



Parent/Guardian's Induction Booklet

2019-20

Darussalam Education Centre

Islamic Educational Classes

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The Importance and Significance of this humble Institution

All Praises and Thanks to Allah alone, the Creator and Sustainer of every entity. To Him we show gratitude for each and every Ni'mah (bounty) He has bestowed upon us, especially the Ni'mah of Islam and Imaan. We pray for peace and blessings on the last and final messenger of Allah, Muhammad, peace and blessings be upon him.

Everything we see around us is created, created for a purpose. So is mankind, the best of creation of Allah. He alone guides us chosen few to follow His ONLY accepted way of life (Deen)-Islam, submission/obedience to Allah. Allah makes a promise in Sura Al-'Asr (103): Surely, by (fleeting) Time, all of mankind is in perpetual loss except those who fulfil the 4 criteria **for** success in THIS world and Aakhira (Hereafter). This life is a test and thus a Muslim's every action should be pleasing to his Master – Allah. For us to please Allah, it is essential that we learn about the aspects of Islam.

Islam teaches us to live as responsible members of the society. The importance of education cannot be overstressed enough, except that it is the only mode how the legacy has continued and will continue till the Day of Judgement.

Our Islamic Institutions play a very important role in education and nurturing of our future generations. The evening Madrasah supplementary school is probably the most important medium of imparting Islamic education to the vast majority of our children in these days.

The vast majority of our children will gain their Islamic education in this humble institution; one can realize how essential it is that we support the Madrasah too. In the West, the Madrasah are run solely on support from public donations. Hence every pound and penny that is received is fully invested back into educating our children, hence leaving a legacy as sadaqah jaariya for each one of us to benefit when we depart from this world.

It is definitely a “new experience” and even a “challenge” for parents whose child is starting Madrasa for the very first time. As parents and as a community if we want our children to be pious, respectful, obedient and true Muslims then we have to also ensure that our lifestyle at home is compatible with the values, morals and principles of Islam.

With this important responsibility on our shoulder for our children, we have been working hard to meet up to the demands of the day. From our humble beginnings, we have made some important changes to help our children benefit even more and make it an enjoyable experience in their life.

This booklet acts as an introduction for our Madrasah parents. Our aim is to ensure that you are fully aware of the new structure, policies and procedures.

We pray to Allah subhaana wa Ta'ala that He guides us all in all our matters, and that our institutions become a beacon of guidance, Ameen.

Aims and Objectives

1. To provide a good standard of Islamic education, both basic and elementary including Qur'an, Tajweed, Arabic language and Islamic studies 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 authentic Sunnah according to pious predecessors.
3. To help develop responsible members of society.
4. To make the "Madrasah experience" pleasant and enjoyable.
5. To adopt a professional approach with all Madrasa 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.

Admission Policy and Guidelines

1. Minimum age for admission

- a) On the day your child will start Madrasa he or she must be 4 ½ years old.

Note: Parents are always very eager to enrol their child as soon as possible. However, we at times fail to realise that very young children are actually not ready for the “intensive learning” that takes place in the foundation stages of the Madrasah, in addition to this there are other equally important issues such as being able to visit the toilet independently, climbing stairs, putting on your shoes (again independently) etc.

In our experience, where a child starts preferably after the age of 4 ½ in the “foundation class”, and then moves on to the next class (Level 1), the child settles down quickly and usually does not struggle.

This class is to gently introduce your child to the Madrasah; the overall syllabus is “light” and spread out throughout the year. There are also other activities and topics in addition to the mainstream curriculum.

Special Note: Madrasah have no resources and facilities for the Children of special need, as they need one to one supervision.

However, we can help you to find appropriate facility.

- b) If your child does not meet the minimum age, we will automatically place the admission for the following year and given priority.
- c) Priority for admissions is given in the following order:
- i. Siblings of current pupils (if the application is submitted very late then this may not be applicable).
 - ii. Date order (first come first served). All applications received are date stamped and dealt with in date order. It is in your interest that you return this to us ASAP. We can only have maximum 15 pupils per class.

Note: There may be priority given to children who are from the immediate surrounding area, depending on management discretion.

- i. We may admit a child under special and exceptional circumstances who may not meet all or part of our admission priority. This would be subject to spaces available.

