



Ghousia Quran Academy

Parent Handbook and Agreement

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Ghousia Quran Academy

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Vision - In sha Allah

- To instil the desire for Qur'an and Sunnah with knowledge and action.
- To mould children with a distinctive Islamic character.
- To instil pride without arrogance in their Islamic culture.
- To co-operate with other educational institutions having the same aims and objectives.
- To develop Confident Individuals, Responsible Citizens and Successful Learners.

Introduction

The success of any learning organization depends on a three way partnership between teachers, parents and the children. Ghousia Quran Academy and its teachers are the first taste of Islam for most small children, we want to make this a memorable and a wonderful experience for these innocent hearts, our hope and expectation is that our children learn to read Quran with Tajweed, are able to pray properly and develop Islamic manners and prophetic moral character. In sha Allah.

We at the Quran Academy believe that we must give our children an opportunity to experience and learn Islam in a beautiful setting where they don't just learn to read the Quran but develop Islamic values of worship, generosity and sense of belonging to the community of faithful.

Who has the most influence on children? Undoubtedly it is you, parents, from the time a child is born you are the first and most powerful educators of our children. You influence their beliefs, ideas, attitudes and behavior. Our Quran Academy is your partner in helping to develop your child into a good Muslim, worshipful, good mannered with a strong character, who is a your source of pride and coolness of your eyes.

The Quran Academy is currently going through a comprehensive review to improve provision. We welcome involvement of parents and others who share our ambition to become an outstanding provider. Parents will be a key part to inform future developments and success. In sha Allah.

This handbook will inform you about what we teach and how you can work with us to give your child a pleasant environment they deserve.

Key Contacts

Imam
Hafiz Patel
Contact Tel: 0798 8878479

Head Teacher
Parveen Akhtar
Contact Tel: 0777 9452230

Strategic Support
Shafiq Khatana
Contact Tel: 0780 9548839

Email: ghousiaacademy@beestonmuslimcentre.co.uk

Web : www.beestonmuslimcentre.co.uk

Admissions Policy

At the time of admission the applicant must meet the following criteria:-

- 4 years and above.
- Young children must be trained to use the toilet independently.
- Children must have the right attitude to learning.

Waiting list:

If there is insufficient space available for a child then the following points system will be used to allocate spaces when available based on points system:

Proximity; within 1 mile: 10 points 2 miles: 5 points 3 miles: 2 points (Hifz Class Only)

Sibling already attending Quran Academy: 10 points Single Parent: 5 points

Hifz Class: This takes place Monday–Thursday- 4.45pm - 6.45pm and Friday 4.45pm-6.15pm

Our daily Qur'an lesson plan Monday-Thursday -

The First class: 4.45pm - 6.15pm

The Second Session: 6.00pm - 7.15pm

- Registration & recitation of Fatiha 5 mins
- Reading of Qaida / Quran 50/60 mins
- Memorising Duas, Surahs and Zikr 20mins
- Theme of the Week 5min

Fridays:

- **Home Learning:** Children will be set Home Learning Tasks and will have access to learning resources and support online. Further details will be provided.
- **Staff Development:** We are determined to continually improve provision. Investment in staff development is essential to achieve this aim. Staff will use this time to review provision, receive training, prepare learning resources and collaborate.
- **Intervention:** There will be times when some children need additional support. Staff will identify and invite children who may benefit from this support
- **Parent Meetings:** Parent Meetings will take place to support your child. You will have opportunity to meet your child teachers at least twice annually to discuss progress and next steps.
- **Celebrating Achievement:** These will take place annually to recognise the work of both children and staff
- **Enrichment:** There will be opportunities (optional) for some sessions to be used to develop Life Long Learning Skills. This provision may include activities to build confidence, fund raising events, leadership development and participate in sport.

The course

Our purpose is to teach the children to read the Quran properly with Tajweed. Many people want their children to finish reading the Quran by a certain time, we don't ascribe to that thought. This is the Quran, Allah's word we are trying to teach; we don't want to rush it. Also we would like the children to join the Masjid for life. We want them to continue attending when they have finished reading the Quran. To that end we will try our best to have some advanced classes running for them. We aim to achieve our target by teaching the following course particulars:

- The Qaida Reader.
- The Holy Quran recitation.
- Memorisation of the Holy Quran.
- Basic rules and regulations of Shariah concerning ablution, bathing, Salah, Sawm, Zakah and Hajj.
- Basic Duas from the Sunnah of the Prophet (pbuh) and Sirah of the Beloved Prophet (pbuh)
- Morals and manners in Islam.

