

PARENTS' HANDBOOK



NOORANI

education centre

HARTLEY ST - BLACKBURN - BB1 7LL

IMPORTANT

Please read this handbook carefully as it contains important information about your child's Islamic Education

Educate our children for the betterment of their future.



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Assalamu alaikum wa rahmatullahi wa barakatuhu.

It gives me great pleasure to welcome you all to our madrasah Noorani Education Centre.

Our madrasah team of experienced teachers aim to provide quality learning experience to the children, making lessons educational and interactive, keeping children engaged in learning about Islam.

Our objective at Noorani Education Centre is to develop the personalities of our children so that they are conscious of their responsibility to Allah SubhanahuWaTa'ala and to fellow humans. We want to see our children grow and develop an Islamic personality and an emotional attachment to Islam. We aim to achieve this by helping them develop their intellectual and spiritual potential and we believe parents must play a vital role in this process.

We are always trying to improve our Madrasah to ensure that your child has the best learning experience. If you have any questions or feedback, Please contact the Madrasah.

**Yours Faithfully,
Abdur Rehman Adam
Noorani Education Centre**

Mission Statement of Noorani Education Centre

We firmly believe that education and knowledge are the keys to success. Our mission is to incorporate an ethos of continual learning in the community irrespective of age or gender.

The warm, caring and friendly environment ensured that the children settled in in a short space of time. The parents had already by then departed knowing that their children were in caring hands.

The approach however, is one of beginning to incorporate this ethos as earliest as possible, so we begin with our children and our youth, as the potential benefits (or consequences) of the community's success (or failure) in passing on the shining light to successive generations of torchbearers will be ultimately a reflection of them.

Through development plans, we endeavour to help create a framework that we hope will provide our youth with an unshakeable base to lead blissful and successful lives.

Madrasah Motto and objectives

- Educate our children for the betterment of their future.

Although with the grace of Allah, we have achieved much from where we began a year ago, the centre has, we believe much more to offer to its community. The following provides an insight into the new projects we plan to launch over the next year. They include:

Resource centre - this will consist of an extensive library of Islamic literature and also computers enabling people to increase their knowledge using both traditional modern technology.

Naat / Speeches training - this is intended for the youth to increase their love for the Prophet (Sallallahu Alaihi wassallam) and enable them to praise Him (Sallallahu Alaihi wassallam) in manner befitting his lofty rank in gatherings and at home.

Insha Allah with your help, support and ideas, these programs will deliver on their aims and more new invaluable projects started.

Madrasah Times

Punctuality is an essential requirement of the madrasah, to insure efficient use of class time. Lateness causes disruption in the class and affects the education of the latecomers as well as adversely affecting others.

- The Madrasah opening times are from Monday to Friday 5:00pm - 7:00pm
- 5:05 - Grace Period - Entry into Madrasah after the grace period will result in your child receiving a late strike; two late strikes will mean he/she needs to attend a detention session at the end of the week

Drop off/Pick Up from Madrasah

Note all parents need to wait outside the Madrassa for their child.

The Madrasah is not liable for children outside of lesson times. Please ensure your child is supervised before the class starts and promptly collected.

- Nursery children will finish at 6:45pm
- Senior children classes finish at 7:00pm

If you are running late, Please notify the madrasah as soon as possible, Preferably 15 minutes in advance.

Absence from Madrasah

It is very important that all children attend madrasah regularly. Unnecessary absences is likely to seriously affect their progress.

If your child is going to be absent it would be helpful if you could inform the madrasah on the first day of absence. Only those absences which are accompanied by a parental note will be considered as an authorised absence.

Notes must be brought in to madrasah (signed and dated by the parent) on the day your child returns to madrasah. This will enable us to keep accurate records and monitor any truancies.

Absences which are not authorised by the madrasah will be considered as an unauthorised absence. An unauthorised absence may result in your child having to sit in detention.

Personal Holidays

In the interest of childrens education it is preferred not to take any holiday during term time.

Parents must apply for permission to take their children away for personal holiday during madrasah term time. Failure to obtain permission prior to the leave may result in the child being removed from the madrasah register.

The same could happen if the absence exceeds the period that has been granted.

Our Madrassah ONLY gives holidays coinciding with the school holidays to minimize student absences. Therefore please organise all trips & holidays in these dates to prevent disrupting your child's education. This will be informed in wiring.

Besides the above holidays, Madrassah holidays will schedule other holidays throughout the year. This will include Ashura, Eid-e-Milad-un-Nabi, Muharram, Urs Mubarak, Eid-ul-Fitr, Eid-ul-Adha and special holy nights.

If your child is unwell

In the event of a student feeling unwell and unable to carry on in the class, we will contact the parent to ask for the child to be collected and taken home. It might therefore be advisable to keep children home if they feel unwell the next day.

It is very important that our records contain accurate and up to date contact information of all parents/ Next of kin.

If your details change, e.g new address, new telephone number, new mobile number or email address, it is vital that you inform the madrasah as soon as possible.

Promote progress

Parents are requested to help promote their child's progress. To promote your child's progress, you should assist him/her with the following.

- Motivate your children before sending them to madrasah and encourage them to always listen to and respect their teachers.
- Allocate time for your child's Taleem
- Listen to your child read the days sabak (lesson) learnt and encourage him/her
- Guide and assist your child to perform better and reward him/her on any improvement noted.
- Continue to motivate your children and inculcate in them the importance of their madrasah studies.

