



Masjid Alhikmah
AND COMMUNITY CENTRE

Alhikmah Academy Handbook



Alhikmah
FOUNDATION SCIO

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ALHIKMAH ACADEMY HANDBOOK

INTRODUCTION

Vision

At Alhikmah Academy, our focus is on developing our students into moral-driven human beings who are representative of the prophetic tradition. We are committed to delivering quality nurturing and pedagogy to the present and future generation of Muslim youth to instil within them Islamic values that can help them navigate comfortably through the current environment.

Mission Statement

We understand and recognise the pivotal role that a rigorous Islamic upbringing and education plays in the development of our youth. Towards this end, our mission statement includes:

- Teaching our students about the principles of Islam and how to practically apply them
- Providing a high calibre of Islamic education
- Ensuring a safe and secure learning environment
- Inculcating a love for Islam and its values within the youth
- Working towards implementing an Islamic ethos
- Nurturing the students with mannerisms and character that fall in line with the prophetic model

Why choose Alhikmah Academy for your child?

Alhikmah Academy provide Islamic education for children between the ages of 5-13+ that covers a variety of subjects including Qur'an recitation & memorisation, Du'a memorisation, Tajwid, Aqaa'id (tenets of faith), Fiqh (jurisprudential matters), Akhlaaq (mannerisms and general character), Islamic History, and more. The syllabus comprises of a mix between Islamic ethics & morals and British values which will empower generations to come with the ability and confidence to seamlessly integrate into and critically engage with the modern society. Improving the syllabus and structure of the academy is a continuous effort towards providing the best education possible for our youth.

SYLLABUS

At Alhikmah Academy, we have adopted the well-established "Islamiyah Series" syllabus which was compiled by the scholars of Madrasah Islamiyah Mount Pleasant Islamic Trust, Batley, UK. Some of the key features of the series are:

- **Student friendly** - The books are presented in full colour with images relating to the text and the format and the layout make it easy for the student to navigate and digest the information

- **Engaging** - A stimulating, fun, and highly interactive student resources with differentiated activities to challenge each learner
- **Easy to teach** - Tried and tested learning materials which reduce planning time as there is sufficient depth within the book allowing everyone to teach the books confidently
- **Keywords** - Keywords are highlighted for each lesson. Their definitions can be found in the glossary in the back of the book to help standardise keywords

Class 1 (Age 5)	
Learn to Read	Ahsanul Qawaid (End of Level 3)
Tajwid	Makharij
Islamic Studies	My First Book - Alif to Yaa (Islamiyah Series - Part 1)
Surah Memorisation	al-Fatihah, an-Nas, al-Falaq, al-Ikhlās (Dictation)
Sunnah Du'as Memorisation	A Child's Gift (Reception)

Class 2 (Age 6)	
Learn to Read	Ahsanul Qawaid (Completed)
Tajwid	Makharij
Islamic Studies	Fiqh, Aqaa'id, Akhlaq & Islamic History (Islamiyah Series - Part 2)
Surah Memorisation	al-Lahab, an-Nasr, al-Kafirun (Dictation)
Sunnah Du'as Memorisation	A Child's Gift (Year 1)

Class 3 (Age 7)	
Learn to Read	Juz 'Amma (Completed)
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh, Aqaa'id, Akhlaq & Islamic History (Islamiyah Series - Part 3)
Surah Memorisation	al-Kawthar, al-Ma'un, al-Quraysh, al-Fil
Sunnah Du'as Memorisation	A Child's Gift (Year 2)

Class 4 (Age 8)	
Learn to Read	Juz' 1 – 4
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh, Aqaa'id, Akhlaq & Islamic History (Islamiyah Series - Part 4)
Surah Memorisation	al-Humazah, al-'Asr, at-Takathur, al-Qari'ah, al-'Adiyat
Sunnah Du'as Memorisation	A Child's Gift (Year 3)

Class 5 (Age 9)	
Learn to Read	Juz' 5 - 9
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh, Aqaa'id, Akhlaq & Islamic History (Islamiyah Series - Part 5)
Surah Memorisation	al-Humazah, al-'Asr, at-Takathur, al-Qari'ah, al-'Adiyat
Sunnah Du'as Memorisation	A Child's Gift (Year 4)

Class P6 (Age 10)	
Learn to Read	Juz' 10 - 14
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh, Aqaa'id, Akhlaq & Islamic History (Islamiyah Series - Part 6)
Surah Memorisation	az-Zilzal, al-Bayyinah, al-Qadr
Sunnah Du'as Memorisation	A Child's Gift (Year 5)

