



**AL - MEDINAH**  
M O S Q U E - B R I G H T O N

# MADRASAH INDUCTION BOOKLET

(VERSION 3.0- SEPTEMBER 2017)

*"Knowledge knocks on the door of action. If it receives a reply, it stays,  
otherwise it departs." - Sufyaan Ath Thawree*

## **Madrassah Induction Booklet**

### ***1. The importance and significance of this very humble Institute.***

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 Imaan 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 Uloom (Islamic colleges) to the evening Madrassah . The Madrasah 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 Islamic institutes)

In the time of our blessed Prophet (PBUH) the young as well as the old would benefit directly from the blessed presence of such a great personality. The Prophet SAW nurtured and enlightened many youngsters with his knowledge and character; young companions such as Anas Bin Malik and Abdullah Ibn Abbas became pioneers in their respective fields and were themselves teachers for generations who came after them. The Prophet PBUH would hold regular circles of knowledge and would instruct the Sahabah to support these circles financially. The Ashabus Suffa (those people who had given their lives to the knowledge of Islam- from them was Abu Hurairah) were supported by the remaining companions who would take it upon themselves to feed and clothe them

This highlights the importance of the Islamic education and supporting Institutes and organisations of Islamic knowledge, especially those institutes where the vast majority of our children will gain their Islamic education. One can realise how essential it is that we assist in the efforts of our Islamic Institutes and Madrasahs.

In Western Europe, the Madrasahs runs on the sole support of public donations and nominal fees. 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 Madrasah (resources, curriculum, staff development, research, planning etc).

This booklet acts as an “induction” for our Madrassah 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, education and upbringing for our children. 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 “Madrassah experience” pleasant and enjoyable.
5. To adopt a professional and formal approach to all Madrassah 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 and provide the best service for your child.
9. Tarbiyah - two way relationship between parents and Madrassah –it is vital that the parents play a role in the Tarbiyah (nurturing) of the child. The Madrasah will aim to inculcate Islamic ethos and mannerisms into your child. However to maintain this education and Tarbiyah the parents must pay an interest in the Madrasah studies of the child.
10. Under instruction of qualified teachers– under the tutelage and supervision of our experienced staff we aim to help your child reach their maximum potential.

## **3. Admissions and Admission Policy**

This information is given out once a child’s admission has been accepted. Please refer to “beginning of year rules and regulations” letter.

Some other points to note are:

1. Once a pupil has left the Madrassah, we do not normally re-admit except in very exceptional circumstances and subject to a re-admission fee.
2. Admission is subject to the terms and conditions in this booklet, and upon the acceptance of any changes/additions that may take place.

**Note** -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 (Working Committee), with Imam Uthman as Principal, runs the Madrassah. The Shura are responsible for all matters pertaining to the Madrassah .
2. At the current moment, the members of Shura are:

1. Imam Uthman (Principal)
2. Second Imam (Imam Mohammad)
3. Amir Khan
4. Shahid Khan

3. Our teachers play a major part in running the Madrassah. We have an inset (teacher meeting) every term, where all Madrassah issues are discussed.

4. The Shura meet on a regular basis to deal with strategic, operational and “wider” issues.

5. The current members of teaching staff/volunteers are noted in the Staff List.

### **5. Complaints Protocol**

1. We at Al Medinah Mosque take your views/comments/complaints/suggestions very seriously. Interaction between parents and the Madrassah management/staff is very important; hence if you have any concerns **your first point of contact is the Imam (Principal)**. You may either speak to him or write in. All such communication will be kept confidential at all times.
2. If the Principal is not available, then please contact any member of the Shura.
3. A complaint made in writing is our preferred method. We will respond to all written complaints within FIVE Madrassah 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 Principal. General progress queries may be made to the individual teacher at a mutually convenient time; out of Madrasah teaching times.  
**Please note that this rule applies to mothers making appointments with female teachers. Fathers are strongly advised against approaching our female staff.**
6. The Madrassah 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. We value suggestions and constructive criticism.

Note: If you wish to have a face-to-face meeting with either the Principal 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.

### **6.Attendance & Absences**

1. Currently the Madrassah time is from 5P.M. to 7pm. Please ensure your child is in the Madrassah by 4.50 P.M. If your child is going to be late on certain occasions, then please advise us in writing or by text.
2. As of last year, we no longer grant permission to parents to pick up their child for reasons such as swimming, football etc. We have experienced severe disruption in the class organisation and the child's education when parents come to take their children early for petty reasons. There will strictly be no exceptions to this rule.
3. All pupils will leave the Madrassah 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 Policy" 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 Madrassah 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 Madrassah gives special emphasis to pupils in the "foundation stages", 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 and profession will be subject to a review.
8. Many absences take place during school holidays. We at Al Medinah Mosque are trying our utmost best to co-ordinate Madrassah and school holidays together wherever possible. Hence take advantage of this and avoid Madrassah absences.
9. An annual holiday planner is provided at the beginning of the year. Please ensure your holidays are booked according to the holidays shown .