Cleanliness and Tahaarat

It is recommended that children take some rest upon returning from school and take a light snack and drink some water.

Also it is desired that parents ensure, as a matter of routine, that children fulfil their toilet needs and perform wudhu at home before coming to madrasah. This will help in increasing the efficiency of their time in classes.

Books, Sources and Equipment

Equipment required in Madrasah which we ask parents to provide

- Pencil
- Colouring Pencils
- 30cm ruler
- Writing Pen (Black/Blue)
- Rubber
- Sharpener
- Writing book
- Islamic books (relevant to each child)
- Soft messenger type Madrasah bag

Dependent on class/age, sources will include:

- Qaida with Tajweed
- Tajweed Quran Sharif
- Reference book with Tajweed
- Islamic Deeniyat
- Islamic History
- Wudhu & Namaz Practical
- Aqaid-e-Ahle Sunnah
- Barkate Shariat
- Nizam e Shariah
- Study of Hadith
- Islamic Picture Colouring
- Reading Islamic Stories
- General Knowledge
- Islamic Games & Other Practical

Discipline system and expulsion from the Madrasah

We take misbehaviour **EXTREMELY SERIOUSLY** at the Madrasah. In the unlikely event that your child misbehaves for **ANY** reason that the teacher identifies while they are in the Madrasah the following system will be implemented.

Examples of misbehaviour are, fighting, persistent talking when told not to, forgetting Madrasah equipment, not wearing correct uniform, not listening to the teacher, not completing homework, answering back to the teacher or anyone else, showing disrespect to others, please note this is NOT a complete list. The teacher can identify any other misbehaviour at their own discretion.

5 Step disciplinary system

- 1) **Disciplinary strike** - The child will be given one strike for each misbehaviour conduct; these points will be recorded by the teacher on a disciplinary chart in class.
- 2) **Detention** - If a child gets **more than 1 disciplinary strike in a week**, it will result in automatic **detention on Friday (7:00pm - 7:30pm)** that week. A detention letter will be sent home the same day so you are aware of the detention. If a mark is given on Friday it will carry to the next week.
- 3) **Written Warning** - If your child is in detention more than once in a month, they will have a **written warning** home.
- 4) **Suspension notice** - If after a written warning, your child receives a further detention, you will be served a suspension notice and your child will be given a time limit away from Madrasah or will NOT be able to attend the Madrasah until further notice.
- 5) **Expulsion** - If after the suspension your child returns to Madrasah and fails to make any improvement then they will be permanently expelled from the Madrasah.

Homework and how you can support your child

We expect ALL children in the Madrasah to spend at least 1 $\frac{1}{2}$ hours each week on relevant subjects and 2-3hours in total each week.

Parents' interest and encouragement is essential to achieve a success for all homework. We value your part in supporting your child, in order to foster good working habits.

We also expect that you will be supporting your child's learning by supporting them with practical elements of Islam such as doing Wudu, Ghusal, and 5 daily prayers at home. This will help reinforce the learning activities conducted in the class.

Valuables and zero tolerance on mobile phones

There is no reason for your child to bring valuables of any description into the Madrasah, please note in the event that your child does have any valuables the Madrasah does not accept any liability for the loss, damage or theft of valuables brought into the Madrasah.

In the case of emergencies and exceptional circumstances

If in case of an emergency, you may contact the Madrasah. If in the case of a mobile phone being found with your child during class time, it will be confiscated immediately & not returned to your child. We will expect parents to collect it on behalf of the child.

Uniform & Appearance

We are an independent Madrasah with high standards and values. Conformity to the rules is a valuable discipline for the children and one which we know you wish to support.

- **Boys**
White hats (Topi / Amamah Sharif)
White Thobe (Jubba)
- **Girls**
Black Burka's
Black Hijab / Jubba

Please ensure that you child wears Madrassah uniform, failure to this will result in disciplinary procedures.

Food and drink

No child is expected to bring food, drink, chewing gum into the Madrasah, if any such items are found they will be confiscated and given back at the end of the session and the matter will be noted.

Note: Food presented to the Madrasah for Fatiha, Niyaz, Esaale Sawab etc., needs to conform to the Madrasah's acceptable halal food policy, please seek advice from us if you are unsure, otherwise the distribution of your food may be refused. A safe and recommended option is to provide fruit.

Fees

Please note that we now no longer take cash payments at the Madrassah, all payments need to be made online, in the first week of each month. To make the payment please visit the website

www.emosque.co.uk/donations/noorani-education-centre-blackburn/

Please ensure you clearly state the name of the child and the name of the teacher when making the payment for the madrassah fee.

Admission fee paid once: £30

| | Members | Non-Members |
|------------------------|---------|-------------|
| Nursery | £28 | £34 |
| Standard Class | £20 | £30 |
| Hafiz Class | £30 | £34 |
| Alim / Alimah / Maktab | £30 | £30 |

Compliment, complaints and feedback procedure

In order to improve our education system please send us your compliments, complaints, feedback and any suggestion you may have.

In the unlikely event you need to raise a concern about your child at Madrasah, please strictly observe the following methods of communication.

- By Writing to the Madrasah.
- By email - masjideraza@hotmail.com

Finally, please note the Madrasa Office Staff can **ONLY** discuss madrasa related matters, therefore please do not start any conversations about issues with your child at home or any such **non-Madrasah** related matters.

Madrasah contact details:

Office number: 01254 583 999

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