

CONTACT DETAILS

MADRASAH TALIMUL QURAN

Masjid-E-Saliheen (PMCC)

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Registered Charity 518584

MTQ Booklet Index

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Aims and Objectives

- *To provide both basic and elementary Islamic education to Muslim children, irrespective of their race, colour, ethnicity, or geographical background*
- *To enrich Islamic values and beliefs in the hearts of our pupils, in light of Quran and Sunnah*
- *Help children develop self – respect and self – discipline.*
- *To adopt a professional approach with Madrasah related issues*
- *To ensure all pupils are treated fairly and equally*
- *Recognise the need to respond to children’s individual needs.*
- *Constantly strive to raise standards of achievement.*
- *To promote a centre of excellence from within a secure and Islamic environment enriched with values of discipline and respect.*

Management and Staff

There are currently 11 members of staff with Moulana Imtiaz Kamal as the **Head Teacher** and Shireen Mangera-Badat as the **Head Apa**.

There are currently 3 members of the Executive Committee who form the Madrasah Committee.

The staff and committee members play a major part in running the Madrasah.

A staff meeting is generally held once every 6 weeks.

The Head teacher chairs all the meetings.

Fundraiser

1. The main purpose is to raise money for the Madrasah and any other Islamic charity or cause.
2. To help raise vital funds for ongoing costs and resources.
3. The fundraising will be done in a variety of different methods i.e. bazaar (which is the most popular), sponsored walk, cake sales, etc. These events would not only raise much needed funding, but also get the whole community working together in a fun and positive way.
4. We are not just looking for financial help if anybody wants to volunteer to take a role within the Madrasah, please do get in touch.

Only £2 a month

Only £2 a month payable by standing order to the Madrasah bank account below, this equates to 0.46 pence a week or 0.07 pence a day. This very small amount will help us immensely.

Our bank details for standing orders and direct payments:

Bank	HSBC
Account Name	PRESTON MUSLIM BHQ
Sort Code	403725
Account Number	02283018

If you are a UK taxpayer, then please then please obtain a gift aid declaration form.

We accept all amounts.

Help us fulfil the Islamic needs of our children.

Invest in the future of our children.

If we sow the seeds now, we can reap the rewards later!

Raising Funds for a better future

Uniform and Behaviour Issues

1. The Madrasah uniform for girls is jabbah/abaya, preferably black - with black or white headscarves. For boys, jabbah/kurta and trousers, preferably white.
2. The Madrasah will not tolerate the wearing of sports wear and jeans. Any child coming into Madrasah wearing such clothing will be given a verbal warning. All children must come to Madrasah in a clean and tidy fashion.
3. All boys must cover their heads with a "topee," preferably white.
4. Madrasah hair policy - no hair styles will be allowed. Any Madrasah teaching the Quran and the Sunnah must follow Islamic morals and principles they teach.
5. We are a teaching establishment, which educates Islamic values as a way of life, so therefore all non-Islamic values are totally discouraged by the Madrasah. This includes dress code, hairstyles and most importantly, etiquettes and behaviour.
6. Under no circumstance whatsoever should a child be in possession of a mobile phone whilst in Madrasah. If any child is found to be in possession of a phone, it will be confiscated and the parents will be contacted accordingly. Phones are a distraction to children whilst they are in class. If there is a need to contact your child then do so, on the Madrasah phone.

Detention

1. Detention is issued to pupils who are behaving in an unacceptable way
2. 1 week's notice will be given prior to the detention date.
3. The detention must be carried out within the time given.
4. If given a valuable reason, detention can be changed to future date.
5. If the detention is missed then it will be increased.
6. The session will be supervised by a member of staff, and will not be in Madrasah time.
7. Under no circumstances will the Madrasah waive the detention. There will be no exception for any pupils with respect to any rules or status.
8. The pupil is expected to attend detention in order to benefit the pupil and parent. Bad behaviour is not accepted in any learning establishment. It will stall your child's progress in life.

