

EVENING & WEEKEND
ISLAMIC SCHOOL



COURSE PROSPECTUS
& POLICY GUIDANCE

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1.0 Objectives

The Al Ameen Foundation has been established to improve the quality of education provision within the Muslim community of Birmingham and surrounding areas.

The Evening and Weekend Islamic School has been set up to cater for the growing demand for religious knowledge that meets the standards of mainstream primary level education set within a flexible time frame.

The objective of the course is to introduce pupils to the teachings of Islam that will enable students to practice their faith in its correct form and ensure Islam is central to their lives both as children today and adults in the future. *Insha Allah.*

As a minimum benchmark, they will be able to offer their daily prayers, read and recite the *Qur'an*, memorise various *surahs* and *masnoon duas* as well as having an understanding of the five basic pillars of Islam.

To achieve this aim, we intend to deliver this syllabus in an environment where children are motivated to learn by providing a stimulating, friendly and welcoming atmosphere.

2.0 Vision Statement

To create young learners that are able to think and learn for themselves, whilst understanding, exploring and expressing their shared, moral, spiritual and social values of Islam.

3.0 Mission Statement

To deliver a broad and balanced curriculum to the highest standards within an environment that has the Islamic principles of excellence, success, mutual respect, tolerance, sacrifice and service to others at its core.

4.0 The Course Moto

'Love to Learn Together'

5.0 The Curriculum

The curriculum has been purposely designed to be in line with Al Ameen Primary School and will broadly be as follows:

Syllabus

- Qur'anic Studies
- Hifz of part of the Qur'an
- Aqeeda: Islamic Beliefs
- The Five Pillars of Islam
- Masnoon Duas
- Seerah of the Prophets
- Islamic History
- Social Etiquettes of Islam
- Islam as a Way of Life

Optional Subjects

- Basics in Bengali
- Basics in Urdu

Age: 4 – 11 Years of age

Duration: 7 years approx. (Year starts from September to July).

Class Size: 15 pupils per teacher approximately.

Communication: The syllabus will mainly be delivered in the English language.

Madhab: We equally respect all the four schools of thought, however the syllabus will mainly be delivered according to the Hanafi School of Thought.

Homework: On site teaching will be supplemented by reading and homework. It is vital that parents actively engage with their children to help with their learning on a regular basis.

Attendance: All pupils are required to attend all classes without fail. Please ensure pupils arrive approx. 10 minutes before the class starts.

Assessment: Exams will be held periodically to assess the pupils learning. These will be made available to parents in report format.

Parents Evening: These will be arranged twice a year to discuss the child's development with their respective teacher(s).

6.0 The Timetable

Prospective parents currently have two options:

1. **Weekday Evenings:** Monday to Friday 5.00pm to 7.00pm
2. **Weekend Only:** Saturday and Sunday 12.00pm to 3.00pm

For weekend classes a break of approximately 20 minutes will be made available.

7.0 Uniform Policy

It is our strong belief that every culture and religion has its distinct identity. As such attending this course provides an excellent opportunity to express our own outward Islamic identity and belonging as a Muslim.

The following is the main requirement for pupils:

Boys

- Caps / (preferably white)
- Salwar Kameez or Thowb (Jubba)
- Suitable outdoor footwear

Girls

- Scarf / Hijab (preferably white)
- Burkha or Jilbaab
- Suitable outdoor footwear

Recommendations

- No jewellery will be allowed to be worn in school.
- Parents are encouraged to buy our purpose made green school bags at a cost of £3.50 each to store books and packed lunches.

8.0 Course Fees & Holidays

A £20.00 non-refundable registration fee will be charged for administration costs. Thereafter, monthly payments of £25.00. Payments are due at the start of each month and can be made by cash to the teacher only or by setting up a standing order.

For the avoidance of doubt, this fee is also payable during holiday periods. This is because although children are not required to attend class, the teachers and support staff are still working to prepare and plan for future lessons.

Please note fees are likely to increase periodically, however we will provide written confirmation with a minimum of one months notice before applying any new charges.

Holidays

There are various holiday breaks that have been planned throughout the year. These are mainly during the two Eid festivals as well as during the school summer holidays. Written reminders of dates will be given prior to these breaks.

9.0 Recruitment of Teachers

- All teachers will be qualified in their subject areas.
- All teachers will be required to undertake the compulsory CRB check in accordance with the Police Act 1997.
- All teachers will respect the ethos and rules of the school and be an example to the pupils.

10.0 Health & Safety

- A Health & Safety Policy has been developed for the whole School.
- A Child Protection Policy has been implemented.
- Teachers will be the pupils First Aiders with accident kits available on site.
- A compulsory register of pupils daily attendance will be recorded which will form the basis of any emergency evacuations that may be required.
- The main entrance gate will be will be closed approx. 10 minutes after each class commences, to ensure no children leave the premises.
- No cars will be allowed on site (except staff and authorised users).
- In any absolute emergencies contact Br Moin Uddin on 07929 247 201.

11.0 Suggestion Scheme

As part of our continued effort to improve our services to the community, all ideas and suggestions for future improvements or any other matter are welcome by parents, however this is only accepted in writing.

As such we have a 'Suggestion Box' fixed on the wall at the main reception area in the main building to facilitate for this scheme.

All letters must be clearly marked for the 'Evening & Weekend School'. We promise to read and consider all proposed suggestions and ideas.

12.0 Disciplinary Policy

- Bullying and any use of bad or vulgar language will not be tolerated nor any other un-islamic and anti-social behaviour.
- If a child misbehaves we will verbally inform the parents accordingly.
- In some instances the teacher may discipline a child as and when it is felt appropriate. This may be in the form of making the student stand (for a short while), detention or any other suitable punishment.
- Parents are required to remain patient when collecting their child, if detention is being implemented, remember ultimately it is for the child's good.
- If the problem persists we will inform you in writing and should it be necessary Al Ameen Foundation reserve the right to permanently expel a child from the course at any time. This decision is not negotiable and no parent/guardian is permitted to commence any legal remedy against Al Ameen Foundation under such circumstances.
- Should you as a parent wish to make a complaint this must be done in writing only. Please use the Suggestion Box as detailed in item 11 clearly marked 'Private & Confidential – Evening & weekend School.' We will endeavour to respond in writing within 4 weeks of receiving the complaint.
- For the avoidance of doubt, there will be no corporal punishment permitted.

13.0 The Future Plan

It is our long term vision to develop and deliver the syllabus so that it receives recognition from external educational institutions and bodies.

We intend to lay the foundations for the pupils to be able to continue their studies and sit the Islamic Studies examinations up to GCSE level or equivalent, thereby benefiting the student with a recognised qualification that will provide valuable points for further education at state level.

With your help and co-operation we can get there *Insha Allah*.

14.0 Contacts

To register your child for a place on the course please contact us as follows:

*Evening & Weekend School Course Director
Al Ameen Foundation,
Stanfield House,
447 Warwick Road,
Tyseley,
Birmingham.
B11 2JT.*

Office: 0121 706 3322 Fax: 0121 706 3322

website: www.alameenfoundation.org.uk

Evening Class Tutor: Ustad Amin ur Rahman 07968 890 720 amin2681@hotmail.com

Weekend Class Tutor: Ustad Enamul Hasan Sabir 07984 549 255 sabir_alameen@yahoo.co.uk

Registration/Queries: Br. Moin Uddin 07929 247 201 moinuddin1974@hotmail.co.uk