits are numerous. Young children may not remember what homework etc has been given; hence this will be noted in the diary.
4. The Homework Diary will also give you a daily record of your child's performance.
5. Parents are expected to check the diary everyday.
6. Sign the relevant section to confirm your child has revised at home.
7. In the relevant section you can also add comments that will help your child's class teacher. For example if your child has been ill etc, you can note this down.
8. Keep the diary safe, and maximise its use. Placing a bookmark or similar item on the relevant page will assist you and the teacher in finding the correct page quickly.
9. If your child loses their diary, buy another immediately.
10. Kitab (book) teachers will staple a slip on a regular basis highlighting what they have covered to date, homework etc. Quran teachers will also carry this out.
11. The homework diary is also linked to the Madrasa merit system. Teachers will use the diary to determine what "star" your child has received.
12. The homework diary is a "personal record" of your child. Keep it safe for the future.
13. At time parents only check the diary of younger children. It is just as important to check the diary of older children as well.

Our Madrasa is a partnership between parents, teachers and pupils.

3. Revision & learning at home

1. We cannot emphasise how important it is for your child to revise everyday at home.
2. A routine needs to be in place, where children have fixed times for meals, sleeping, revision, school work etc. Children without a routine “suffer” both at school and in Madrasa in terms of progress.
3. Children who are going to sleep very late tend to fall asleep in Madrasa. This should never happen.
4. ***Just 20 minutes of revision and preparation at home makes a HUGE difference in terms of excellent performance.*** From our experience, where this is NOT taking place, there is usually a gradual decline in the overall progress of the child. The revision needs to be ***focused, thorough and (where necessary) under parental supervision*** (as children lose focus very quickly if not supervised).
5. Learning and revising at home for children in the “foundation classes” (reception, Levels 1 and 2) ***is even more important.*** Every day and lesson is a continuous link, and if the learning and revising is not taking place at home on a daily basis your child will very soon fall behind. When this happens, children lose confidence and do not want to attend Madrasa.
6. Duas should be practically implemented at home. There are numerous opportunities each day to practice the Duas that are taught in the Madrasa (eating, sleeping, after drinking milk, in the car, getting out of the house etc). ***Children forget Duas very quickly if they are not practically implemented.***

20 minutes of daily revision / learning at home makes a huge difference.

4. Update letter, revision booklets and timetables

1. We at Madrasa Tajweedul Quran very strongly believe in the importance of communication with you, as this ensures parents are fully informed about what is happening in the classroom.
2. Teachers will send out a letter at least once every term to inform parents of what has been covered in the classroom. This is known as an update letter.
3. For Levels 3 and above, we have revision booklets in place to help children revise. These revision questions relate to what has been taught in the actual

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books. They save our children valuable time, as children do not have to go through the entire book page by page.

4. Revision timetables will also be given to your child (generally Levels 3 and above). These will inform your child what Surats and Duas to learn on which day. The aim of the revision timetable is to ensure your child focuses on “key items” rather than trying to learn “everything in one day”.
5. Revision timetables are also given when children finish a book. These revision timetables will highlight what pages are to be revised on what day.
6. The overall aim is to try as much as possible to ensure our children “retain” what they have learnt.
7. The Madrasa also sends out regular letters to all parents. This contains various updates on what is happening in the Madrasa.
8. Children (especially the younger ones) need to be trained to bring letters etc home safely. Parents also need to do check their child’s bag on a regular basis.
9. We also have an external noticeboard. Notices, reminders and various posters are displayed here for the benefit of our parents.

5. Tajweed

Tajweed is reciting the letters of the Quran in the best manner, in the best way, giving each letter its right due, pronouncing each letter from the proper Makhraj (point of articulation).

1. We take Tajweed very seriously, and from the very foundation we start teaching very basic Tajweed rules.
2. Those children who have followed our guidelines have really excelled in the recitation of the Quran.
3. Tajweed is not as difficult as it is sometimes made out to be. With good teaching practices, we have been able to accomplish many milestones.
4. ***We give emphasis on the actual application of Tajweed rules.*** Books, handouts etc are merely used as a reference and for the benefit of pupils and parents.
5. Reciting with a “tune” is merely an optional extra. This is not part of Tajweed. We encourage children to recite with a tune if they are applying Tajweed rules.
6. If there is sufficient demand, we usually hold a Tajweed workshop for parents at the beginning of the new academic year.