Class 7 (Age 11)	
Learn to Read	Juz' 15 - 19
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh, Aqaa'id, Akhlaaq & Islamic History (Islamiyah Series - Part 7)
Surah Memorisation	al-'Alaq, at-Tin, al-Insharah, ad-Duha
Sunnah Du'as Memorisation	A Child's Gift (Year 6)

Class 8 (Age 12)	
Learn to Read	Juz' 20 - 24
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh, Aqaa'id, Akhlaaq & Islamic History (Islamiyah Series - Part 8)
Surah Memorisation	Yasin
Sunnah Du'as Memorisation	A Child's Gift (Year 7)

Class 9 (Age 13)	
Learn to Read	Juz' 25 - 30
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh (mature topics, modern day issues), Aqaa'id (common challenges, atheism, orientalist's questions regarding Islam, philosophical arguments etc), Islamic History (challenges of youth and the answers through the example of the Prophets, the Sahabah; the 4 Madhabs and their Imams)
Surah Memorisation	al-Mulk
Sunnah Du'as Memorisation	A Child's Gift (Year 8)

Further Education (Age 14+)	
Learn to Read	Qira'ah and practice of selected portions of the Qur'an
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh (mature topics, modern day issues), Aqaa'id (common challenges, atheism, orientalist's questions regarding Islam, philosophical arguments etc), Islamic History (challenges of youth and the answers through the example of the Prophets, the Sahabah; the 4 Madhabs and their Imams)
Surah Memorisation	as-Sajdah, al-Kahf
Sunnah Du'as Memorisation	A Child's Gift (Year 9, Year 10)

Tahfidh al-Qur'an	
Memorisation	Entire Qur'an
Tajwid	Refer to teacher's Tajwid guide
Islamic Studies	Fiqh (mature topics, modern day issues), Aqaa'id (common challenges, atheism, orientalist's questions regarding Islam, philosophical arguments etc), Islamic History (challenges of youth and the answers through the example of the Prophets, the Sahabah; the 4 Madhabs and their Imams)
Sunnah Du'as Memorisation	A Child's Gift (Year 9, Year 10)

Each year, parents and teachers will be given a yearly guide regarding their class syllabus. This may differ to the above syllabus depending on class progress and ability.

POLICIES

HEALTH & SAFETY POLICY

The health and safety, as well as general welfare, of each individual, whether employed or enrolled, in connection to Alhikmah Academy are of fundamental importance. Alhikmah Academy endeavour to provide an environment that ensures safety and security for anyone and everyone.

Alhikmah Academy will ensure that:

- All students are supervised at all times by an authorised adult
- A daily record of all teachers and students is prepared upon arrival in the case of an emergency
- Students are not given free access to unauthorised areas of the premises, or areas where hazardous materials may be stored
- Regular safety checks are conducted within and without the premises
- Teaching and learning equipment are often checked, and any hazardous items are disposed of or repaired without delay
- The layout and setting of the classes allow teachers and students to move around freely and safely
- Clear and definite procedures are applied and adhered to in the event of an injury, or when reporting an accident or hazard
- First aid boxes can be found at specific, easy-to-access locations throughout the premises
- First aid trained teachers will be present should the need ever arise

CHILD PROTECTION POLICY

Statement

It is fundamental to our values that all students at Alhikmah Academy have the right:

- To grow up and learn in a safe, secure, and loving environment
- To be protected from all kinds of harm, neglect, abuse, and exploitation, whether physical, mental, emotional, or of any other form
- To be listened to in confidence without being made to feel bad about what they experience
- To have their voice heard and their concerns considered
- To have their culture, background, and experiences valued and respected by others
- To be considered as individuals with their own particular needs
- To be provided space to blossom in a healthy environment that encourages positive growth
- To be given opportunities to reach their full potential

At Alhikmah Academy, we believe that it is the responsibility of all teachers:

- To ensure that all students are protected

- To provide a safe, secure, and loving environment
- To provide support, encouragement, and stimulation to every student to enable them to reach their full potential

To ensure that students are protected at all times when they are on the premises, we carry out PVG disclosure background checks and acquire references for each teacher. In addition to this, all teachers are regularly trained according to the policy, as well as any up-to-date laws regarding child protection and safety.

Policy Outline

Alhikmah Academy require all their teachers to be responsible for the safety of each activity carried out within the premises. In this regard, teachers will always be vigilant and on the lookout for possible hazards that may be caused by equipment, or during activities. If a teacher has any concerns or reservations about the safety of a student (or students), they are responsible to raise this concern with the management.