Investing in your Childs Future

Alhamdulillah, after Ramadhan 2009, we opened the doors to our renovated Madrasah building. It is with the help and support of the community and the parents – all through the will and help from Allah that made this a success.

This year will see the renovation plans for the Masjid go ahead Inshallah.

We recognise that a stimulating and relaxing atmosphere can help your child to learn and encourage them to come to the Madrasah. There will be a meeting planned with all parents before the final plans are drafted, so that we can listen to you and integrate your suggestions into the plans. We understand the importance of communicating with the parents so that we can listen to your ideas and therefore provide the best education for your child.

The Teachers and Committee are attending training courses so that your child can get the best islamic education.

The Committee is constantly reviewing and evaluating educational material so that each child has a chance of reaching their peak. The teachers and Committee understand that each child is different and the way they learn can vary – so the more flexibility we have the more chance that your child can succeed.

Insha-allah we will keep you updated of any progress through the regular newsletter throughout the year.

Volunteers

We are always looking for people who can help with the daily running of the Madrasah.

- * Do you have some skills that would benefit the Madrasah?
- * Have you some spare time to help out with classes?
- * Would you like to donate something to the Madrasah?

If the answer to any of these questions is **YES** then please get in touch with your child's teacher or one of the Committee Members.

Special Needs

- The Madrasah recognises that some children may have special dietary or medical needs as well as personal circumstances which need to be discussed.
- Please ensure that any issues are included in the application form or please arrange an appointment with the committee or teacher if you wish to discuss the matter privately.
- We will be producing a student database and sending forms home with your child in the first few weeks of the New Year. Please return the forms ASAP so that we are aware of any personal circumstances regarding your child.

Admissions Policy

1. New pupils are taken between the end of Ramadhan each year and before the new term starts after Ramadhan
2. A child will be admitted in a newly formed 'Reception Class' at the age of 3 years for boys and girls – as long as the child has been toilet trained.
3. Admissions will generally take place at the beginning of the academic year - however admissions during mid-term are at the absolute discretion of the Head teacher and Madrasah Committee.

Fees

1. Fees are now payable in three instalments – letters will be sent out accordingly when payable.
2. Once the Madrasah has accepted fees, NO refunds will be given under any circumstances.
3. If sending fees with the child, please send in a marked envelope with the child's name and address clearly written and marked 'Madrasah Fees.' However we do recommend that the fees are handed in by a responsible adult or at least make sure your child has entered the Madrasah with the fees before leaving them.
4. All cheques must be made payable to 'PMCC.'
5. Please ensure the fees are paid by the given date. If one has difficulty paying in three instalments, then please contact the Head Teacher / Apa or the Madrasah Committee members.

Punctuality and Timekeeping

Attendance and Absences

1. Madrasah begins at 4.50pm. Please ensure your child is in their class by this time as the Madrasah doors will be closed at 4.50pm.
2. Do not send your child to Madrasah before 4.40pm.
3. Reception and Classes 1 & 2 finish at 6.05pm. All other classes finish at 7.15pm.
4. Please ensure you are on time in collecting your child.
5. Absences are detrimental to your child's learning. Hence, please endeavour to make sure your child is not absent for even one day of Madrasah.
6. The Madrasah should be notified in advance of any absences. Even if a call is made for this purpose, it must also be in written form for records. If prior notification is not possible, then a note must be sent in at the very next opportunity.
7. A holiday list is given out at the beginning of the Madrasah year. Please ensure you have one and book holidays accordingly.

Lateness

1. If you know beforehand that your child is going to be late, then please call the Head teacher or inform the Madrasah in writing.
2. A lateness policy is now in place and will follow this procedure:
 - a) First late – warning issued to pupil.
 - b) Second late – warning issued to pupil.
 - c) Third late – Lines issued.
 - d) Fourth late – A phone call will be made to parents.
 - e) Fifth late – Detention will be issued. (See below for detention procedure).
- The Madrasah strongly discourages extra-curricular activities in Madrasah times as this can have a very negative impact on your child's learning.