6. Madrasa books & stationary.

1. Madrasa books are given to all children at the beginning of the year. This saves a lot of time later on in the year.
2. Payment for these books must be made at the beginning of the year. A letter is sent to parents with a payment slip.
3. Children will only bring those books to Madrasa that are used in the classroom. Ensure all other books are kept at home till your child requires them (otherwise they can get lost and will be an unnecessary burden to carry each day). Your child's teacher will inform you via the homework diary as to what book is required.
4. Ensure your child's full name is on all books.
5. Children must have a "Juzdan" or bag to bring their books in.
6. Children of Levels 2 and above are expected to have very basic stationary, such as a pen, pencil, rubber, ruler and colouring pencils. These are required for the Kitabs (books).
7. If your child loses their book, please purchase another one immediately. Children cannot be expected to progress without books.

7. Merit system

1. The Merit System is there to:

1. Reward achievement.
 2. Reward effort (something very important).
 3. Reward attendance.
 4. Reward good behaviour.
- a. Children are given a certificate and a prize every half term after displaying excellent / good work over a period of weeks.
 - b. Certificates and a prize is also given if there is 100% attendance every term. A trophy or other special prize is given at the end of the year for 100% attendance.
 - c. The above is just a brief description of how the merit system works.
 - d. The merit system is based upon effort and good behaviour. Many times a child's behaviour lets them down in achieving merits.
 - e. From time to time the merit award scheme is subject to change.

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- f. If you have any suggestions to improve the merit system, then you are more than welcome to pass on your suggestions/comments to us.

8. Fortnightly assembly

1. Every other Friday for approximately 20 to 30 minutes an assembly takes place in the Madrasa.
2. There are separate assemblies for each of the three “schools”. This is to ensure that the different ages are taken into consideration.
3. Children gather together and one member of staff conducts the assembly.
4. The purpose of the assembly is to discuss those topics that are usually not covered in the Madrasa syllabus. Examples of topics that have been covered are Eid, Ramadhan, notable Islamic dates, non-Muslim festivals, morals, manners, prophets, miracles and other topics of interest.
5. Prize and certificate presentation is also carried out in the assembly.
6. To compliment the assembly a handout is sometimes given to all pupils. This handout is also beneficial for parents, as they can keep track of assembly topics and discuss the assembly with their child. We very strongly recommend that parents spend time going over the assembly handout with their child.
7. Occasionally we include a “Parent & Pupil” activity on the reverse of the assembly handout. Again this is to encourage parental participation in their child’s Madrasa education.
8. On assembly days, your child will obviously “miss” part of their “normal” lesson.
9. Reception and Level 1 classes have their own separate assembly, the headteacher usually conducts these.

9. Reviews & Assessments

1. A review of each class is conducted by a member of management (usually the headteacher) every 6 to 8 weeks. This informal assessment helps the Madrasa to constantly review each pupil’s progress.
2. Reviews for the Lower School are more frequent than other classes, and there is one almost every term in the form of an assessment.
3. If your child is failing to achieve the minimum targets, then your child will repeat the year. This policy is rigorously enforced in the first 3 years.
4. Assessments in the Madrasa takes place at the end of the year. There are written assessments for Levels 3+, and classes below Level 3 have oral assessments.

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5. It is imperative that all pupils attend the assessment. The dates are on the yearly holiday sheet.
6. The purpose of the assessments is to “consolidate all learning”. It is a chance to revise and refresh what has been covered in the year.
7. Children of Levels 3 and above have written assessments for the books.
8. **It is the policy of M.T.Q. NOT to designate 1st, 2nd, 3rd places** where the assessments are ORAL. Each pupil is assessed as an individual, and is awarded marks to his/her individual performance. In our opinion, it would be very unfair to assess children of different ages and diverse capabilities as a whole.
9. An end of year report is sent home for all pupils.
10. If your child is absent for ANY reason, then we will be unable to assess your child individually at a later date. Please do not embarrass yourself by making such requests.

10. Parents’ day

1. We usually hold a parent’s day after about 8 to 10 weeks of the new academic year. Plenty of notice is given to all parents. The dates are also in the yearly holiday sheet.
2. It is very important that you attend the parents’ day, so that you are able to speak to your pupil’s class teacher and gain an insight to his/her progress. It is also a good opportunity to introduce yourself to the class teacher (and vice versa).
3. A time is allocated to each parent to see his or her child’s class teacher.
4. There are usually delays on the day, and we appreciate your patience and value your cooperation.
5. The maximum time usually allocated per parent is 5 minutes.
6. Mothers and sisters must attend with a Mahram.
7. No children are allowed on parents’ day.
8. Parents’ day is to discuss your child’s progress in the classroom. ALL management level comments/complaints should be addressed using the “complaints protocol”. By addressing such issues with the class teacher will only defeat the objective of parents’ day.