The following are a few important points to keep in mind:

- Alhikmah Academy do not take any student away from the premises without the prior permission of the legal guardian of the student
- In the event of an accident or injury to a student, the teachers will do whatever they can in their capacity to provide as much aid and comfort as possible
- If a student is involved in a significant accident or injury, parents will be contacted immediately through their normal and emergency contact numbers

Important note:

It is the responsibility of parents to ensure the safety of their child(ren) outside of the set timings for class. This is any time before 17:30, and any time after 19:30 (according to the current timetable). Parents must drop off and pick up their children at the correct start and end timings for class. Alhikmah Academy cannot, and will not, take any responsibility for any student who is dropped off at the premises too early, or picked up too late. Similarly, Alhikmah Academy cannot take any responsibility or blame for any accidents or injuries that any student is involved in outside of the allocated class timings. If parents regularly drop off or collect their children outside of the allocated timings, this may result in the management reconsidering the place of their child at Alhikmah Academy.

ANTI-BULLYING POLICY

As far as Alhikmah Academy are concerned, 'bullying' is defined as any sort of continuous behaviour that is hurtful to others, whether physical, verbal, or even emotional. Students who are victim of this normally find it difficult to constantly defend and stick up for themselves.

We recognise that bullying can take on many forms. A few examples are provided below:

- Physical abuse (hitting, punching, kicking, forcefully taking belongings of others, prevention of free movement)

- Verbal abuse (swearing, screaming, calling names, talking rudely, mocking, belittling)
- Emotional abuse (spreading rumours and gossip, excluding from social groups, blackmail)

The impacts of any form of bullying upon a child are very severe and damaging to their emotional, physical, and psychological health. This, in turn, impacts their ability to learn and study in peace and comfort. At Alhikmah Academy, bullying is not tolerated at all. In the instance that a teacher is made aware of one student bullying another (or others), they will take appropriate action in accordance with our behaviour policy.

STAFF HEALTH & WELFARE POLICY

Alhikmah Academy take the health and welfare of their teachers very seriously. Particular attention is given to the assessment and prevention of work-related stress. Any teacher who is experiencing some form of stress due to their responsibilities at Alhikmah Academy, whether due to impact from other teachers or even parents of students, should inform the management as soon as possible.

Alhikmah Academy will not tolerate any sort of violence, abuse, or threatening behaviour directed at their teachers or volunteers. If such an incident takes place, a thorough investigation will be carried out by the management. If it is found that a student, or parent(s) of a student, have infringed on this policy, it can affect the future of the student's place at Alhikmah Academy.

Alhikmah Academy will continue to carry out regular risk assessments with the aim of ensuring that a safe environment is maintained.

All teachers are responsible for implementing the 'Staff Health & Welfare Policy' on a daily basis. The following points should be kept in mind:

- Any teacher undergoing medical treatment, or taking regular medicine, which they believe may impact their ability to be responsible for children, should seek medical advice immediately. If the effect of their treatment is not likely to hinder their ability to look after the children they are teaching, they may continue to carry on teaching.
- Any teacher who is undergoing any treatment, or taking medication, should inform the management as soon as possible.
- Teachers must not be, at any time, under the influence of a substance which can influence their ability to care for the children in their care

RISK ASSESSMENT POLICY

Risk assessments are carried out by the management to determine potential hazards posed to teachers, students, and visitors of Alhikmah Academy. This is done to ensure a safe and secure work and study environment for all.

In determining whether a hazard is of a high, medium, or low risk factor, several points need to be considered:

- The nature of the activity being undertaken (some activities are more hazardous than others)

- The nature of those who are undertaking said activity (an activity which is deemed perfectly suitable and safe for an adult may actually be hazardous for a young student)
- The worst outcome of a hazard (i.e., a broken bone, long term illness etc)
- The frequency of harm that the hazard can cause (How often does the activity take place? How likely is it that something will go wrong?)
- The number of people who could potentially be affected by the hazard (i.e., a loose floor tile in a busy corridor compared to a loose floor tile in a storage cupboard)
- Risk assessments will be carried out on a regular basis
- Control measures need regular evaluation to ensure that they are effective in controlling risks
- Assessments should be reviewed annually, as well as whenever there is a significant change in the working environment

ACCIDENT & INCIDENT POLICY

Alhikmah Academy treat any accidents or incidents as high priority, whether they are related to students or teachers.

The recording of any accidents or incidents is of the utmost importance. The following are a few key points to note:

- All accidents or incidents must be recorded onto the IBEAMS system. All details must be input into the relevant sections; details of any treatment given should also be noted
- In the case of a more serious incident, Alhikmah Academy will do what is in their power to get the affected person(s) qualified medical attention as soon as possible
- Parents of students involved in incidents will be notified immediately

EVACUATION PROCEDURE POLICY

Alhikmah Academy have set procedures in place in the case of an emergency situation within the premises, such as a fire, where the building needs immediate evacuation.