Attendance

All children must attend the Quran Academy regularly. If a child is absent for two weeks continuous without any notice to the staff or attendance falls below 80%, his/her admission may be cancelled and another child on the waiting list will be enrolled in his/her place. **In this case the absent child may not be admitted into the same class again as there may be no places available and the admission fee will be payable again.** If leave is required, the parents should submit a writing or via email to the Quran Academy Head Teacher. The child should attend the class at the time he or she has been told to do so.

Fees

Admission fee: £10 per family at the time of admission or re-admission.

Monthly fee:

Hifz course: £35 per child - £30 for second sibling

Qur'an Classes

£30 per child

£20 for second sibling

£20 for third sibling

£15 for any other siblings thereafter

- Payment will need to be made by a monthly Standing Order or by electronic bank transfer by the **1st of each month**.
- In order to retain the child place in the class, the fees are payable and non-refundable, **regardless if the child is absent from class**.
- **Fees will be charged for all one week holidays but not for two week holidays.** Surplus funds will be used to support in improving equipment, resources and staff development.
- The fees may be amended keeping the costs of running the Quran Academy in mind. Parents will be informed a month in advance of any fee increases.

Late Payment of Fees

- It is an expectations to attend Ghousia Quran Academy that fees are paid by the due date.
- If payment is not paid by the due date a reminder will be will be sent. A weekly administration charge of £5 will apply.
- If outstanding payment is not made within three weeks of the due date, we will contact you for an urgent meeting. This may result in your child's place being allocated to another child on the waiting list.

Dress Code

Girls: Any colour Dress or Abaya past knee length (minimum) and appropriate non slippery scarf.

Boys: Any colour Jubbah or Salwaar Kameez with an Islamic hat/topi from home.

*** This dress codes need to be adhered to at all times ***

Water: We request children bring a water bottle with them. Ideally, reusable bottle.

The Quran Academy uses a positive behaviour approach and good manners will be rewarded

Good Manners such as:

- Demonstrating helpful behaviour – helping peers, carrying bags, helping with furniture, sharing, etc.
- Actively participating in lesson – putting hands up , answering questions correctly.
- Demonstrating supportive behaviour towards peers, e.g. encouraging participation
- Exceptional piece of work.
- 100% attendance and punctuality.
- Taking an initiative: e.g. clearing up rubbish that doesn't belong to them.

Unacceptable Behaviour:

- Eating or drinking in class without permission.
- Talking while others are talking (teacher or children) during lesson.
- Not paying attention in class.
- Chewing gum.
- Being disrespectful to others (teacher or children) / calling out/ answering back / late to class / lesson.
- Throwing objects around.
- Leaving mess at the end of a lesson.
- Misusing Quran Academy property (e.g. writing on tables).
- Inappropriate clothing / hijab - nail varnish or not adhering to the dress code.
- Insolent behaviour / attitude.
- Unauthorised use of phone in class - Teachers to confiscate phones. Confiscated phones can only be given to parents of children.

Parents contacted:

- Repeat of any of the above Unacceptable behaviour
- Bullying
- Swearing
- Fighting
- Inappropriate language towards any member of the Quran Academy

Parking

We as users of the Masjid need to be both mindful and respectful of our neighbours and need to ensure that we take great care when coming or leaving the masjid.

Al-Bukhaari (5185) and Muslim (47) narrated from Abu Hurayrah that the Prophet (blessings and peace of Allah be upon him) said: “Whoever believes in Allah and the Last Day, let him not annoy his neighbour.”

- All parents need to be mindful when picking up their child/ren as we will not allow any child younger than 12 to walk from the gate without a responsible adult.
- No parking in the permit bays at all times even if this is just for a few minutes dropping or picking up your child.
- No stopping/parking in the middle of the road to pick up/drop off children.
- No parking outside the residential houses of the neighbours unless parked in the 1 hour bay, with engines switched off.
- No parking anywhere along the opposite side of the road (opposite the masjid), as this blocks traffic moving in the road and is not safe.
- No 3-point turns anywhere near the masjid as this is dangerous and blocks use for all from both sides of the road.
- All parents **Must** ensure their child/ren get picked up no later than 5 minutes after masjid time finishes.
- If a child is picked up more than 10 minutes after the finish time a charge off £2 will apply for every additional 5 minutes. These must be paid on the 1st of the following month
- If another family member comes to pick up your child/ren then please inform them of the above rules as failure to do so will entitle a warning being given to yourself. They will need the security Password that has been set to collect your child