Note: You know your child best. It is best to admit your child at an age when he or she is ready for Madrasa. At times even some 4 ½ year olds may struggle with learning, as their concentration span may be very low thus making it difficult to focus. Please think carefully before enrolling your child.

The older your child, the greater the level of “independent learning” and “maturity”, resulting in less “stress” for the busy lives parents lead nowadays.

2. Timescales & Induction meeting

- a. New pupils start with the commencement of the New madrasah academic year as per School Calendar.
- b. Admissions during mid-term affect and disrupt our classes, and it is very difficult to settle a child who joins mid-term in addition to issues such as “catching up”. Thus, admissions during mid-term are at the absolute discretion of the management and more often we may request you to wait till the new Madrasa year.
- c. Admission forms can be submitted as much in advance as possible throughout the year, as all requests for admissions are dealt with in date order. This must be made on the “Admission form” (at the end of this booklet) for both siblings and non-siblings. Verbal communication will **not** be sufficient. Kindly ensure an acknowledgement is received after application form is handed over. It is in your interest to ensure we receive your completed admission form by contacting us approximately a week after sending it.
- d. To ensure we receive this form, please deliver it by hand during Madrasa hours or post it by hand through our letterbox. If you enclose a stamped application we will send you a confirmation by post or phone call that we have received your form.
- e. A copy of the birth certificate must accompany all such forms (never send original).

- f. We will write to you /call you informing you of the outcome of your application.
- g. If your application is successful, a date for the “new parents’ induction” will be in the letter.

3. Attendance to this meeting compulsory and we will give the next child on the waiting list priority if you fail to respond.

- a. If for some reason you do not hear from us, you need to contact the Madrasah.
- b. All relevant paperwork is also completed in the “new parents’ induction” and a deposit (admission fee) is taken.
- c. If your admission is not successful for a reason other than not being the relevant minimum age, we will write or telephone.
- d. All admission queries (progress of your application etc) must be submitted to the madrasah Office.
- e. Any special circumstances must be reported to madrasah prior to admission; this may include expulsion from a previous establishment, behavioural issues, additional needs and any other such piece of information that would be of interest to DEC madrasah in helping your child progress.
- f. We may not admit pupils who have been expelled from another institution.

Attendance and Absences policy

1. Our Madrasah runs 5 times a week (Monday to Friday) between 5pm and 7pm. Please ensure your child is in the madrasah by 4.55 pm. Different times may be applicable for 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 or call at the madrasa office. Occasional extra-curricular sessions may be programmed during madrasah days or weekends, to which we strongly urge our children to participate. We shall communicate well in advance.
2. Important: Although attending the Madrasah on time is very important, we would like to strongly point out to you that do NOT send your child to the Madrasah very early. The earliest our doors will be open for pupils is from 4.45 P.M.
3. The Madrasah door is locked from 5:10PM after which all late comers are recorded by teachers. Office will contact parents if there is punctuality issue.
4. All pupils will leave the Madrasah at the appropriate ending time. It is your duty to ensure that your child is picked up immediately. Do not inconvenience the staff and your child by coming late, as very young children get upset very quickly if there is no one there to pick them up.
5. If you come late to collect your child and it is more than 15minutes of Madrasah closing time, a £5 charge will apply and should be paid to the office in next 7 working days. Fine can be removed for an appropriate unavoidable reason.
6. Our **minimum** attendance target is 85%. If a pupil fails to achieve this, then the admission will be subject to a review.
7. Please do note that constant absences could result in the pupil being “put back” (and not allowed to progress the following year to the next level) **if the pupil has not achieved the minimum standard required for the following year.** The Madrasah 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.

8. Madrassah operates as per School Calendar year as to avoid absence during academic period.
9. A yearly holiday sheet is available in this booklet. Please plan your outings/holidays within these dates.

Absences of 7 days or more

Absent pupils are huge burdens 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.

Note:

Any pupil, who is absent for **seven consecutive** Madrassah working days, will have their admission terminated. This is to safeguard the interests of the Madrassah, especially the teachers and of course the pupils.