- Emergency drills are carried out at least twice per year
- All students and teachers must be familiar with these procedures; they should be aware of their own exit routes, place of assembly, and roll call procedure
- The fire alarm is also tested regularly to ensure that it is fully operational

Exit procedure in the event of an emergency

- Each teacher is responsible to evacuate their class in the safest way possible
- The management are responsible for making sure the roll call is properly accommodated for
- Designated fire marshals will assist the evacuation
- No student or teacher are to re-enter the premises under any circumstance until it is deemed safe to do so
- Any missing student should be reported directly to the management

- Teachers should ensure that their students walk to and from the place of assembly in a sensible manner and line up quietly; if the normal exit is blocked for any reason, the next available exit should be used

SMOKING POLICY

Alhikmah Academy has a strict no smoking policy in place which applies to all forms of smoking, whether it's cigarettes, cigars, e-cigarettes, or shisha pens etc. It is against policy for any parent, visitor, or teacher to smoke anywhere within or immediately without the premises.

Anyone parent or visitor caught in breach of the policy will be asked to remove themselves from the premises. Any student or teacher caught in breach of the policy will be brought to the management to be dealt with.

ATTENDANCE & PUNCTUALITY

At Alhikmah Academy, we take the punctuality and attendance of our students very seriously. Taking days off and missing lessons may severely hinder a student's progress. It is essential for students to attend regularly to avoid unnecessary absences.

All absences must be authorised by the Head beforehand. If a student fails to attend due to an unauthorised leave, this could result in the exclusion of the student. Any in-term leaves should be discussed with the Head and approved prior to the date.

Reporting an absence

- If a parent knows that their child is going to be absent, they should inform the Head in advance
- To notify us of an absence, please either email the headteacher using the IBEAMS portal
- If a student has multiple unexplained absences within a short period, the student will be banned from attending classes until a reasonable explanation is provided by the parents

Punctuality

Punctuality is one of the most important qualities that a student should exercise. Good punctuality is a sign of interest and keenness to learn.

All parents must ensure that their child arrives before class starts (before 5.30pm). Students arriving late to class may disrupt the lesson that is already taking place. This also means that the students who are late will end up missing part of their lesson. If, for whatever reason, a parent knows that their child will arrive late, they should make sure to email the Head via the IBEAMS system or send their child to class with a written note.

Please note the following:

- If a student attends late a few times within a week, or attends very late on any day, the management may call the parents of the students to enquire the reason why
- Teachers will complete their registers within the first 10 minutes of class, making sure to note down students that are absent
- Any student who arrives after the first 10 minutes must report directly to the office
- Students are not permitted to leave until the end of class unless given express permission

Parents should ensure that they help their child maintain a good record of attendance by keeping any appointments to the weekends, holidays, or times that don't conflict with class timings.

At Alhikmah Academy, we recognise the importance of school education, and we welcome children who participate in after school clubs and booster classes, so long as they still arrive on time for class, and it doesn't hinder their progress and studies. Please note that permission to attend after school activities during class times will not be permitted as students cannot afford to miss any of their studies at Alhikmah Academy. Students who regularly attend late will be flagged and their parents will need to make an appointment with the management to resolve the issue. A single student arriving late can disturb the flow of the class, so please keep this in mind.

REWARDS & SANCTIONS POLICY

At Alhikmah Academy, we deal in fairness. We believe that children who excel in their studies, behaviour, punctuality, and other areas, deserve extra merit and rewards on an occasional basis. At the same time, if a student lacks in their performance due to their own laziness or carelessness, or if they tend to break rules, we are not hesitant to issue sanctions.

There are certain rules that each student must obey at all times, regardless of the situation:

- The use of any sort of abusive language, swearing, and fighting will not be tolerated, and any student caught doing any of these will be cautioned immediately. Parents will be summoned, and the child may even be expelled if the incident is serious enough. In such cases, the witness of the teacher will be favoured and considered as binding and accepted over the witness of the student at all times
- Acts of disobedience, speaking back to, or insulting teachers, or acts of abuse or aggression to fellow students will not be tolerated at all. Any student who engages in such activity may be excluded for a short period, or even expelled
- Any insults or aggressive behaviour shown to the management, or the Head will not be tolerated at all, and any student or parent found guilty of such behaviour will be held accountable based on the discretion of the Head

If students are caught in breach of the rules, an incident report will be logged into the IBEAMS system.

