



HSJM Madrasah-E-Raza



Office Use Only

Membership number (if any):

Selected class/time for student:

Admission Fee (£35 (Members £25)) ?

Online fee code:

Date Finalised:

ADMISSION FORM

1. Full Name of Student:

2. Date of Birth:

3. Full Address (incl. postcode):

4. Parent/Guardian name:

5. First/primary contact number:

6. Secondary/emergency contact number:

7. Any medical conditions or learning difficulties? (If yes please clarify and state whether your child attends special classes at school?)
.....
.....

8. Who will collect your child if not the parent/guardian mentioned above? (Please also provide a contact number):
.....

9. Previous madrasah:

10. Reason for leaving:

11. Doctor's name:

12. Doctor's address:

13. Doctor's phone number:

14. Do you consent to your personal details (phone/address) being shared with teachers if needed to contact you concerning your child's studies (e.g. online classes or fees)?

15. The Madrasah may wish to record and share video clips of your child's performance on Whatsapp etc with other parents/teachers for the purpose of inspiration or improving our performance standards. Do you consent to this?
.....

16. Do you agree to respect the Madrasah rules?

17. Parent/Guardian signature: **Date:**



HSJM
Madrasah-E-Raza



Parent Info Pack & Handbook

Jamia Masjid E Raza

Randal Street

Blackburn

BB1 7LG

01254 52170

Madina Jamia Masjid

Oak street

Blackburn

BB1 9NT

01254 677448

**Mission Statement of the
Madrasah**

The Madrasah is based upon three main principles:

1. To seek the pleasure of Allah and His beloved Messenger ﷺ.
2. To safeguard and protect the Imaan of every student.
3. To provide every student with an excellent standard of education which will benefit them in both worlds.

The aims and purposes of the Madrasah are:

1. To provide a strong education without compromising in the commands of Allah and His beloved Messenger ﷺ.
2. To reinforce and incorporate Islamic etiquettes and values in every student.
3. To teach honors and respect for all living creatures and the environment.

Every Child's Well Being Matters!

The ethos of the Madrasah is summarised in one Prophetic tradition.

Anas reported that the Messenger of Allah ﷺ said,

"None of you will believe until I am more beloved to him than his children, his father and all people."

(Al-Bukhari, Muslim & Nasa'i)

**Working Together at Madrasah E
Raza**

We promise to:

- Care for every student's welfare and happiness
- Ensure that every student works towards his/her potential
- Be open and welcoming at all times
- Keep parents informed about the student's progress and behaviour
- To take any complaints seriously when related to the child's education

We expect parent(s) to:

- Ensure that your child attends madrasah daily and on time
- Set aside time for speaking and listening to your child's daily lessons
- Encourage a positive attitude to their learning everyday
- Take an active interest in the progress of your child
- Keep the madrasah informed of any concerns, problems and circumstances that may affect the performance and studies of your child
- Make sure that your child has the correct uniform and books required to effectively study

We expect the child to:

- Be respectful, polite and helpful at all times
- Follow rules, policies and regulations of the madrasah
- Participate in the best way possible in all studies and activities
- Look after the madrasah and its surroundings
- Inform a member of staff of any issues e.g. bullying, studies etc.

Rules and Regulations

1. All students and parents shall be expected to conform to all rules and regulations, with no exception made for anyone regardless.
2. All students shall be expected to follow the Islamic guidelines of the Madrasah, as advised by their teachers, in relation to dress, appearance and studies.
3. To insult any teacher or member of staff of this Madrasah will be judged as inexcusable and any student found guilty of this will be expelled immediately.
4. There is a zero tolerance for aggressive conduct against any student, parent and members of staff. Anyone who fails to adhere by this would risk the termination of their child's place at the Madrasah.
5. Students must not bring any unnecessary items i.e. mobile phones, tablets etc. into the madrasah. Any such items will be confiscated. The madrasah will not be responsible for any loss or damage of any student's property.
6. The fees for each student is paid towards the reservation of child's place and towards the running of the Madrasah. Hence all absences are still required to be paid for in order to reserve their place. (All madrasah official holiday fees will need to be paid e.g. Ramadan holidays, end of term holidays etc.)
7. Student(s) and/or their parents shall be liable for the cost of any damage to the madrasah property.
8. Parents/guardians shall be expected to ensure that any homework given to students is completed and submitted upon the requested time.
9. The madrasah shall not be responsible for the safety of your child once they leave the premises at home time;. Parents must stay outside to collect their child. They will not be allowed to enter the madrasah.
- 10.** Any parent who wishes to speak to a member of staff must make an appointment prior hand at the Madrasah Office.

Behaviour and Discipline

The Madrasah has a strong stance on behaviour/discipline to ensure that the students learning is not disrupted due to a minority.

Disciplinary procedure

1. Verbal warning
2. Comments in the planner
3. Detention(s)
4. Phone call(s) home and/or meeting with parents
5. Suspension for a set period of time
6. Permanent expulsion

The management will review all evidence, speak to the relevant students and/or parents and if the evidence is upheld then the consequence will be administered by management. This decision cannot be reversed and the only option will be to go down an appeal route.

