

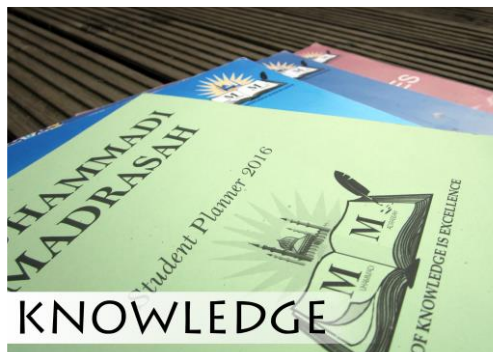
2018

Parent Handbook

MUHAMMADI MADRASAH



FRIENDSHIP



KNOWLEDGE



ACHIEVEMENT

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Madrasah Structure

The Madrasah has a total of thirteen year groups beginning from the Primary 1 to GCSE.

The Year Groups are:

Departments & Year Groups	Age Bracket	
GLC	Mixed ages	GLC Head of Department Yasmin Meghjee
Primary Classes		Primary Head of Department Shakila Meghjee
Lower Primary:		Primary Head of Qur'an Farida Bharwani
P1	4 ½ - 5 ½	
P2	5 ½ - 6 ½	
P3	6 ½ - 7 ½	
Upper Primary		Primary Head of Dinyat Shakila Meghjee
P4	7 ½ - 8 ½	
P5	8 ½ - 9 ½	
P6	9 ½ - 10 ½	
P7	10 ½ - 11 ½	
Secondary Classes		Secondary Head of Department Hasnain Panjwani
S1	12 – 13	
S2	13 – 14	
S3	14 – 15	
S4	15 – 16	
GCSE*	15 – 16	GCSE Co-ordinator

*TBC

Madrasah Timetables & Subjects

The Madrasah runs on Sundays. It OPENS at 9:50am and lessons begin at 10:00 am to 1:30 pm.

In the [Lower Primary Section](#) two subjects are conducted:

Qur'an (Recitation and Hifz (Memorisation), Salah)

Islamic Studies (previously known as Dinyat), a modular course which consists of Akhlaq, Aqa'id (beliefs), Fiqh (Jurisprudence) and Tareekh (History)

In the [Upper Primary Section & GLC](#) three subjects are conducted:

Qur'an (Recitation and Hifz (Memorisation), Salah)

Islamic Studies (previously known as Dinyat), a modular course which consists of Akhlaq, Aqa'id (beliefs), Fiqh (Jurisprudence) and Tareekh (History)

Salah is taught as a structured and assessed course

In the [Secondary Section](#) three subjects are conducted:

Qur'an (recitation, tafseer and Qur'anic Arabic)

Aqa'id and Ahkam

History, Ethics and Morals

All students have a break during the day. This is staggered for Primary & GLC and Secondary.

Duhrayn prayers are offered in Jama'ah at the end of the Madrasah day. Parents are asked NOT to collect their children before 1:30pm and if there are special circumstances in which the student needs to leave early, then to hand in a letter to the reception at the beginning of the day.

Attendance – Absences and Lateness

The Madrasah expects all staff and students to be regular in attendance and be on time to class. Students must be punctual and regular in their attendance of classes; classes start at 10am we recommend students to be there at least 5mins early so as to be ready.

Lateness

Students not present at 10am in their class will be marked as late in the register. If a student is going to be late, parents/guardians are asked to call the Madrasah Office on 0121 440 8661 so let them know. The Madrasah will be introducing a new policy regarding late collections during 2018.

Absence

A student who cannot attend Madrasah due to illness or other circumstance must inform the administration through a written letter of absence the following week or via email to muhammadimadrasah@ksmnet.org

The Madrasah abides by an **Absence Policy**, available on the Madrasah website and printed copies are handed to all students at the start of each academic year. Kindly note that persistent absences will have consequences and this can include deregistration from the Madrasah.

Leaving Early

If a student needs to leave early parents/guardians must provide a written and signed note on the same day. This note will need to be handed into the Madrasah Office. **Parents/guardians should come to the Office and not to the students classroom. Students leaving early will be collected from the class by a staff member while the parent/guardian waits at the Office.**

Absence On Assessment Days

As soon as a parent/guardian is aware that their child may not be able to sit a test or complete an assignment, the Madrasah must be informed via email (muhammadimadrasah@ksmnet.org). The Head of Department will then discuss the situation with the parent/guardian at a later time.

Visitors

We like to have visitors come and meet our staff, students and to generally, see our operations. However, visitors are requested to make prior arrangements with the Administrator so that they can be properly received and shown around. Any visitors to Madrasah should report to the Madrasah Reception first.

Fees 2018

To maintain the cost of running the Madrasah an annual fee will be charged of £65 per student for members of KSIMC and £90 for non-members of KSIMC.

If two children from the same family are enrolled, the fees of the third and any further children will reduce by 50%; e.g.

