

POLICY AND FAQS



In the name of Allah, the most Gracious, the Most Merciful

Assalamualaikom wa rahmatullahi wa barakatuh

Dear Parents,

We hope this letter finds you in the best of health. In preparation for the upcoming school year 2018-2019, please find below the school policy regulations, an overview of the proposed curriculum, and some answers to frequently asked questions (FAQs).

1. School Policy Regulations

- The school is currently only able to accommodate boys, aged from 5 to 16 years (as of 24th August 2018).
- Please ask your children to dress appropriately when coming to the mosque: please ensure awrah is covered and no offensive pictures are displayed on clothing.
- Classes are from 6:15pm to 8:15pm on Fridays (Secondary age students may have additional classes TBC).
- Parents should pick up their children at 8:15pm sharp.
- Parents are accountable for the children's safety in case of any late pick-ups.
- Children are not to leave their classes before 8:15 pm unless there is an emergency.
- If a child will be absent, an online absence form is to be filled in at the latest on the day before.
- Children absent from school for 3 consecutive weeks without filling in the online absence form will need to address the Head Teacher. However, a child is allowed six excused absences during the course of the year.
- Please refer to the school calendar for weekly lesson plans, future holidays, workshops and all exam dates.
- Please make sure children come into class with their folder and jotter. Any loss of books and/or H.W. booklets will result in an additional charge for replacement.
- Please check your email regularly and ensure emails do not go to your junk folder.
- Please be aware that any form of abusive, threatening or violent behaviour towards any class teacher or any member of staff will not be tolerated at all, and proper action by the Charity will be taken immediately.
- Please inform the Head Teacher of any changes in family circumstances; sudden death of a family member, a divorce, an operation, sudden illness, etc. that might affect the performance of your child in any way. This information will be kept strictly confidential.
- Every year before August, all parents will receive an important email with all the information about their children (class location, class teacher, curriculum, calendar with teaching weeks and other activities). Please check your email regularly and save it for later.
- Please only approach the Head Teacher for any concern you might have via email.
- Our staff do not work weekends or during school holidays, except on special events.
- Parents should respond promptly to any slips given to their children from the class teacher for the benefit of children.

2. A brief overview into the new curriculum:

- P1, P2, P3, P4: will cover Iqraa Books from Book 1 to Book 6, in addition to a new curriculum for Islamic Studies.

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- P5, P6, P7 and S1-S6: will cover Quran memorisation, in addition to a new curriculum for Islamic Studies for Secondary School Students (ages 12-16).



3. School Fees for 2018/2019:-

- *School fees are £150 /child/year, excluding workshop fees.
- *Only in cases of severe financial difficulty, please email us and we will discuss it further with yourself, in a confidential manner.
- * Full payment is required via bank transfer before the end of July 2018 (details to be sent out separately). If you have any queries, please get in touch.

4. School Workshops:-

For any of the school Workshops, you will receive an email for online booking, payment and further details.

The School can only accept booking for its workshops through the online form.

5. Studying Regulations:-

- * Iqraa Books Weekly Quiz Rules: -
For levels (P1, P2, P3, P4)

- Please check your child's jotters every week for homework and teachers notes.
- Please allow 10 minutes of daily supervised revision to improve the quality of reading with good makharij.



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c) You can also find all the pages of Iqraa books on YouTube as audio clips. You can use them to practice daily.

d) children pass the quiz if they read the page in 2 minutes or less with a maximum of 3 mistakes (makharij al huruf & tashkeel are marked as mistakes).

- If they read the page in more than 2 minutes and/ or made more than 3 mistakes, they will need to repeat.

-If the child fails to pass the page for two consecutive times, they will be issued an orange slip, which is sent by email to the parents.

-After three orange slips, they will be issued a warning letter. If they get a fourth orange slip, the School will invite you for a parent/teacher meeting.

-On the other hand, as an incentive for children, if the child passes the Iqraa book quiz for 2 consecutive times, they will get a blue slip.

-If the child gets 4 blue slips, they will receive a small gift and a certificate for good performance.

Frequently Asked Questions

Why is the school only open to boys?

A detailed analytical study performed by Alhikmah Foundation in 2016/2017 discovered a significant gap in the educational provision of quality Islamic studies for teenage boys in Aberdeen. In order to attempt to bridge this gap and offer a complementary syllabus in collaboration and cooperation with other Islamic Schools in Aberdeen, it has been decided to start off initially with classes only for boys. This will be reassessed at the end of the coming academic year in shaa Allah. Masjid Alhikmah & Community Centre values education for both genders equally as per the example of our beloved Prophet Muhammad peace be upon him. We would hope to be able to open up the School to girls as well in the near future in shaa Allah, once the additional teaching resources are obtained and once the masjid basement has been refurbished to the necessary standard.

Why is it held on Fridays?

A survey of parents discovered that this was the most convenient date for them to bring their children, bearing in mind other extra-curricular activities that children took part in.

Why are the fees £150 per child per year?

Teachers are compensated a token amount per week to cover their reasonable expenses in terms of fuel mileage, preparation time and administrative work. High quality Books cost money to purchase. Stationary and classroom equipment costs money. The fees barely cover this, and do not include paying a contribution of hiring the space or covering lighting and heating.

What is the curriculum?

Please see the School Policy Regulations.

What is the schedule for the academic year?



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A calendar will be distributed in due course, showing an approximate 40-week programme.

Who are the school management and teaching staff?

Sisters Ghufuran, Abir, Dahbia, Embarika, Soaad, Tahira and Brothers Muhammad, Yasser, Omran and Omar.

How were they selected?

A rigorous selection procedure including online application form/CV review, checking references, teaching training course assessments, Quran Halaqa attendance and tajweed/makharij assessments, reviewing experience dealing with and educating children.

What is the language used in the classroom?

English, with Arabic terms being explained and translated.

Where will classes be held?

Masjid Alhikmah & Community Centre, 41 Nelson Street, Aberdeen AB24 5ER.

Who to contact if there are any further questions?

Email education@alhikmah@masjidalhikmah.org.uk

How can I volunteer to assist in the School?

Email education@alhikmah@masjidalhikmah.org.uk

How are students allocated to the various classes?

Sister Abir will perform an assessment of the student's ability and allocate to the correct class.

Are the teachers safe to work with children?

Teachers will be PVG registered.

What if I cannot afford the fees?

Email education@alhikmah@masjidalhikmah.org.uk