Miscellaneous

1. All damages/breakages by the pupil will have to be paid in full by the parents.
2. No penknives, laser devices, football cards or any other such items are permitted in Madrasah.
3. If any child loses their Madrasah books and kitabs, please ensure your child buys another one immediately, as failure to do so will hinder their learning.
4. All children are expected to learn and implement Tajweed rules to a high standard. Therefore please make sure children practice the recitation of the Quran at home using Tajweed. If parents are not familiar with the Tajweed rules, then we strongly encourage you to take steps in order to learn them. This is very important and crucial in your child's learning process.
5. The homework diary has been introduced this year simply so that the teacher and parents can interact and communicate with one another via the homework diary about the child's lessons, progress and behaviour. If the diary is not signed, then the communication breaks down and the diary will not be marked. If in any case, if the diary is lost then another one should be bought immediately.
6. When bringing your child to Madrasah please ensure your child has entered the Madrasah before leaving.
7. Always bear in mind that Islamic Knowledge is acquired through obedience to Allah and his Prophet (peace be upon him)
8. In this harsh day and age, it is a blessing from Allah that we still have Scholars and individuals willing to impart Islamic teachings 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. As a Madrasah, we encourage you to offer gifts to teachers. This could be done at the end of the academic year or at Eid. Your gratitude will strengthen and boost their morale. Similarly, giving the children treats will also boost their performance. This is an extra incentive if your child is in the Hifz class.

Health and Safety / Sickness

1. Children should be made to visit the lavatory prior to coming to the Madrasah.
2. Personal hygiene is very important at all times. Children should come looking clean and tidy, socks etc should be changed on a daily basis.
3. Any child with a rash, discharge from the eyes or nose, diarrhoea or any other infections or illnesses should be kept at home till it has been certified that he/she has fully recovered.
4. If a child becomes ill during Madrasah, we reserve the right to call for emergency assistance. In addition to this, we reserve the right to take any necessary steps we consider appropriate.

Fire Safety

- ❖ Following a review in August the Committee decided to take a look at Fire Procedures within the Madressa. Our aim is to provide a safe environment for all our students.
- ❖ The Teaching staff have all undergone extensive training to ensure that they are aware of the layout of the building – Action Plans /Procedures and Equipment and Sign Familiarisation.
- ❖ Our first topic for Assembly will be based on Fire Safety and we will be carrying out regular fire drills to ensure that the children are aware of the procedures to follow in case of an emergency.
- ❖ So many people overlook the importance of having a Fire Action Plan – Sitting down together with your family and preparing an Action Plan for home can be fun and educational – More importantly it can SAVE YOUR FAMILIES LIFE! We will be sending home some fact sheets for the children, so make sure you and your children read them and teach your children about the importance of listening to Adults.

Parking

1. Parents are requested to observe safety regulations all times.
2. Parking outside the Madrasah on the double yellow lines is not permitted at any time.
3. Please park on West Cliff and then walk to the Madrasah.
4. If the Madrasah is walking distance from home, please try to come on foot, to reduce traffic and congestion problems, especially when salaah times coincide with Madrasah drop off/pick up times.

Detention Cont'd

1. These rules are there for both pupil and parents. It will enable the Madrasah to be successful and enable pupils to achieve their BEST, whilst understanding the penalties of their actions
2. Our aim is to make a positive contribution to the pupil's moral and character. If a problem persists we will arrange a meeting with the parents.