	Member / Non-member
First Child	£65 / £90
Second Child	£65 / £90
Each additional Child after this point	£32.50 / £45

Late Fee Penalties

Late fee payments will incur a fee. The penalty structure is as follows:

£10 will be added per month to the total of each child's outstanding fee amount.

Any student with fees outstanding on the first day of the Second Term will be deregistered from the Madrasah, and the fees together with the outstanding fees will still be due to the Madrasah.

Students sitting for the GCSE examination will have to pay for their entrance exam.

Uniform

Muhammadi Madrasah operates a uniform policy for its students. We feel it is important to encourage an emphasis on equality and modest clothing. Students are all representatives of their faith first and then the Madrasah and so we have a uniform policy that encourages the concept of modest Hijab for both its male and female students.

🕌 Female students in P1 – P3 should wear a plain grey, knee-length pinafore. A plain, white long sleeves top should be worn inside, and grey or black tights/trousers. All girls are to wear a plain (not printed) hijab – this can be black, white, grey or navy. P1- P3 girls are not permitted to wear shellas.

Female P3 students can also wear abaya or pinafore if they wish.

🕌 Female students in P4 – S4 should wear a plain, full-length, black abaya. A plain (not printed) hijab – this can be black, white, grey or navy.

🕌 Male students in all classes should wear a white, collared shirt (this includes polo shirts) and as optional a Madrasah jumper. Trousers should be formal (no rips/tears, no prints/large logos), jeans are permitted.

If parents/guardians feel that their child may need a spare set of clothes in case of accidents, they should send this in every week.













During break time students in P4 upwards will be allowed to play outside and therefore sensible clothing and a suitable outdoor jacket should be provided.

Snacks / Lunch

Students bring their own snacks for lunchtime, however we recommend students to have healthy food during this time. If students are bringing a lunch from home, please ensure that it is labelled clearly in a lunch bag. There is also a hot food vendor where students (P4 and above) can purchase snacks/food during their break time.

General Rules

The following are some general rules of the Madrasah to be followed by both staff and students.

-  Be a good role model to your fellow students.
-  Show your best Akhlaq at all times.
-  Attend all classes.
-  Arrive no later than, and depart no earlier than, set times for the class.
-  Eat or drink only during break.
-  Not bring food or drink items into the class.
-  Not chew gum or have candy in class.
-  Not to bring in a mobile phone, unless necessary (in this case it should be turned off or on silent mode and stored away in students bags)
-  Walk, not run, in hallways or any other parts of the building.
-  Play during break only in the designated area.
-  Keep the Madrasah tidy and clean up after themselves.
-  Respect the property of the Madrasah.

The above etiquettes are aimed to establish a fair and equal classroom environment where everyone can participate and feel welcome and safe. Madrasah has disciplinary and grievance policy that can be viewed by request.

In addition to the above, we expect to receive the same levels of Akhlaq from parents/guardians and visitors to our Madrasah. It is important for us to uphold a high-level of Akhlaq in front of our students, and so we do expect this towards Madrasah Staff also to ensure that we are always setting a good example. We expect parents/guardians and visitors to the Madrasah to maintain respectful behaviour and consideration to others at all times, this includes when parking in and around the Madrasah. The Madrasah will not accept or tolerate any intimidation, threatening behaviour or language, aggression or unfair/disproportionate treatment towards any Madrasah staff. Any behaviour that is not in line with the expectations set out above will result in individuals being spoken to and consequences decided by management and security of the Madrasah.

Madrasah Communication

Letters Home

Muhammadi Madrasah is working its way to becoming more eco-conscious. We will be reducing our usage of paper and therefore parents/guardians will notice a lower number of letters home during 2018. The alternatives will be the Madrasah Mailing List, the Madrasah SMS service and the Madrasah webpage.

Email

Muhammadi Madrasah will be communicating with its parents/guardians primarily via email. The Mailing List is subscription based and requires parents to subscribe via our webpage or the Madrasah Office (Our webpage can be found via the sub-committees menu of www.ksmnet.org).

SMS

Parents/guardians can subscribe to this service by updating their mobile number on the preferences links found in every Madrasah Email that is sent out. Alternatively you can provide your mobile number and email address to our Madrasah Office on Sunday between 10am and 1pm

Website

Our webpage can be found via the sub-committees menu of www.ksmnet.org The webpage is updated regularly with News, Events and all email/letter communications.

Parent Communication

The Student Planner is the first point of contact for a parent(guardian)/teacher. Our teachers use the Student Planner regularly to communicate with parents when they require. Students use the Planner to record homework, reminders, extra information etc. We advise all parents/guardians to use this planner regularly. **Unfortunately, we do not accept absence notes written in the Student Planner**, but parents/guardians are welcome to communicate with the class teacher through this planner.

Parents/guardians are welcome to pop in to Madrasah a little before or after class to meet the class teacher if they need to have a quick conversation – we ask parents/guardians to be mindful that teachers do need to be in the classroom during teaching time but will be more than willing to arrange a private meeting if necessary. We do not encourage parents/guardians to contact teachers out of Madrasah time, instead the Head of Department will be available during Madrasah time and also out of hours to assist.