Please also Note:

1. An absence during Madrassah time really hampers the progress of the pupils. It is unfair on teachers, who have to help absent pupils “catch up”. We give very generous holidays throughout the year 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. This is divine knowledge being taught and learnt and we deem it necessary to give its due respect.
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 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.
 - a. The Madrassah management needs to be notified in advance and writing of all absences of 5 days or more.
 - b. **If your child is absent for 7 Madrasa days or more**, then on your return you will need to see the office administrator in person.
 - c. Do NOT send your child to Madrassah without consulting office. Failure to do so will result in your child not being allowed to sit in class and you will be called to take him/her home.
 - d. 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 days) we advise them to plan in advance that their child is absent just BEFORE and AFTER the Madrassah holidays. In this manner the impact will be minimised.
 - e. If admission is granted (subject to the place still being available), then there will be a re-admission fee.
 - f. The intended future Saturday class for Hifz pupils too will be counted as a Madrassah day.
 - g. The foundation level is very crucial in learning stage, and even the absence of a few days really hampers the child’s progress. If your child has missed classes, the Madrassah may ask you to arrange tuition on the weekend to help your child catch up. **We cannot emphasise enough the impact absences have on pupils who are in these levels.**
 - h. Where we are notified at least 7 Madrassah days in advance about absences, we will try our best to give some homework to your child. This is usually sent in writing.

Uniform Policy

1. The Madrassah **uniform** is black (Jabbah/Abaya/Jilbab and Headscarf) for girls and white for boys (a white “Jubbah” of at least shin length and white “Salwar”).
2. Ensure your child wears the correct uniform at all times. A student not wearing the correct uniform will not be allowed to sit in the class.
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 Madrassah (and of course at all other times). This is to primarily please Allah first and be an example for the children to practice what they learn and thus will create a healthy and spiritual environment.
5. 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 very lame. Do note that pupils with such hairstyles will be given a “grace” to rectify the hairstyle and failure to comply on regular basis 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 an unhealthy lifestyles and fashions that leads 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 coolness 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 fingernails, 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". Please ensure a clean and tidy uniform.

General

1. **Our policy on mobile phones** : Mobile phones are not allowed during Madrassah hours. At such tender ages for a matter of 2 hrs, these devices merely distract the attention span of our children. If deemed absolute necessary to send along, they may be left in the Madrassah office on arrival and collected back when leaving. Alternatively, If you need to contact your child during Madrassah hours, then ring the Madrassah Office number.
2. During Madrassah hours no persons are allowed on Madrassah premises, this is to avoid any disruption during the classes. If you wish to contact a teacher, please make an appointment by telephone.
3. Kindly park sensibly and do not obstruct or cause inconvenience to fellow road users and follow traffic rules strictly without any compromise. Be a role model for our children to follow.
4. Please ensure you drop your child to the Madrassah entrance in person, and once they have entered, only then you may leave.
5. 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.
6. 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) .

7. All damages/breakages by the pupil will have to be paid for in full.
8. No knives, penknives, laser pens/key rings, electronic gadgets/games and other similar objects are allowed in the Madrassah.
9. We expect all our pupils to learn and implement Tajweed rules practically. Hence the use of “colour coded Tajweed Qurans” is restricted. Please ensure your child always attends the Madrassah with the correct Quran and books, and that they have a folder (or Juzdan) to carry their books.
10. Homework Diary is a medium of communication between the parents and teachers, to keep track of child’s progress and performance. Parents are strongly advised to check homework diary every day and get their to sit down to revise their lesson. This is an important indicator of parent’s interest in their child’s learning and development.
11. Hifz Diary: All the parents whose children are in hifz class are advised to check hifz diary regularly and ensure your child memorises his/her lesson before they go to bed. Parent should listen their daily memorised lesson and sign their hifz diary. Also encourage your child to revise lesson as they wake up in the morning.
12. 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.

Health / Safety /Sickness

1. Children should be made to visit the lavatory prior to coming to the Madrasa. Young children must be toilet trained.

New children:

- We experience many problems with new pupils who are not fully toilet trained. If your child is not fully toilet trained , please don’t send them

to Madrassah till they are fully trained and able to visit lavatory independently.

- You must ensure that children 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 dry and clean.
 3. Please send your children to the Madrassah in clean attire. This is part of good parenting and upbringing.
 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).
 7. If your child has any type of allergy, then you must send a written letter explaining the allergy and related issues.
 8. 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 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.