Reward Scheme

The IBEAMS system is integrated with a Merit functionality which allows the teacher to award a student whenever they wish. Teachers will award students whenever they feel like the student has made a good achievement. Examples of good achievements include:

- Excellent attendance and punctuality
- Regularly respecting and fulfilling the etiquettes of teachers, books, and the place of study
- Always keeping concentration in class and actively participating in class discussions
- Outstanding behaviour in class
- Showing good example and character in front of fellow classmates
- Showing significant improvement in any area

If a teacher would like to award a student with a gift, prior permission must be taken from the Head.

Sanctions

Discipline is a core concept at Alhikmah Academy. We want our students to grow up as disciplined young Muslims who know and understand how and why to act in certain ways according to certain settings. When students are not abiding by the rules and regulations, we sometimes have to employ use of techniques like detentions to remind students where they are and why they are there.

The proper detention procedure is as follows:

- Parents will be given at least 24 hours' written notice of a detention so that proper arrangements can be made for transport or childcare; the notice will explain the reason the detention was issued, and the length of time the student must sit the detention for
- Students who fail to attend a detention without a reasonable excuse may be elevated to a higher disciplinary level
- If a student or parent wishes to object to a detention, they may explain the situation to the Head who has the discretion to reconsider in certain exceptional and genuine circumstances
- Petty excuses will not be accepted as legitimate reasons for not attending a detention

Students may also be excluded from extra-curricular activities as a form of disciplinary sanction.

Note: there may be rare occasions where it is necessary for teachers to physically restrain a student in order to prevent them from inflicting injury to themselves and others, and from damaging property or being disruptive. In such a case, only the minimum force necessary to prevent the student from causing harm may be used, and any action taken must only be used to restrain the student.

Exclusion

If a student causes enough of an inconvenience to others, there may be reason to exclude them for a short period of time. The following are possible reasons for exclusion:

- The Head reserves the right to temporarily remove a student from the premises for a short period of time at his own discretion; parents will be duly notified of this in writing
- Repeated detentions may result in a temporary exclusion (temporary exclusions will last no more than one week, or until the issue is resolved)
- A temporary exclusion will only be issued in the event that it is out of the best interest for those involved (this is normally done to allow tempers to cool down, allow time for a proper

investigation to be carried out, or allow time for an allegation of serious misconduct to be investigated)

Please note that students will not be sent home until their guardian has been informed, and suitable arrangements have been made for the student's collection.

Expulsion

Alhikmah Academy reserves the right to expel a student permanently in the event that their misconduct is serious enough to warrant it. This measure will only be taken if it is the only way to avoid serious harm to the education or welfare of other students or teachers. Any student who is expelled will have no legal remedy against Alhikmah Academy.

Before a decision is taken to expel a student, the following requirements must have been met:

- The Head has fully investigated the matter and has concluded that, beyond any reasonable doubt, the student actually perpetrated what has been alleged
- The student has been given a proper opportunity to state their version of events, and explain their behaviour, verbally or in written form

Please note that any physical or verbal abuse directed by a parent/guardian of a student towards any teacher, volunteer, or student, will result in that parent/guardian being removed from the premises.

STRANGER AWARENESS POLICY

Stranger awareness is an important concept at Alhikmah Academy, one that is not taken lightly:

- Teachers must be constantly alert to any strangers on the premises; Alhikmah Academy will never knowingly release a child during operational hours to anybody other than their legal guardian unless authorised by the guardian themselves
- Names and identities of children are protected at all times and teachers will not disclose any personal information regarding any child attending Alhikmah Academy to persons other than those immediately responsible for the child
- Parents have a responsibility to inform teachers if they have arranged for someone other than themselves to collect their child(ren); if we are unsure at any time, parents will be contacted immediately to confirm the identity of the person they have arranged to pick up their child(ren)

PARENT'S GUIDE

Aims & Objectives

- To provide Islamic education, both basic and elementary, to children, irrespective of their race, colour, ethnicity, or geographical background
- To nurture young Muslims to be successful learners, confident individuals, law-abiding citizens, and reflective humans with focus on informative, engaging, and supportive curriculum and community activities
- To provide authentic and reliable knowledge
- To instil Islamic morals and character found in the Qur'an and Sunnah
- To provide aspirational positive role models around our children
- To assist in bringing the knowledge into practice

Your Child's Diary

The diary is a means of communication between the parent and the child's teacher. Alhikmah Academy has introduced an online platform (IBEAMS) to monitor the progress of each student, their behaviour, attendance, and lesson plan. Class tutors will set weekly targets/task/classwork for their class. Parents are expected to log on to the online portal and ensure that they are up to date with lesson plans.