House Rules

- ✗ **DO NOT** mess around in the mosque, even if the teacher leaves the classroom.
- ✗ **DO NOT** shout or make loud noise in the classroom.
- ✗ **DO NOT** lean on anything in the classroom.
- ✗ **DO NOT** answer back to the teacher.
- ✗ **DO NOT** talk unless spoken to by a teacher.
- ✗ **DO NOT** abuse anyone, physically or verbally.
- ✗ **DO NOT** chew or eat in the classroom.
- ✗ **DO NOT** throw objects across the classroom.
- ✓ **Always** learn your sabaq beforehand.
- ✓ **Always** have respect for everyone and everything.
- ✓ **Always** come to mosque on time and with whudu and necessary equipment.
- ✓ **Always** concentrate and pay attention.

Complaints

1. We at Madrasah Taaleemul Quran take your views/complaints/comments/suggestions very seriously. Interaction between the Madrasah and the parents is very important.
2. If you have any concerns, your first point of contact is Moulana Imtiaz Kamal or the Madrasah Committee members. All complaints should be in writing which.
3. It is our policy that no parent approaches any member of staff directly regarding ANY issue.

Merit Scheme

Recognising Achievement and Effort

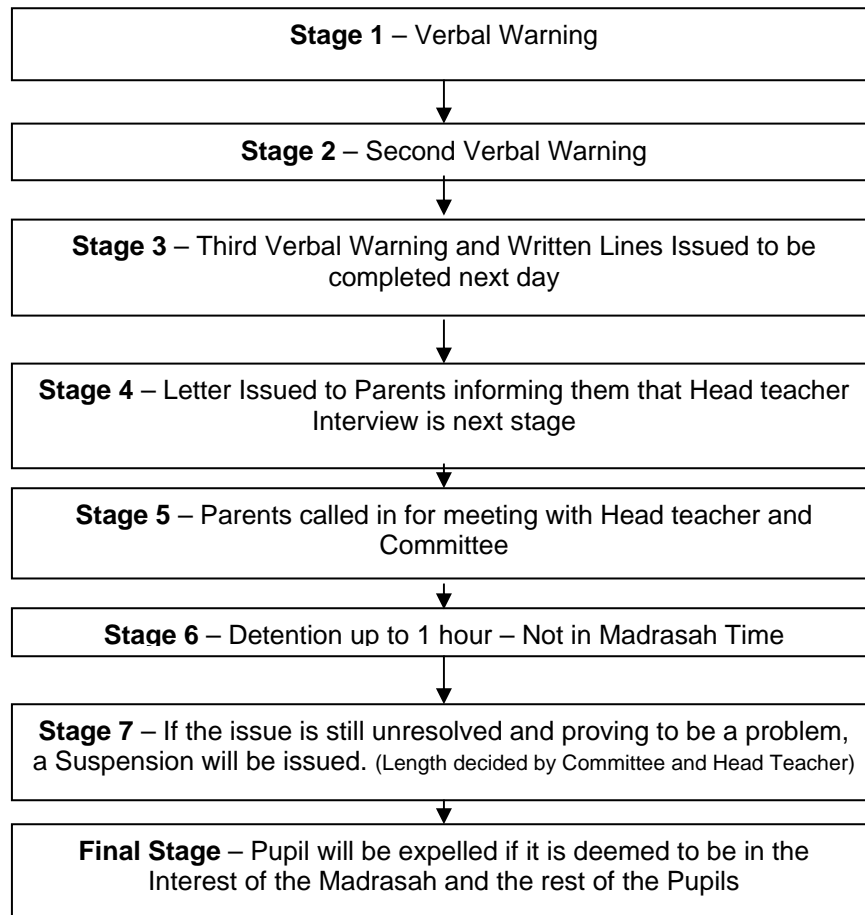
1. At Madrasah Taleemul Quran, we believe every child should be awarded and praised for the effort and progress they make in learning anything new, especially when the Quran and the deeni knowledge is concerned.
2. In each class, a merit system is in place where every child's efforts and progress is recognised and logged on to a chart.
3. Merits are awarded when a child has:
 - ✓ Prepared for the lesson at home
 - ✓ Concentrates and gives full attention in class i.e. behaviour
 - ✓ Quran recitation is excellent
 - ✓ Progress in duaas, Urdu and English Books
 - ✓ Attendance
4. At the end of each Madrasah term, the merits are tallied - on the following assembly day the children are presented with certificates and prizes for their efforts in class.
5. All parents must note that absences can hamper their child's chances of progressing and being able to achieve these goals.
6. We request all parents to keep track of their child's progress. This can be done in the following three ways:
 - ✓ Check they are using the homework diary correctly
 - ✓ Being present when your child is doing homework and learning sabaq.
 - ✓ Asking your child about Madrasah life in general, asking about how many merits your child has obtained this week and so on.

