



# PARENTS HANDBOOK

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## **Introduction:**

AssalamuAlaikum, Tawhid Academy is a new Islamic institution based in the borough of Barking and Dagenham; established to resolve the concerning shortage of madrasahs in the area. We also recognise the importance of the quality of education being provided for our children, who deserve excellent, extensive curriculums catered to delivering them the best Islamic education possible. It is the duty of all Muslim parents to teach their children Islam, and provide them with the knowledge to develop into virtuous individuals who live their lives representing the teachings and values of Islam. We heard the demands from the local community, parents equally concerned by the need for a quality institution for their children but unable to find one. The few existing madrasahs in the area are completely full, to such an extent parents are unable to even get on waiting lists—A humorous anecdote to share: the manager of Tawhid Academy was struggling to get his three-year-old son onto a waiting list for a madrasah, only to find on the lists parents who had to sign up their children before they were even born. SubhanAllah!

“Only those of His servants, who possess knowledge, fear Allah” (Sūrah Fāṭir, 35:28).

Our teachers at Tawhid Academy are qualified and committed professionals who not only obtain extensive experience in their work but also the vision and values at the core of our institute. We are equipped with a range of resources, dedicated to serving the community and Ummah in Shah Allah.

## **Aims:**

- We are committed to providing for our children an enriching, fruitful and bespoke learning experience, combining both traditional and contemporary means to create an environment of enthusiasm and love for learning and deen as well as deliver teaching of exceptional standards.
- We wanted a tailored curriculum comprised of a balance of Quran, Tajweed, Hifdh, Arabic language and Islamic Studies, with the focus of nurturing within our children true Islamic characteristics and values.
- We teach students to be honest and humble; hardworking and generous. We encourage students to always be eager to seek knowledge throughout their lives and be conscious of the positive impact of their actions on others and society.
- Tawhid Academy observes the importance of this duty, but with our resources and facilities, are devoted to serving the Muslim youth.

## **Our commitment to our students:**

- Female teaching staff.
- English speaking teachers.
- Small classes of maximum 12 students each.
- Segregation for students from age 12.
- Nurture true Islamic characteristics within each child in shah Allah.

**Our commitment to our parents:**

- Provide a safe and secure environment for your children.
- Keep you informed and involved in your child's learning every step of the way.
- Parents will receive a written progress report on their child's learning three times a year.
- Every child will receive a homework record diary so parents are kept updated weekly.
- Parent-teacher meetings every six months.
- Free Parking facilities for parents.

**Our Teachers:**

- Qualified, experienced and dedicated.
- DBS checked.
- Child protection trained.
- Receive regular teacher training.
- Supervised by distinguished head teacher.

**Uniform:**

- Students are encouraged to dress according to the Islamic dress code.

**Structure:**

- Class begins at 10:00AM.
- The Madrasah will open at 9:50AM. Children arriving before this time must wait in orderly fashion by the gate with their parents.
- Class ends at 1:00PM.
- Three terms, 48 weeks a year, 16 weeks per term
- A Madrasah calendar will be given to parents at registration and at the beginning of each academic year.

**Drop-off and Pick-up:**

- Children cannot be supervised after class has ended.
- Parents must ensure they drop off and pick up their children on time.
- Only Patents/Guardians or designated person can pick up the children.
- Tawhid Academy provides parking facilities which parents are free to use.

**Punctuality:**

- Students are expected to arrive promptly to class every session.
- If students are late, they are expected to bring a note of explanation with a valid reason signed by their parent/guardian.
- They will be given a detention, as they would at school.
- They will be marked as late in the class register.
- Parents of students with a high level of lates will be called in to discuss the matter.

**Lateness:**

- Children arriving after 10:00AM are late.
- If students are late, they are expected to bring a note of explanation with a valid reason signed by their Parent/Guardian.
- Students arriving more than ten minutes late will be given a detention, as they would at school.
- They will be marked as late in the class register.
- Parents of students with a high level of lates will be called in to discuss the matter.

**Absences:**

- Parents must inform the Madrasah if their child will be absent via a phone call or text message before the session starts.
- Parents of students with a high level of absences will be called in to discuss the matter.
- Parents must inform the headteacher in writing if their child is going to be absent for a long period of time e.g. for holidays etc.
- If a student is absent for more than four weeks without notification, they will automatically be removed from the class register.
- If a student is unable to cover the full syllabus for their year due to a high level of absences they may be asked to repeat that year.

**Expectation of students:**

- Arrive punctually to class with correct equipment (Qur'an, textbooks, exercise books, pens etc).
- Listen carefully to and follow the teacher's instructions.
- Listen to classmate's ideas respectfully.
- Treat teachers, staff, classmates and the building with utmost respect at all times.
- Stay focused on your task and work to the best of your ability.
- Do not shout, engage in unrelated discussion or disrupt the learning in anyway.
- Respect each other's safety and avoid any action that might endanger ourselves or others.
- Respect each other's property by returning all borrowed items.
- Respect the classroom and tidying up after ourselves and leaving everything as we found it e.g. throwing rubbish in the bin, not damaging the class displays, tucking chairs in at the end of the lesson etc.
- Never cheat, lie, insult anyone or display any behaviour we know is not right nor Islamic.
- Make sure all phones and electronics are switched off in the class.
- Remember at all times we are here for the sake of Allah.