**Important:** Although attending the Madrassah on time is very important, we would like to strongly point out to you that do NOT send your child to the Madrassah very early. The earliest our doors will be open for pupils is 4.45 P.M.

### **Absences of 15 days or more**

Any pupil, who is absent for FIFTEEN consecutive Madrassah days, will have their admission terminated. Absent pupils are huge burdens on staff, as they fall behind 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 Madrassah 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 Madrassah environment. It is really saddening to see weddings and holidays taking priority over our children’s Islamic education.
3. 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.
4. As a Madrassah, 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.
5. If your child is going to be absent during Madrassah time, then we have the following policy in place. This policy is there to safeguard the interests of the Madrassah, especially the teachers.

### **Absence policy:**

1. The Madrassah 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.
2. Absences of 6 MADRASSAH days or more terminates the admission of your child.
3. Any holiday that comes in between absences are NOT counted as Madrassah days, due to this (if parents have to take their child out during Madrassah) we advise parents to plan in such a manner that their child is absent just BEFORE and AFTER the Madrassah holidays. In this manner the impact will be minimised.
4. If your child is absent for 6 Madrassah days or more, then on your return you will need to see the Principal in person (via an appointment). Do NOT send your child to Madrassah without meeting the Principal. 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.
5. If admission is granted (subject to the place still being available), then there will be a re-admission fee (at the appropriate prevailing rate).
6. Please note that parents raise “grievances” over this policy. However we need to address the interests of the Madrassah, teacher AND pupil. By implementing this policy we hope to

see a significant reduction in absences. Hence parents must understand this and refrain from any “personal grievances” against Madrassah personnel.

7. If your child is in the “foundation stage”, the Madrassah may ask you to arrange tuition on the weekend to help your child catch up. In the “foundation stage, 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 "foundation stage".
8. Where we are notified at least 7 Madrassah days in advance, we will try our best to give some advanced lessons etc to your child. This is usually sent in writing.
9. 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.

### ***7.Uniform & Hair Policy***

1. The Madrassah policy for boys is a white Thobe/ Shalwar Kameez. For girls it is a plain black Abaya and a black or white Hijaab.
2. It is important that the Abaya is plain and is free from excessive embroidery or pattern work.
3. It is forbidden for boys to wear shorts, Jewellery, and caps. It is also forbidden for girls to wear tight clothing (skinny jeans/trousers or tops) and makeup.
4. 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 Madrassah till the issue is fully resolved.
5. Our mothers and sisters should observe Islamic principles and values such as wearing a headscarf when entering/leaving the Madrassah (and at all other times). This will create a healthy and spiritual environment.
6. Hair policy: As per Madrassah 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 not acceptable. Do note that pupils with such hairstyles will be given a “grace” to rectify the hairstyle.
7. 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 grow to be the 'coolness of our eyes'.

8. 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..
9. 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".

### **8.General**

1. Our policy on mobile phones is very clear; we have a zero tolerance policy of utilising phones or electronic devices in class. If a pupil rings/texts/receives a call in the Madrassah, or is caught playing and using it, then the phone will be confiscated as per our policy at the time, and the Madrassah 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 Madrassah hours, then ring the Imam.
2. During Madrassah hours no persons are allowed on Madrassah premises. Parents should refrain from coming into classrooms. If you wish to contact the Imam, please make an appointment by either telephone or email.
3. Please ensure you drop your child to the Madrassah entrance in person, and once they have entered, only then you leave.
4. If your child loses their Madrassah book(s), please buy another one immediately from the Madrassah office. 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 Madrassah. 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 Madrassah. These will be confiscated.
8. Please ensure your child always attends the Madrassah with the correct Quran and books, and that they have a folder or bag to carry their books.

### **9.Health/Safety/Sickness**

1. Children should be made to visit the lavatory prior to coming to the Madrassah. 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 Madrassah after sporting and other similar activities. Socks etc should be changed on a daily basis.
  3. Please send your children to the Madrassah 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 Madrassah, 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 Madrassah 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), which will have to be agreed in advance

### **10.Allergies**

If your child has any type of allergy then you have to make us aware by explaining the allergy and related issues.

### **11.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 and parents need to ensure all medication is given before or after Madrassah. If absolutely necessary, then parents will have to come in themselves to give their child any medication.

### **12.Disciplinary Action**

1. Discipline within the Madrassah is very important, and something we take very seriously. Well-behaved and disciplined pupils are crucial for the smooth running of Al Medinah Mosque.
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 WILL be called in for a meeting with the Principal 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 Madrassah.

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 Shura will then decide what steps to take.