We request all parents to keep track of their child's progress and motivate them in every way possible. Do remember that those parents who are constantly taking interest in their child's progress see results both in school and Madrasah too.

By the grace of Allah, the merit system has proved to be a very encouraging motive in class and pupils tend to do better when having something to work for i.e. awards and praise.

Discipline

- Discipline within the Madrasah is vital and taken very seriously. A disruptive child can disturb the essential running of the classroom. Fellow pupils can be affected by badly behaved pupils who can interrupt the education for others. Discipline is the key to having a smooth and efficient running of a Madrasah. Our discipline procedure after exhausting all efforts to motivate and encourage all pupils is as follows:
- These procedures may not always be put into action if there is a need to act immediately. **In an event of violent and very aggressive behaviour towards pupils and staff**, the pupil will be removed and suspended from Madrasah immediately. The Management will then take a decision to decide what steps to take to solve the issue.



Assessments

1. Two official examinations take place during the Madrasah year. One at six months and the second at the end of the year before Ramadhan.
2. These exams are split into two categories:

<u>Oral Examination</u>	<u>Written Examination</u>
Quran Recitation Surahs Deeniyaat	English Fiqh Kitab Urdu English Tajweed Kitab Seerah of Mohammed

3. There will be ample notice of these examinations.
4. In addition, teachers may regularly evaluate the progress of your child for records.
5. The Madrasah does not award positions for these exams. A grade system is in place and we hope that this will encourage all pupils to try their best and achieve to their full potential.

Parents Evening

1. Parents' Evening will be held twice in the year.
2. The first will be approximately two months into the year and the second one at approximately the eighth month.
3. Parents will be notified of dates and procedures closer to the time.
4. It is imperative that Parents including mothers and sisters attend the Parents Evening. However, mothers and sisters must attend with a Mahram.
5. Parents Evening is to discuss your child's progress in the classroom.

Assembly

1. Assemblies are conducted at the Madrasah regularly (usually fortnightly) covering current issues, special occasions (Muharram, 'Aashourah, Christmas, Easter, etc) and also morals and manners.
2. Pupils are split into two categories: Classes 1-3 and Classes 4+ so that the topic can be delivered at a suitable level for pupils to understand.
3. Assemblies encourage the discussion of topics and issues that are not necessarily in the syllabus.
4. An assembly handout is also prepared and given to all pupils. This has the main points and we strongly encourage you, as parents/guardians to sit and discuss the topic further with your child.
5. Assemblies will take place on Fridays at 4.45pm so please ensure your child does not miss such an important opportunity to understand Islam in a wider context.
6. On certain occasions we will invite guest speakers to talk on certain issues, such as the crime, health and safety, environmental concerns, etc.
7. If there are any topics you feel should be covered, the Madrasah would be very happy to know. Additionally, if you have a particular expertise that you could share with the pupils, please do let us know.

Sports and Leisure

1. From time to time the Madrasah may organise trips and sports activities for pupils.
2. A letter will be sent home with prior notice. A consent form will have to be signed and returned to the Madrasah by the cut-off date specified.
3. On certain occasions a small fee may be charged to cover the costs. You will be notified beforehand if this applies.