Safeguarding

The Quran Academy is committed to the safety and well-being all its learners. The Designated Safeguarding Lead (DSL) is Parveen Akhtar. Please see the Quran Academy Safeguarding and child Protection policies. The Quran Academy recognises there may be instances when the administering of first aid will be necessary, and therefore the Quran Academy will always make reasonable attempts to ensure that a sufficient number of staff and volunteers are appropriately trained to administer first aid. For further details please see first aid and administering first aid policy. The designated First Aid officers are Parveen Akhtar & Naheed Akhter.

Gates of the Masjid will be open 10 mins before the start of class time, We will **Not** be responsible for any child being dropped off before this time.

Gates of the Masjid will then be closed at 4.50pm, Any child arriving later than this must then be escorted by their parent into class and ensure the teacher of class is aware that your child is now present

Please collect your child within 10 minutes of class ending time as the staff need to leave the Quran Academy to attend to their own families at the end of the lessons.

Children must remain onsite during class sessions.

Please attend the Quran Academy regularly and ask your child's teacher about his or her progress before or after class but not during class as it takes time away from teaching. This empowers the teacher and parent with additional information that is beneficial in teaching the child.

Please understand that even if your child has not attended the Quran Academy for some days the fee is still payable as the teachers are employed for your child's benefit whether your child has attended all days or not.

Complaints procedure

An oral or written complaint by parents or child should be directed toward the Head Teacher or the Child Protection Coordinator.

The Child Protection Coordinator will be in contact with children to discuss their experience regarding teaching approach and conduct of the teachers.

Note:

The Quran Academy reserves the right to introduce and/or amend class times to better serve the community and children if the need arises.

The Quran Academy reserves the right to amend the fees to reflect the costs of running the classes in such instance formal notices will be circulated to the parents/guardians of the children.

The Child Protection Policy is available upon request

Beeston Muslim Centre Quran Academy

4a Evelyn Street
Beeston
Nottingham
NG9 2EU

The Child Protection Coordinator for Ghausia Quran Academy is Mrs Parveen Akhtar

All details are correct at the time of printing. We reserve the right to amend policy and procedures without notice

“The best amongst you are those who learn the Qur’an and teach it to others”. (Hadith)

The Ghousia Quran Academy Rules and Regulations

- The classes are for children aged from four years and upwards.
- Classes are from 4:45pm to 6:15pm & 6.00pm to 7.15pm (Mon – Thu)
- Parents Must follow all Parking rules already stated in our Parking Policy
- Parents are expected to attend parents meetings and relevant programmes organised by the Quran School.
- Please text or give a note to your child if he/she is absent or late.
- Verbal or physical abuse towards any member of staff or fellow children may result in immediate exclusion from the Quran Academy.
- Mobile phones are not allowed in class other than to use it for learning purposes.
- Property of the centre and the Masjid should be respected by everyone.
- Boys must wear a Jubbah or Shalwar Kameez and topi whilst the girls must wear an Abaya and a scarf.
- All children must come to class with wudhu.
- Children will not be allowed to leave the classroom without a valid reason.
- Eating or drinking in class is strictly prohibited unless food is provided by the Quran Academy.
- Parents must drop off and collect their children from inside the centre on time.
- Parents should not enter the classroom during class times.
- If the Qaida/Qur’an becomes torn and starts to fall apart, please buy your child another one as soon as possible. Both the Qaida and Qur’an are available from the Head Teacher.
- If parents have any concerns regarding child’s performance or behaviour or any other issue, please contact the Head Teacher.
- Parents should inform the Quran Academy Head teacher if their child will no longer be attending the Quran Academy School at least one month in advance.
- **Parents Must ensure that all fees are paid via Standing order on time on the 1st of each month, regardless of how many absences your child may have had.**

Declaration

Please Tick:

- I/We have read, understood & Agree to the rules and regulations and the Parent Hand book of the Ghousia Quran Academy.
- I/We give permission for photographs or videos of my child/ren to be taken for the promotion of the Quran Academy.
- I/We give permission for photographs or videos of my child/ren to be used on the Quran Academy website.
- I/We give permission for photographs or videos of my child/ren to be used on the social media

Child/ren Name : _____ Parent Signature : _____

Print Name: _____ Ref: _____ Date : _____