Finally...

We wish to provide the best service possible, and this will only be possible if we all join forces and work together. You will undoubtedly notice many shortcomings, and we request you to bear with us and inform us of such issues.

Do note that this institution is only in its 8th year of operation; hence you may not find us as structured as other well-established Madrasas. You can help by putting forward your suggestions, comments and complaints. Wherever possible, we will try our utmost best to help.

We pray to Allah for guidance and help in all our matters. Ameen. Jazak...

Support your Madrasa!

Help us!

Al-Ansaar Welfare & Education is probably the LARGEST basic (primary) Islamic educational project in the history of Preston. We are trying our best to provide Islamic education to young children aged 4 to 16. Our provision includes acquisition of the best possible resources, teacher training, staff development, a logical approach and most importantly putting parents and children first. From 30 children (in 2002) we currently have over 320 children (as at Jan 2010).

For expansion, and to meet day-to-day costs, we constantly require Qarz-e-Hasana. All amounts are welcome. Qarz-e-Hasana is an interest free loan given to the Madrasa, and it is repaid on a pre-agreed date or upon 4 weeks notice.

You can really help us by:

- First and foremost, making LOTS of Duas.
- Making a donation. We are in desperate need of funds.
- Setting up a standing order.
- Getting a friend to set up a standing order if you have already done so.
- Ladies! Donate some of your gold jewellery.
- Give a Qarz-e-Hasana of any amount. This is a loan to the Madrasa repayable on an agreed date.

Your support will ensure we can provide the best possible resources for our children, who are the future. A regular donation by standing order will help us meet Madrasa expenses. May Allah reward you abundantly for your support. Ameen.

Setting up a standing order is easy!

Just go to your bank and give them our account details.

Our account details are:

Account Name:	Al-Ansaar Welfare & Education
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Account Number:	0	2	5	7	8	4	3	3
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Sort Code:	40	37	25
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Bank:	<i>HSBC, 40 Fishergate, Preston, PR1 2AD, England, UK</i>
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A few pounds a month may not seem a lot, but it means
a lot to your Madrasa.

Your donation will be Sadaqa-e-Jariyah (continuous
reward) for you.

Your donation will support Islamic education.

Madrasa Contribution – 2011 / 2012

1. The Madrasa contribution for this year is as follows:

Class	Yearly contribution	Notes
Mainstream Class (Non-Hifz)	£345 (Approx. £7.80 per week)	£115 every term
Hifz Class (Includes Ramadhan and Saturdays)	£495 (Approx. £10.80 per week)	£165 every term

2. The Madrasa contribution can be paid in the following manner:

- a) In one instalment.
- b) In two instalments.
- c) In three instalments (the most popular method as highlighted below).
- d) In more than three instalments (by prior agreement only).
- e) By Standing Order spread out over 12 months. Collect a form from the office.
- f) *Please note that we do not collect weekly/fortnightly.*

3. The three instalments are as follows:

1 st Instalment	2 nd Instalment	3 rd Instalment
Due: 7 th September 2011	Due: 8 th November 2011	Due: 20 th Feb 2012
Deadline: Fri 21 st October 2011	Deadline: Fri 16 th December 2011	Deadline: Fri 4 th May 2012

Sending in your Madrasa contribution before the deadline helps us greatly.

A lot of time is saved.
This time can then be utilised for other Madrasa issues.

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Madrasa Contribution Policy

1. All contributions must be submitted in a sealed envelope with your child's full name, level, session and roll number. Please state what term(s) etc is being paid. This is to avoid discrepancies. Do not include any other payment (e.g. for books etc) or any other correspondence with the Madrasa contribution (send this in separately).
2. If you are paying for more than one child, please submit one cheque for all children.
3. Place your envelope in the black box near the office entrance. This is better than handing it to someone and also less time consuming for us.
4. Do note that all receipts are issued within 10 days, and may sometimes take longer (especially in the first term just after Ramadhan).
5. If you are paying by cheque, make the cheque payable to "Al-Ansaar".
6. Parents can make a donation of any amount over the annual contribution; this will help us immensely in running the Madrasa. We are a charity, and we do not have any regular income or funding. We solely operate on the donations and support of parents and other individuals.
7. If you have any queries, please email us. This is the best method of communication.