IBEAMS Portal for Parents: parents.masjidalhikmah.org.uk

Note: the username and password are the same ones you used to register

Parents should remember to:

- Sit with their child regularly
- Listen to their lesson and help them where they are unsure
- Set targets for their improvement

It is the parent's responsibility to ensure that the diary is checked on a regular to monitoring their child's progress & behaviour.

ACADEMIC CALENDAR

The following timetable has been set for the academic year of 2022-2023 at Alhikmah Academy. Please familiarise yourself with the legend on the right-hand side so you can easily keep track of what is happening on a daily basis on the premises.

2022-2023



Term Time Holidays

Students are not permitted to be absent from class except during fixed holiday times. However, in the case of emergency or necessity, parents wishing to obtain leave for any students within term time need to discuss this with the management.

Please note the following:

- Leave during term time can only be granted at the sole discretion of the Head
- Alhikmah Academy will only permit term time leave based on attendance, punctuality, behaviour, and overall progress
- At the end of any fixed holiday period, all students must return on the appointed day unless when extra leave is authorised

ACTIVITIES, EVENTS & TRIPS

As part of the syllabus at Alhikmah Academy, we have prepared Fridays as activities and catch-up days. It is up to each individual teacher's discretion what they wish to utilise this day for with their students.

On certain occasions, Alhikmah Academy will endeavour to take the students on trips and recreational activities as forms of encouragement for them, as well as rewarding them for their hard work and effort. This helps the students end the term with a nice break and keep them refreshed for the holiday periods. We encourage all parents to send their children on these outings whenever they are available. This will help bring more shy students out of their shell and help enhance students' skills all around.

If requested, please complete any permission slips as soon as possible to prevent any delays. Parents are welcome to assist as volunteers on trips if requested.

COMPLAINTS PROCEDURE

Complaints regarding any part or procedure of Alhikmah Academy should initially be addressed to the Head directly. This can either be done in person verbally, or in writing through an email or letter. If a parent feels that their complaint was not dealt with efficiently, they should ensure to write to the management who will be more than happy to review their grievances or concerns.

ASSESSMENTS, PRIZE GIVING CEREMONIES, AND PARENTS' EVENING

Attendance of exams and prize giving ceremonies is compulsory for all students:

- Assessments will take place every quarter – please refer to the academic calendar
- Students are encouraged to utilise their free time to revise before each assessment period
- Parents are advised to assist their children in preparation for assessments
- Parents are not allowed to interfere in the conduct of assessments
- Unauthorised absences during the assessment period will automatically result in a failure
- If a student is ill during the assessment period, they must notify the Head beforehand
- If a student fails their end of year exams, they will have to retake their exams; upon failing their retakes, their position at Alhikmah Academy for the following academic year will be reconsidered

Parents must check the academic calendar to see when parent's evenings will be taking place as this will be mandatory for them to attend. Please note that parents may be summoned any time during the year if their child's progress is deemed insufficient.

We encourage all parents to visit Alhikmah Academy in the event of any concerns they have regarding their child, whether it is related to their classwork, their behaviour, or anything else. Please note that an appointment needs to be booked with the Head beforehand.

ADVICE TO PARENTS

To ensure that we achieve excellent nurturing, upbringing, and high academic standards, parents play a vital role in the education of their children, whether at Alhikmah Academy or at home. Early childhood education programmes normally emphasise the role of parents. From this, we can see that learning commences in the early years of our life, and this continues all the way till we depart from this world.

We encourage all parents to play an active role in the nurturing, educating, and development of their children, wherever they are. Parents should essentially provide an Islamic environment and Islamic culture within their homes to encourage active growth and love for Islam in their children.

Parents are always the best setters of example for their children to follow. It is the responsibility of a parent to ensure that their child receives the best education. Each parent must display a keen interest

in interacting with their children on a daily basis with regards to what they have learnt on that particular day. This will create a great rapport between parent and child, and both will become more encouraged to learn about Islam and invest their time in increasing their knowledge. It will also encourage children to open up to their parents and motivate them to work hard and learn more.

STUDENT DETAIL UPDATES

All parents must notify Alhikmah Academy immediately regarding any changes to their circumstances or personal details.