9. Madrassah will only consider a medicine which is absolutely necessary in case of emergency.

Behaviour Policy

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 the Madrassah.
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. Pay back time may also be given. The maximum pay back time is 1 hour with a fine of £1.00.
 - c) Further to this, parents to be called in for a meeting with the 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 management will then decide what steps to be taken.

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.

4. Payback time.

- a) Where we require payback time, we will give reasonable notice prior to this.
- b) If you provide a genuine reason, we may change the date/time of the payback time.
- c) If the payback time is missed (without prior notification), then it may be increased by an hour.
- d) The payback time must be spent within the specified timescale.
- e) Under no circumstances will the Madrassah waive the payback when sanctioned.
- f) It will be your duty to pick up your child at the appropriate time after spending their sanctioned time.
- g) 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.

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.

Madrassah Contribution

The Madrassah charge a small fee. The education we provide is very heavily subsidised, this is so that Islamic education is accessible to all. The Madrassah runs solely on parental contributions and donations.

What parents pay is known as a “contribution” (hence parents who cannot afford to pay even this contribution may be given a waiver proportional to their individual circumstances). The remainder may have to be raised from donations, support from parents and the general public.

Please Note:

1. There is a one-off admission fee (£25 for Nazira and £30 for Hifz), payable when you attend the new parents’ induction meeting after admission notification.
2. No refunds are given for any “contributions” already paid.
3. If a pupil leaves mid-year (or at anytime before the academic Madrassah 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.
4. A charge will be made for all dishonoured cheques, currently being £20 per cheque.
5. Refer to the payment instalments and options below. If this is not possible for any good reason, kindly contact the Madrassah Office. We are here to help.
6. There will be NO weekly collection of fees as this takes a lot of administrative time. Kindly cooperate to help us function efficiently.
7. There will be NO sibling discounts as the service provided by the Madrassah staff is the same for even more children.
8. The contribution currently for the whole year is as follows:

CLASS	YEARLY CONTRIBUTION	TERMLY CONTRIBUTION
NAZIRA CLASS	£360	£120 / TERM
HIFZ CLASS	£360	£120 / TERM

Payments can be made in following manner:

- a. In monthly Instalments by standing order in first week of the month.
- b. In 4 monthly instalment by standing order.(3Instalments per year)
- c. By monthly Standing Order spread out over 12 months and must be paid in first week of every month as this helps us to track and record all contribution.

Kindly highlight your **payment option** during admission.

This is a very nominal contribution in proportion to the services you will receive, and it is reflective of the ethos that Madrassah education should be accessible to all.

As parental contributions only cover 60% of our running costs, parents are also encouraged to support the Madrasa through donations (a popular method is to set up a monthly standing order for as little as £3-£5 per month). Everything you contribute helps your child's Madrassah.

Parents can make a donation of any amount over the annual contribution; this will help us immensely in running the Madrassah. We solely operate on the donations and support of parents and other individuals.

PLEASE SEND IN YOUR CONTRIBUTIONS ON TIME.

Madrassah Contribution Policy

1. All contributions must be submitted in a sealed envelope with your *child's full name 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 Madrassah contribution (send this in separately).
2. If you are paying for more than one child, please submit **one cheque** for all children, with a note with names of the child and details behind the cheque.
3. Place your Madrassah contribution envelope and hand over to Admin , please ensure you ask for receipt for your record.
4. If you are paying by cheque, please make the cheque payable to **“Darussalam Education and Welfare”**.
5. Parents can make a donation of any amount over the annual contribution; this will help us immensely in running the Madrassah. We do not have any other regular income or funding. We solely operate on the donations and support of parents and other individuals.
6. If you have any queries, please email us. This is the best method of communication. Email: darussalameducation@outlook.com

**** 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. If there is any issue in contribution, kindly communicate in written format to Madrassah Office in advance so as to avoid any undue hassles and consequences on overdue contributions. We will try our best to accommodate and help.

However, in all cases, your Madrassah Contributions must be fully paid up three weeks prior to the start of ‘Written Assessments/ Exams’ or by the date that will be set each year.

If you have not submitted your Madrassah Contribution by appropriate agreed date, then your child's admission will be terminated from the Madrassah 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 severe, we hope you appreciate the reasons for drawing up this policy. This policy is there to safeguard the interests of the Madrassah running. Kindly cooperate and support Madrassah management.