**** Important ****

At times parents do fall behind with making a payment, and we acknowledge that at times there can be genuine reasons for a delay. It is for this reason we as a Madrasa do not take any "action" on overdue contributions in terms 1 & 2.

However in all cases, your Madrasa Contributions must be fully paid up three weeks prior to the start of 'Written Assessments' or by the date that will be set each year. The date for 2011 is **Friday 1st July 2011 and for 2012 is Friday 15th June 2012.**

If you have not submitted your Madrasa Contribution by this date, then your child's admission will be terminated from the Madrasa till the matter is fully resolved. Naturally, this would mean your child will not be able to take part in written assessments etc.

Although this policy may seem rather severe, we hope you appreciate the reasons for drawing up this policy. Some parents are being sent up to 5 or 6 written reminders, and we are still not getting any responses, whereas some parents had overdue contributions going back as far as 12+ months. Thus this policy is there to safeguard the interests of the Madrasa.

We appreciate your cooperation.

Updated: 21/06/11

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Holidays & Important Dates - Year 2011 / 2012

	Date	Description
Term 1	Mon 5 th September 2011	Madrasa re-opens after Ramadhan. Staff Inset Day. No pupils to attend today.
	Tues 6 th Sept 2011	New pupils only. See induction letter for times – Only one hour today at specified times.
	Wed 7 th Sept	Madrasa re-opens for all pupils. Both sessions at their respective times. 1st term contribution due.
	7 th Nov 2011 * Eid holiday*	Eid-ul-Adha holiday (Monday only – Eid is on the weekend). Dates may change (subject to moon sighting). 2nd term contribution due.
	Thu 1 st Dec	Parents' Day – Session 1 – <i>No pupils to attend</i>
	Fri 2 nd Dec	Parents' Day – Session 2 – <i>No pupils to attend</i>
	Mon 26 th Dec * 1 week holiday*	Winter break starts Last day of Madrasa is Fri 23 rd December.
Term 2	Tues 3 rd Jan 2012	Madrasa re-opens after winter break.
	Mon 6 th – Wed 8 th Feb	<i>Madrasa half year written assessments – Levels 3+</i>
	Thu 9 th Feb	Party for all pupils.
	Fri 10 th Feb	Staff Inset Day. No pupils to attend today.
	Mon 13 th Feb * 1 week holiday*	Spring holiday. No Madrasa this week.
	Mon 20 th Feb	Madrasa re-opens.
	Fri 30 th March * 2 week holiday*	No pupils today. Mid term break starts from today. Last day of Madrasa is Thu 29 th March.
Term 3	Mon 16 th April	Madrasa re-opens after mid-term break. 3rd term contribution due.
	Mon 7 th May	May Bank Holiday. No pupils to attend today
	Mon 4 th June * 1 week holiday*	May Holiday starts. Last day of Madrasa is Friday 1 st June.
	Mon 11 th June	Madrasa re-opens.
	Thu 28 th June	<i>Madrasa End-of-Year written assessments start</i>
	Fri 6 th July	Written assessments end today.
	9 th & 10 th July	Ramadhan Activities (two days).
	Wed 11 th July	Madrasa party
	Thu 12 th July	Last day of Madrasa / reports. 1 week holiday before Ramadhan
	Fri 13 th July	Staff Inset day
	Late August 2012	Madrasa re-opens. Exact dates / times to be confirmed.

NOTES:

The Madrasa will be having FOUR major holidays, 1 full week in December, 1 full week in February, 2 full weeks in April and 1 full week in May. All these fall within school holidays. Please book your holidays within these dates to minimise Madrasa absences.

Absences of 15 days or more terminates the Madrasa admission, and if there is re-admission a re-admission fee will be payable.

Have you joined us on Twitter? You are missing important updates if you have not yet done so.
Twitter is free – Text messages come directly on your phone.

Absences have a great impact on your child's education AND upon the entire class. Absent pupils are a burden on the class and the teacher. Use the above dates to plan your holidays.
Remember to always send a note in the event of an absence.

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Record here contributions you make to the Madrasa

Child's name..... Year: 2011 / 2012

Date	Amount	Total Paid	Receipt number	Chq number	Signature
	£	£			
	£	£			
	£	£			
	£	£			

Child's name..... Year: 2012 / 2013

Date	Amount	Total Paid	Receipt number	Chq number	Signature
	£	£			
	£	£			
	£	£			
	£	£			

Child's name..... Year: 2013 / 2014

Date	Amount	Total Paid	Receipt number	Chq number	Signature
	£	£			
	£	£			
	£	£			
	£	£			

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Notes