

مِلَّةٌ تَعْلِمُ الْقُرْآنَ

HIFZ CLASS POLICY

(can also be viewed at www.pmccuk.org.uk)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

إِنَّا نَحْنُ نَزَّلْنَا الذِّكْرَ وَإِنَّا لَهُ لَحَافِظُونَ ﴿٩﴾

Verily it is we who have sent down the Dhikr (i.e. the Qur'ân) and surely, we will guard it (from corruption). (Surah 15 – Verse 9)

FOREWORD

Parents fail to realise that the child needs to have the right intention. Many people, both parents and children get this goal confused. Parents sometimes make their children go to Hifz class so that they can show off to others. Other times it's just another alternative. The sole purpose and intention should be to please Allah Subahnahu Wata-ala and to act upon what is being memorised. So, before you send your child for to become a Haafiz, make sure you and your child both have the right intention.

The 1st ingredient to become a Hafiz is not good memory but DESIRE. If a person has the desire to become a Hafiz, no matter how weak the person is or how busy he is, then he can InshAllah prevail. In fact you don't need just a desire to memorise the Quran, you need to have an obsession. You have to be obsessed with the fact that your child wants to become a Hafiz.

This new Hifz Class Policy document describes just what it takes for a child to become a successful Hafiz, at the same time to adhere to fair policies which have been implemented by Madrasah Talimul Quran in becoming a Hafiz.

HIFZ CLASS POLICY

From 2009 and onwards, we will be implementing a pre Hifz class test, before a child is given admission into Hifz class.

The main reason is so that once the child is admitted into Hifz class; he has to be able recite the Quran near to perfection.

Children will be tested on the following;

- 1) Fluency: The Quran must be recited fluently.
- 2) Tajweed. It is obligatory that the Quran is read with all rules and regulations with the correct pronunciation.

There have been many occasion where the Ustath has to put in a lot of time to correct a child's tajweed, rather than concentrating on his Hifz. If too much time is taken into correcting a child's tajweed and fluency, this will become a major factor in reaching their given targets for the year.

The entry for Hifz class test will be taken by one teacher and a panel of 2-3 teachers will come to a mutual agreement. If the child fails to meet the above requirements, they will not be given admission into Hifz class. However, they will be given a period of 2 months to improve with the aim of having another opportunity.

HIFZ CLASS TIMES

The times for Hifz class are:

4.30pm to 7.30pm > Monday to Friday

6:30am to 7:30am > Monday to Friday (at discretion of teacher)

Saturday morning > this will be at the discretion of the teacher.

Hifz class also runs in Ramadhan (parents will be notified beforehand).

Attendance everyday including mornings and on Saturday mornings is ESSENTIAL. We will not grant any concessions over the above times of attendance. We can appreciate and accommodate "one-off" absences or requests for the child to leave a little early etc, however where your child may want to miss a particular day every week, then we will refuse such requests. Please ensure your child arrives on time.

Morning madrasah is a must and cannot be emphasised enough as how to how much it benefits the child. Parents MUST ensure their child makes every effort to attend else there will be further consequences.

TARGETS

The Madrasah has certain targets in place which all children will have to meet.

These targets are as follows:

- a) Completing 3½ Juz (Siparas) in the first year.
- b) From the second year, completing 5 Juz every year.

Please also note:

1. If a child has not met the target by a very wide margin, then we will terminate your child's admission in Hifz class.
2. If your child has not met the target by a narrow margin, then we will take into consideration other factors such as attendance, how well they know their Juz they have covered, overall performance etc – this will determine your child's place in Hifz class for the following year.
3. We have put minimum targets in place, otherwise it is very difficult to measure and monitor progress. These targets are also a motivation for your child.

DAILY EXPECTATIONS

There are 3 essentials to everyday routine:

1. Sabaq
 2. Sabaq Sipara
 3. Dhor
1. **Sabaq**

This is the learnt by the child everyday and is to be recited to the teacher at the start of the lesson. It is important to appreciate that the consistency and the quality of the Sabaq are paramount. It is very important that the Sabaq is read with Tajweed. Learning Sabaq up to a good standard will make it easier for the child in Sabak Sipara and Dhor.

We have approximately 150 days of Sabaq that take place. To achieve the 5 Juz target a year, your child will be expected to learn at the least 12 lines a day.

The Quran that the child reads in generally consists of 13 lines on one side. There are approximately 28 sides in one juz.

1820 lines make 5 juz

Divide this by 150 days and it will give you 12 lines a day to achieve this target.

For the first year students 8.5 lines will be expected to achieve their target.