FEES

Fees are the same for all students, regardless of age, gender, or class:

- Annual fees for one academic year are currently £360 – this can be paid in one single payment, or through a monthly payment of £40 over a period of 9 months [annual fees may be subject to change on a yearly basis]
- A discount of £5 per month will be afforded to the second child of a family and beyond only, £40 will still have to be paid monthly for the first child
- An admission fee of £100 will be taken upon admission of new students – this fee will be used to purchase the student's books, uniform, book bag, and any other things the student will need while studying at Alhikmah Academy; this fee will not be taken from students returning for the next year
- Please submit fees as soon as they are due for payment; late submission of fees results in the management having to constantly chase up parents
- Once submitted, the admission fee will not be refunded; annual fees may only be refunded for those months that a student didn't study yet during the year [please speak to the management for more information]
- Parents should understand that it is not possible to offer a reduction of fees for any circumstance, including absences
- Parents who are struggling or need financial support may contact the Head privately to discuss their situation

STUDENT'S CODE OF CONDUCT

UNIFORM POLICY

At Alhikmah Academy, we believe that it is a place for moral and spiritual development for our students. The uniform we have set is a catalyst of this spiritual development as it helps our students, as young Muslims, emulate the prophetic sunnah of covering the body modestly.

Parents are encouraged to ensure that their children have 2 sets of uniform, one for wearing, and one spare. Students who fail to arrive with the correct uniform will be cautioned and a note will be recorded on the IBEAMS system. If the uniform issue is not resolved, the Head reserves the right to internally exclude any students from lesson until they come to class with the correct uniform. If this issue persists, Alhikmah Academy reserve the right to externally exclude the student, or even expel them.

Boys

The uniform for boys is a thawb/jubbah of any colour, trousers above the ankle, and a hat (topi).

Students must not get complex haircuts such as Mohicans, patterns & designs, slit eyebrows, and qaza' (shaving only one portion of the head) etc. Speak to the Head if unsure about what haircuts are not allowed. Elder boys that have beards must not shave them off.

Please use the following links to find the right thawb/jubbah for your son:

- <https://www.theislamicestablishment.com/28/31/boys-al-atfaal>
- <https://www.azharacademy.com/shop/gb/793-thobes>

Girls

The uniform for girls is a plain burqa (pull over head scarf), either black or white, that reaches the elbows, and a loose, plain black abaya (long dress), without any embroidery, that reaches the ankles. The clothing must not be transparent, and any hijab styles will not be permitted. Students can not wear makeup.

Please use the following links to find the right abayah for your daughter:

- <https://www.theislamicestablishment.com/28/32/girls-abayas>
- <https://www.amsons.co.uk/product-category/kids/girls-abayas/>

DAILY PREPARATION

Qur'an, Qa'idah, and Islamic Studies

All students are expected to take time out at home to learn all the lessons set each day by their teacher. The parents and guardians of the students hold the responsibility to ensure that the lesson is understood and learnt well and to a high standard. Students who repeatedly fail to learn their lessons, or continue to deliver it to a poor standard, will be subject to disciplinary procedures, unless there is a valid reason.

Lack of progress

If a teacher feels that a student is putting little or no effort into their studies, the student will be taken aside and addressed individually. We hope that a little nudge and talking to is sufficient for a student to improve and start putting in the necessary effort. If the student fails to improve their situation, and they don't have a valid excuse, parents will be contacted, and immediate action will be taken.

IMPORTANT GUIDELINES

The following are some guidelines that should be adhered to at all times:

- Use of mobile phones are prohibited during class times – if required by a student for emergency communication, they are to be switched off before entering the premises; if a student is found using their mobile phone during class times, it will be confiscated by the teacher and handed to the office and will only be returned to the parent/guardian of the student
- Photography, or recording of any audio or video is strictly prohibited on the premises, whether by mobile phone, smart watch, or any other capable device
- If a student brings valuable items, such as expensive footwear, jewellery, electronic gaming devices, watches etc, with them to the premises, they will be fully liable in the case that anything happens to their valuables; Alhikmah Academy can take no responsibility for damage or loss of these valuables
- If any unnecessary valuables are found in the possession of a student while on the premises, they will be confiscated and handed in to the office; these valuables will only be returned to the parent/guardian of the student; repeated instances of bringing in the same unnecessary valuables may result in the valuable not being returned for a full week
- Dangerous and hazardous items, such as penknives, knives, cigarettes, matches, lighters, e-cigarettes, and shisha pens etc, found in the possession of a student while on the premises will be confiscated by the teacher and will not be returned
- Cards, toys, magazines, and fictional or non-fictional books that are deemed un-Islamic are completely prohibited and will be confiscated if found in the possession of a student on the premises

- No food or drink is permitted in class – if any food or drink is found, it will be taken away and the student will be reprimanded and cautioned; students are only allowed to bring water bottles from home
- For investigational and operational purposes in times of need or emergency, Alhikmah Academy reserves the right to check students' bags and coats without prior warning

MISCELLANEOUS POLICIES

BOOKS & COURSE MATERIAL

At the start of each academic year, each student will be issued with course material for that particular academic year. The cost of these materials will be charged in addition to the fees. All students must bring the necessary stationery and books that they require on a daily basis. It is the responsibility of each parent and student to take care of their course material throughout the year. If a student misplaces or loses their material, they will need to purchase new books from the office as soon as they can. Delaying this could hinder the student's progress.