### **13. 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.

### **14. Fees payments**

Our Madrasah operates solely on the funds generated through the payment of monthly fees. Failure to pay fees hampers the progress and running of the Madrasah. We therefore expect the fees to be paid during the first week of the month. Parents who continuously fail to pay fees on time will be warned by the Management. Failure to still make payments will result in your child losing their place.

As of September 2015 we have increased the fees slightly. Please refer to the table below to determine the cost of your Childs fees:

<b>Days</b>	<b>1 child</b>	<b>2 children</b>	<b>3 children</b>	<b>4+ children</b>
<b>Mon-Wed</b>	£25	£50	£60	£70
<b>Thurs-Fri</b>	£20	£40	£50	£60

## **15. Some important advice**

### **Triangle Partnership - Education is a Triangle**

By: Mufti Zubair Bayat – [South Africa]

The triangle cannot be completed unless it has three sides or three corners. The three corners of education are the **teacher, the pupil and the parent**. Take any one of these three away and education remains incomplete. Therefore, dear parents do not underrate the important role you play in the education of your child. You are an important partner in the education of your child!

Surveys taken consistently indicate that any child who performs well at school - academically or otherwise – even in manners and behaviour - is mainly because the education - triangle is complete. Today we wish to point out some areas in which you, dear parent, can play an important part in helping your child.

Take careful note of the 7 points that follow:

#### **1. Spend time with your child/children daily. “Quality time”.**

“Quality time means that time of day or night when neither you nor they are tired or occupied with other things. Try to fix a time daily so that you can set a regular pattern. Sit down as a family. Talk. Discuss. Ask them about school. How did the day go? What did they learn? What was exciting, etc? Children are good talkers. They get excited. They need to express themselves; their feelings and emotions; their thoughts. Give them this opportunity to talk. They need it. You will be surprised how much you do not know about your own child's life.

Dear Parents, PLEASE do not regard this daily get-together as a small or unimportant thing. It is VITAL. This get-together will convince your child/children that you are interested in them, their school work and education. This will motivate and encourage them even more. An even greater benefit of this daily get-together will be the BONDING OF THE FAMILY, which is so important for the family and the child especially. Today, unfortunately, the family unit is slowly disintegrating all over the world. It is sad that it is even happening to Muslim homes and families. A strongly-bonded family produces a stable and strong child. Otherwise the child suffers psychological disorders that become progressively worse. Such a child eventually becomes a lost cause; a liability to his/her family and to society at large. The implications for neglecting a single child can go very far!

Today, most homes are more like motels or hotels. Strangers check in and out! Each one has his/her own program. They come and go as they wish; do as they wish and hardly ever meet or SIT TOGETHER AS A FAMILY UNIT. This is very sad and unfortunate. It is also dangerous for the future of the child. Such a child will easily be influenced by outsiders and external influences, as he/she will not find fulfilment in the home. Such a child could end-up becoming a drug-addict or even a criminal, Allah forbid! Parents maybe rudely shocked and

will possibly realise the harm only after it is too late to really reverse the damage. May Allah save our children from such a day.

2. **After having spoken together for a while, ask them to bring their school/ Madrassah bag along.** Look at their work, even if you do not understand much! Praise them for good work; for the stars. If the work is untidy, talk to them kindly about the importance of neatness. Test their knowledge of the school/ Madrassah work by asking them a few questions from their books regarding the work they have learnt. In this way you will have a good indication of their performance.
3. **Ask them about their work for the next day:** A good parent is the one who pays keen attention to their child's progress in matters of education.
4. First, listen to their Qur'an Sabaq at least three to five times. Help them with learning their Surahs, Duaas, etc. Ensure they learn all Islamiyat lessons for the next day. Get them to complete their Islamiyat homework.
5. **Thereafter, get them to start with other home work.** Start with Maths. Then English. Then other subjects. This is because Maths and English are done daily and form the core for all their future education and learning.
6. **Make sure they put all their books back into their bags as many pupils tend to forget their books at home.** Sometimes very conveniently! Make sure they pack their bags neatly as children tend to damage their textbooks quickly, and these are very costly!
7. **Finally, talk to them for a few minutes about good manners, good behaviour, and discipline.** Narrate to them some interesting anecdote from which they could learn a lesson or moral. If possible, read to them for a few minutes from a good Islamic book or Kitaab. All of this will go a very long way to develop your child into a highly successful adult.

**Dear Parent,** if you follow the above program, you will have a fairly good idea of your child/children's progress at the school/Madrassah. You will be in a much better position to understand your child and how to help your child. May Allah make it possible for all homes to follow this program. Aameen.

PLEASE ENSURE THAT YOU PAY CAREFUL CONSIDERATION AND ATTENTION TO THE LETTERS YOUR CHILD RECEIVES. THIS WILL ENSURE THAT YOU ARE KEPT UPTO DATE WITH THE POLICIES.

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