Our Staff

The Madrasah has a Principal, Head Teacher and academic staff of qualified teachers who are supported by administrative and management.

Dress Code

The dress code is an important part of the philosophy of the Madrasah.

Parents are obliged to follow the dress code of the Madrasah:

Boys – White topi (hat) & white jubbah or salwar kameez

No trousers, jeans or tracksuit bottoms are allowed for boys.

NO inappropriate (lines, zigzags fringes etc.) haircuts for the boys. Boys' hair should be one length from all sides. Any child who comes to the madrasah with an inappropriate haircut will be sent home.

Girls – White hijab (scarf) with black abaayah (jubbah). NO westernised clothing below the abaayah.

No makeup, perfume or jewellery is allowed for girls. Girls are not allowed to wear nail varnish and must not have long nails. Older girls are not allowed to bring any other bag apart from their madrasah bag.

MOBILE PHONES ARE NOT ALLOWED AT ALL!

Should any loss occur, then the Madrasah will hold no responsibility for its loss.

Any student who breaks these rules will be sent home immediately and will only be allowed to return once the problem in question has been resolved!

**Attendance/
Punctuality**

1. It is necessary to maintain a minimum attendance rate of 80% for every child. Should a child's attendance fall below this level, over the period of one term, without a valid reason then their name will be removed from the class register and the child will have to join the waiting list and will also be required to pay the registration fee on re-enrolment.
2. All students must attend punctually and notify of any absences by bringing a note the following day.
3. If a child takes unauthorised leave of 3 days or more in two weeks then the child will be referred to the head teacher and appropriate action will be taken.
4. Students will not be allowed to leave during madrasah time unless prior arrangements have been made with the student's teacher and head teacher.
5. Parents must notify the head teacher in writing if the child is going to be absent for a long period of time, i.e. holiday form.
6. Any student who has high level of absences may be asked to repeat the year if they have not covered the curriculum for that year.
7. Students who persistently arrive late will be asked to bring in their parents to discuss the matter.

**Daily
Checklist**

This checklist is for you to go over every day so that you are ready to follow the Sunnah and learn to become better believers.

Are my...

Clothes clean

Nails cut (no nail varnish)

Trousers above my ankle

Have I...

Made wudhu

Got my full uniform

Got my Qaidah/Qur'an

Got all my books

Got my planner

Got my pen, pencil, ruler etc.

Madrasah Code

1. Be polite and respect the rights of others.
2. Be on time for lessons and allow others to learn.
3. Keep the madrasah clean and safe, putting litter in the bins.
4. Walk in and out of the madrasah quietly and slowly, give way to those in front.
5. Remove jackets and sock before entering the Madrasah.
6. Try your best at all times.

Classroom Rules

- As soon as you walk in say '*Assalaamu alaykum*'.
- Arrive on time with all your books, ready to start!
- Sit down in your place quietly.
- Sit where you are asked to.
- Start your *sabaq* straight away.
- Concentrate on what you are reading, do not disturb others!
- You must know your *sabaq*, if not, DETENTION!
- NO leaning your arm on the bench.
- Strictly NO TALKING, whether the teacher is in or out of the class.
- You must RESPECT all students and teachers at ALL times!

Curriculum Overview

The student's education is focused around a number of subjects which are divided into two main subjects; core and supplementary.

Core Subjects

- Qaidah
- Qur'an
- Hifz (Memorisation)
- Urdu
- Islamic Essential Knowledge English
- Qamar Academy Book
- Teaching of Islam Books

Supplementary Subjects

- Fiqh (Islamic Jurisprudence)
- Aqidah (Islamic Teachings)
- Tahdhib (Islamic Manners)
- Sirah (Islamic History)
- Hadith (Prophetic Traditions)
- Tafsir (Qur'anic Exegesis)

The students will study each module with a qualified teacher and at the end of the module they will be tested with an end of module exam.

The results of these exam will be used to determine whether the student will be moved on onto the next year or stays behind to repeat the year.

Overview of the Syllabus

Foundation Level

Foundation Qaidah – Main focus is on strengthening the foundations of reading the Qur'an. There is emphasis on memorising the Namaz & dua'as.

Advance Qaidah – Main focus is on strengthening Tajwid. There is emphasis on memorising the namaz & dua'as, Fiqh, Aqidah, Tahdhib & Sirah

Intermediate Level

Foundation Qur'an – Main focus is on Amma Para and the first five *siparas*. There is emphasis on memorising the namaz & dua'as and Fiqh, Aqidah, Tahdhib & Sirah

Advance Qur'an – Main focus is on *siparas* six to twenty-nine. There is emphasis on memorising the namaz & dua'as and Fiqh, Aqidah, Tahdhib & Sirah (Book Four & Five).

Senior Classes

Hifz class for boys and girls will be available for students who wish to commence Hifz