BATHROOM BREAKS

Students should ensure that they have used the restroom and performed their wudhu prior to coming to class in order to avoid disrupting the lesson and missing out. Teachers should be notified by the parents if any students have medical issues in relation to this.

LATE PICKUP

If, for some unavoidable reason, a parent is unable to arrive on time and collect their child after class, the management should be informed as early as possible so that arrangements can be made for the supervision of the child.

As a reminder, please note the following:

If parents regularly drop off or collect their children outside of the allocated timings, this may result in the management reconsidering the place of their child at Alhikmah Academy.

PERSONAL ACCIDENTS (VOMITING, WETTING, OR SOILING ONESELF)

If a student vomits, wets, or soils themselves, we will contact the parents immediately to deal with the changing of clothes, and the cleaning of the carpet area. Teachers will not be obliged to carry this out.

CAR PARKING

Car parking at the current site of Alhikmah Academy is a concern as it can be seen as a hazard to parents coming and going. We request that anyone who is coming to Alhikmah Academy to drop off or pick up students should try to park properly in a parking space and then pick up or drop their child off.

Please note the following:

- As the road is a narrow one-way road, traffic can easily queue up if one car stops in the middle of the road to drop students off
- When parking near the premises, please have consideration at all times for the safety of pedestrians, who may be children, other road users, and the immediate community
- The entrance to the premises should not be blocked or obstructed for any reason

Parents are strongly emphasised to keep the following in mind:

- Care for the neighbours of premises – this means not blocking parked cars from driving off, not causing a raucous outside etc
- Traffic rules pertaining to the road should be adhered to at all times – parents should not block the road for any reason, and they should refrain from using double yellow lines for extended periods of time, especially outside the entrance
- Parents should only park on designated disabled parking spots if they have a valid disabled badge displayed inside their vehicle
- Please try to avoid parking incorrectly or stopping in the middle of the road to drop off students as these actions can inconvenience others; if a parent does so and is fined for obstruction by the local authorities, Alhikmah Academy will not be held liable
- The designated security personnel is responsible for marshalling traffic, and they may request parents to kindly relocate their vehicles if they are causing obstruction – please do not take offence if you are directed by the security personnel to move your vehicle

Parents who do not adhere to the above will be addressed by the Head directly; parents who persistently violate this policy will be asked to explain their actions, and as a last resort their child may be removed from Alhikmah Academy

SECURITY & CLEANLINESS

Security

Alhikmah Academy employ use of the security systems that Masjid Alhikmah already have in place:

- CCTV cameras are placed at each entrance, in the foyer of the premises, and also in the downstairs basement which holds several classes; the footage from these is reviewed as and when required by the management in relation to data protection laws
- During class times, designated security personnel are stationed in the foyer or outside to ensure the safety of the students arriving to and leaving from the premises; it is the job security personnel to ensure the safety and security of any students who are on site during class times
- The caretaker is the designated keyholder of the premises and is responsible for the security of the premises
- Parents are welcome to visit the premises during class times for official purposes only, but they must report to the office first; parents are strictly prohibited from entering classrooms to speak to students or teachers directly without prior permission from the Head

- If parents wish to speak to the Head, they should ensure to arrange an appointment beforehand by email or in person
- At the end of every day, it is the responsibility of the caretaker to check each floor and room, ensuring that all the windows are closed once students and teachers have vacated the premises; the caretaker will also ensure that all doors are properly shut and secure

Cleanliness

Upon conclusion of lesson every day, it is the duty of teachers to ensure:

- The classroom is left neat and tidy for the next day, any large pieces of rubbish should be thrown in the rubbish and not left on the floor
- Any stationery and educational material are not left behind by any student
- All benches are piled up neatly to one side of the room
- All separators are neatly placed to one side of the room

GDPR

Alhikmah Academy will ensure that any data provided by parents will only be used for administration purposes and will not be passed on to third parties unless required by law.

CONTACT US

To contact us, please either:

- Email us at education@masjidalhikmah.org.uk
- Email the Head at headteacher@masjidalhikmah.org.uk
- Speak directly to the Head to book an appointment

We do not encourage parents to engage directly with teachers during class times as they will be occupied with their teaching responsibilities.

Please visit our website for more details and updates at:

<https://madrasah.masjidalhikmah.org.uk>