By the end of the first year, your child must establish a “learning pattern”, where your child has developed a “method” to memorise Sabaq. Every child has their own “unique style and method”. Some children need seclusion; others may need to learn at night and early in the morning. The commitment, effort and consistency of the first 12 months are essential to get into a “pattern and routine”.

Please also take in to account that a maximum of 3 MISTAKES will be allowed in Sabaq. On the fourth mistake, the teacher will simply mark off Sabaq for the day, regardless of how many lines have been recited.

NOTE:

Please note the Sabaq needs to be prayed **before** 5.30pm. This doesn't mean the children make a queue at 5.15 to pray their Sabaq. As soon as it hits 5.30pm, all the children will be told to learn Sabaq Sipara and the Sabaq for that day will be prayed the next day. Please take in to consideration that missing days of Sabaq will have an effect on how many Juz they finish at the end of the year which will affect the suitability of the child's position in Hifz class.

2. Sabaq Sipara

After reciting Sabaq, your child needs to recite Sabaq Sipara to the teacher. This will be recited between 5.30pm – 6.15pm. Sabaq Sipara consists of the last few Sabaqs. The quantity is left to the teacher's discretion. The maximum will be no more than a quarter.

The maximum number of mistakes allowed in Sabaq Sipara is 4. If a child gets more than four mistakes then the following day he will recite Sabaq Sipara first and then Dhor. There will be no Sabaq. However, this will be at the teacher's discretion.

3. Dhor

Dhor is the revision of all the Juz completed. Dhor must be recited every day.

Bellow is the expected amount to be read:

JUZ COVERED	DAILY DHOOR RECITED	MAXIMUM MISTAKES ALLOWED
1-3	$\frac{1}{4}$	3
4-6	$\frac{1}{3}$	4
7-15	$\frac{1}{2}$	6
16-End	$\frac{3}{4}$	8

If a child gets more than the number of mistakes allowed (see above table), then on the following day he will recite Dhor first, then Sabaq Sipara. There will be no Sabaq. However, again this will be at the teacher's discretion.

END OF SIPARA TEST

Once your child finishes a Juz (Sipara), it must then be recited to another staff member before they can move on to the next Juz.

A maximum of 4 mistakes are allowed in the entire Sipara (two in each half). Children initially may find this difficult, however from experience children cope well if the Sabaq and Sabaq Sipara was memorised correctly.

If your child fails this test, then this Juz will be revised again in class and will be given a second chance to pray the Juz again to the staff member.

A letter is sent if your child passes (or fails) a Sipara. Please read this carefully, as it contains important information on improvements that maybe required.

COMMITMENT FROM PARENTS

Although it is your child who will be undertaking Hifz, it is very important to appreciate that parents need to be highly involved on a daily basis. Parents cannot simply “leave it to their child”. Where parents are heavily involved, issues that arise can be dealt with effectively before they increase.

Examples of parental involvement are:

- a) Ensuring your child is sitting down to learn / revise everyday at the appointed times.
- b) Children have to devote time early in the morning before school, thus parents need to ensure this is taking place.
- c) On a daily basis, parents need to enquire if Sabaq, Dhor etc has been recited.
- d) Priorities need to be clear. If your child is going to be absent from Madrasah on a regular basis for whatever reason, this will affect consistency. Parents need to think about such issues before admitting their child.
- e) Your support and cooperation is essential. Thus, where the Madrasah raises concerns, parents need to appreciate these concerns and support the Madrasah in implementing recommendations that are made.
- f) Children at times may need a “sympathetic ear” from both teachers and parents. This could be due to the pressures of school and Madrasah work, exams, stress etc. Thus, understanding is essential if we are to assist our child.

MISCELLANEOUS

The first port of call for any issues will be the Hafiz class teacher. However the “Head of Hifz” has overall responsibility for all issues related to Hifz. In most cases, after appropriate consultation, his decision in all matters will be final and binding after mashwera with the Hafiz Class teacher.

The head of Hifz is Hafiz Asif Aswat.

It is Waajib (compulsory) to keep a beard especially when taking on Hifz as it brings with it a status.

No mobile phones will be allowed in Madrasah. Phones must be left at home. Anyone caught with one will have it confiscated.

We pray to Allah (SWT) that he accepts our efforts, gives our children the ability to memorise his book and to preserve it forever. Ameen.

CONTRACT AGREEMENT

I..... (Parent/Guardian) agree to the above terms and conditions set out for my child..... to enter Hifz Class and will ensure the rules and regulations will be followed at all times.

SIGNED.....DATE.....