Special / Additional Needs

1. If your child has special educational needs or additional needs, please inform Madrassah management before submitting your application. We are not able to admit a child with learning disabilities and significant behavioural issue. As these children need one to one care and attention, which is very difficult with available resources.
2. Where parents insist on such a child being admitted earlier for reasons such as “my child will benefit from the Madrassah environment”, then we strongly feel this is an inappropriate approach. Not only will your child struggle and get frustrated, very little will be achieved in terms of progress and may disrupt other children attention. Thus in such instances parents need to be realistic and look at the long-term interests of their child.
3. It is better that you discuss your child's circumstances with the management *before* submitting an application for admission. In this manner we can explore all available options.
4. It is very important you appreciate the fact that enrolling your child in Madrassah (even in the Foundation class) involves learning, often at an “intensive” pace in the first 2-3 years. You are not enrolling your child for “fun or play” sessions, hence our emphasis on ensuring your child is “ready for Madrassah” in terms of age, maturity, ability etc. Some establishments do have what is termed as “play and pray” sessions for young children – we do not provide this, thus it is important you consult us.

5. If you fail to inform us of any issues that may affect the progress of your child, then this will only affect your child. We have periodical assessments for all “foundation classes” and a failure to reach the minimum target will lead to your child repeating the year (this in itself causes distress to all concerned). Thus it is important you are practical and realistic when enrolling your child.

What do we teach?

Our detailed syllabus for each class is available on our website. All our teaching is conducted using the English language as a medium. We continuously monitor and may revise the syllabus to help achieve even more and thus give the best to our children.

We teach Quran Hifz and Nazira with Tajweed and Tafsir, Elementary Arabic, Islamic studies covering the essentials of knowledge of our Deen which includes Tauhid, Seerah, Etiquettes, Duas, Suras, Stories of the Prophets, Extra-curricular topics with special emphasis on applying ‘Ilm (Knowledge) to ‘Amal (Action) and activities to develop our children to be a responsible individual and contribute positively to the society we live in. Furthermore we have introduced Islamic History. Currently, we do not have provision of teaching the Urdu language.

Homework Diary

We have introduced the Homework Diary which is a medium of communication between parents, teacher and pupil. This homework diary will be replaced with electronic version of progress report.

1. For the younger children, the benefits are numerous, as they may not remember what homework etc has been given; hence this will be noted in the diary.
2. The Homework Diary will also give you a daily record of your child’s performance.
3. Parents are expected to check the diary every day.
4. Sign the relevant section to confirm your child has revised at home.

5. In the relevant section you can also add comments that will help your child's class teacher.
6. Teachers may staple a slip-on regular basis highlighting what they have covered to date, homework etc. Quran teachers will also carry this out.
7. The homework diary is also linked to the Madrassah merit system. Teacher will use the diary to determine what "Star" your child has received.
8. The homework diary is a "personal record" of your child. Keep it safe for the future.

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

Revision & learning at home

1. We cannot emphasise how important it is for your child to revise every day at home.
2. A routine need 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 Madrassah in terms of progress.
3. Children who are going to sleep very late tend to fall asleep in Madrassah. This should never happen.
4. 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. 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 Madrassah.

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).

We have online /web site for our Islamic Studies . All the parent should encourage children to take advantage of this and revise /memorise their lessons. A link to Islamic Education Classes:

<https://mjah-education.org.uk/>

Children often forget Duas very quickly if they are not practically implemented.

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

Merit System

The Madrassah will be running a ‘Merit Award System’ throughout the year to keep our children motivated and reward them appropriately in the form of merits, prizes and certificates. Although the best reward is truly in the hereafter, we have introduced this system which will not only encourage students but also create a sense of healthy competition.

They will be awarded on the basis of Attendance, Good behaviour, volunteering at DEC, attending other congregational Salah in Masjid, attending class with ablution, Effort and Achievement. More details on merit system policy will be available on our website.

Annual presentation

We usually hold our annual prize and presentation ceremony just before summer holidays start. We advise all parents to attend this ceremony to encourage your child and to see their spiritual development.

Feedback

Parent are advised to send their feedback, concerns and queries in writing. You can submit this to the office or post it in our suggestion box provided at the entrance. Office will contact you regarding your queries.