**Children must bring daily:**

- School bag
- Homework
- Qur'an/Ahsan Al Qawaid/Juz Amma
- Tajweed book, Du'a book, Islamic Studies book, Hadith book, Arabic language book
- Exercise books
- Pen, Pencil, Ruler etc.
- Planner.
- A water bottle.
- Small snack for break time.
- Children must use the bathroom and make wudu at home before they come to class.

**Emergency contacts:**

- You must provide the school with at least one emergency contact number and this must be kept up to date.
- Any change of address must also be given to the school.

**Parents Evenings:**

- Parent-teacher meetings will be held every six months.
- Parents are also expected to make themselves available for any meetings with the headteacher that may be arranged.

**Breaktime/Snacks:**

- Students will get a 15 minute break in which they can eat snacks brought from home.
- Children are encouraged to bring healthy foods and drinks.
- Students will not be able to heat food up at the school.

**Homework:**

- Children will be set homework every week which they are expected to have completed by the next week.
- Parents should check their child's bag before they arrive to class to ensure they have completed their homework and sign their planner to confirm this.
- Parents are requested to properly check their child's homework before signing the planner.
- If your child fails to complete their homework, they will receive a detention.
- If non-completion of homework is a reoccurring issue then the child's parent/guardian will be called in to discuss the matter.

**Exams:**

- Children will be examined on all topics at the end of every term.
- Parents will be notified through a letter of every set of exams and receive a written report detailing their child's results.

## **Disciplinary Policy:**

- **Procedure:**
  - Tawhid Academy firmly believes in the rewarding and encouragement of students to cultivate the best learning environment.
  - However if students breach Madrasah rules, there are sanctions that will be applied to ensure the overall learning and order of the Madrasah is not disrupted as a consequence of an individual's actions and often negative sanctions are the most effective method of action for a child.
  - Parents are expected to support this policy and will be notified if their child breaks the rules.
  - The following sanctions will be implemented as a consequence of repeated misbehaviour after the teacher has given a verbal warning or if the situation is deemed by the Madrasah as severe enough.
  
- **Detention:**
  - The child will receive a detention slip informing their parents of the reason for their detention.
  - Detentions will be for thirty minutes after class.
  - If the student fails to attend the detention, the headteacher may apply a more severe sanction.
  - If the child cannot attend the detention, a written letter from the parents must be given to the headteacher so an alternate time can be arranged.
  
- **Parent meeting:**
  - In the circumstance of repeated misbehaviour or if the Madrasah feels necessary, the student's parents/guardian will be called in for a meeting.
  - The headteacher, teacher and student will be present to discuss the matter.
  
- **Suspension:**
  - If the above actions are ineffective, the student may be suspended.
  - Suspension will be for one week.
  - The objective is to allow time for reflection and composure.
  
- **Expulsion:**
  - Expulsion is the very last resort in any situation and Tawhid Academy is very reluctant to implement this sanction.
  - Expulsion will take place only in extreme circumstances once the Madrasah has exhausted all other means of discipline and no improvement is seen with the student.
  - Expulsion will only take place after the headteacher and teacher have reviewed the situation and determined it to be the most suitable method of action, and consulted the parents/guardian of the child on the decision.

**Admission Fee:**

- £25 admission fee
- One-off, non-refundable
- Applicable to students who leave and return

**Annual Fees:**

- £576.00 per annum
- Can be paid:
  - Yearly in advance, payment of £576.00 at beginning of year.
  - Termly in advance, payment of £192.00 at beginning of term.
  - Monthly in advance, payment of £48.00 before beginning of every month.

**Method of payment:**

- Standing order is preferred method of payment.
- All cash payments must be made to the administrator.
- Receipt issues for all payments.

**Books:**

- Can be bought from centre.

**Late fees:**

- Minimum expectation of monthly fees paid before the beginning of every month
- Text/email reminders will be sent before fees are due
- If not paid on time, slip will be sent home with child
- If fees still not paid, child will be excluded from Tawhid Academy

**Withdrawal:**

- Parents must give four weeks' notice before withdrawing their child.
- Tuition fees for the running month will not be refunded.
- If parents wish to enrol their child again, they will be put on the waiting list and will be charged with the standard registration fee of £25.

**Fee Polices Absences/Holidays:**

- Tuition fees payable during absences.
- No refund or discount during child absences.
- Tuition fees payable during Parent Evenings.
- Tuition fees payable during suspension.
- Tuition fees payable if regular classes are replaced by an activity considered important for the children's education for example meeting parents to discuss the progress of the children or a school conference.
- Tuition fees payable if the school is closed for a health and safety reason e.g. extreme weather conditions, premises maintenance issues or any other health and safety issues e.g. fire alarms.



**Closing remarks:**

Tawhid Academy was established with the sole intention of pleasing Allah (SWT) and serving the needs of the Community/Ummah. He ordered us to pursue knowledge and made it our duty to teach our children Islam. May Allah keep our intentions pure and put barakat into our establishment in Shah Allah. Though a weekend Madrasah is not a full-time Madrasah, we believe with the will of Allah (SWT) through such programmes we are able to provide our kids with the knowledge and guidance they need to grow into virtuous, dutiful young Muslims. Ameen!