Queries

These guidelines should answer most of the common queries/FAQs, thus we hope that the need will not arise to contact us. However, if need to, please email us or make an appointment in the office to meet the Education Incharge. We hope the information contained in here has been useful. We humbly request your Duas and support for the success of the Madrassah. Jazaka-Allah Khairan.

Madrassa email: info@dec-blackburn.org.uk ,
darussalameducation@outlook.com

Madrassa website: www.dec-blackburn.org.uk

Online Support for Islamic Educational Classes:

<https://mjah-education.org.uk/>

Admin : Brother Siddique Rahman/ Abu-Obaidah Naseer

Head of Shura Committee : Br Ashfak Ahmed.

Office Support : M.A. Saeed

Madrassah Opening Hours 5-7pm

Phone No: 01254-447329

Support your Madrassah!

Help Darussalam!

Darussalam Education Centre is probably the fastest growing educational project in our city. 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 a humble start we are currently expanding our services to wider part of our community.

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.
- Sponsor a student at Darussalam

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 Madrassah expenses.

May Allah reward you abundantly for your support. Ameen.

Now Setting up a Standing order Is easy!

Just go to your bank or set it up by online banking, and give them our account details.

Our account details are:

Account Name:	Darussalam Education and Welfare
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Sort Code:	40	12	04				
Account Number:	9	1	8	4	7	5	0 3

Bank Address:	60 Church Street, Blackburn, Lancashire, BB1 5AS
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Cheques made payable to “**Darussalam Education and Welfare**”.

Note: kindly write the child’s name and roll number behind the cheque.

**A few pounds a month may not seem a lot, but it
means a lot to your Madrassah.**

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

Your donation will support Islamic Education

HOLIDAYS & IMPORTANT DATES 2019-20

Important note: For every holiday period Madrassah will decide the start and end date. Please await letter from Madrassah for further information : Madrassah year starts from September and ends in July.(Consult School Calendar)

Autumn Half Term Holidays	21 Oct 2019 (Mon)	25 Oct 2019 (Fri)
Winter Holidays	23 Dec 2019 (Mon)	3 Jan 2020 (Fri)
Spring Half Term Holidays	17 Feb 2020 (Mon)	21 Feb 2020 (Fri)
Spring Holidays	6 Apr 2020 (Mon)	17 Apr 2020 (Fri)
Ramadan Starts	24 th April 2020	No holidays during first 20Days od Ramadan
Last Ashrah of Ramadan Eid-ul-Fitr Holidays	14 th May 2020	25 th May 2020>>To continue with Summer half term holidays
Summer Half Term Holidays	25 May 2020 (Mon)	29 May 2020 (Fri)
Summer Holidays	21 Jul 2020 (Tue)	31 Aug 2020 (Mon)
Parents evening 19,02,14	Assessment	Report Prep
Annual Presentation 17/12/2020		8,9,10/07/2020
Eid-UI-Adha	Summer Holidays	

V: 3.1 2019-20

Darussalam Education Centre

184 Whalley New Road, Blackburn, BB1 9TN

Student Application Form

Please fill in the sections below in **block capitals** and return to the office.

Student Details		Parent/Guardian details	
Full Name		Full Name	
Date of birth*		Address	
Address			
		Post code	
Post code		Contact details	
Current School		Home	
Name		Work	
Post code		Emergency Contact (leave blank if same as above)	
Current year		Name	
Reference attached¹ (please tick)		Relationship	
<input type="checkbox"/> Yes <input type="checkbox"/> Not required		Contact	
Does your child have any medical needs? If yes then please state.			

* Please attach a photocopy of a proof of birth i.e birth certificate or passport

¹A reference should be completed only if your child is above 12 years of age and has attended a mosque previously.

Declaration

I confirm that the information given in this application form is correct. I have read the rules and regulations (see induction booklet) and I take responsibility that my child will abide by them. Any absence will be authorised beforehand by emailing info@dec-blackburn.org.uk or ringing the office. I accept to pay the required admission fee (£25 Hifz or £20 Nazirah) for my child(s).

Signature: _____ Date: _____

(Office use only)

Date of admission		Teacher	
Level admitted to		Admission fee paid? Please tick	
Signature			

www.dec-blackburn.org.uk Email: info@dec-blackburn.org.uk Tel: 01254 493732

New Phone No :01254-447329