



AS-SUNNAH  
QUR'AAN  
SCHOOL

STUDENT  
& PARENT  
HANDBOOK

DU'A &  
ADHKAAR

ISLAMIC  
STUDIES

QUR'AAN

# Introduction

**As-Sunnah Qur'aan School, 3 Paternoster Lane, Bradford, BD7 3DS**

General Enquiries – School Office:

01274 501736

Email:

[school@albaseerah.com](mailto:school@albaseerah.com)

Web:

[www.quraanschool.com](http://www.quraanschool.com)

The office hours are from 5:30pm to 6:15pm Monday and Thursday.

---

AssalamuAlaikum Wa Rahmatullahi Wa Barakatuhu,

We would like to extend a warm welcome to you to As-Sunnah Qur'aan School. Our vision is to provide our children with a quality Islamic education and nurture a generation who preserve, understand and implement the Qur'aan in every aspect of their lives.

As-Sunnah Qur'aan School aims to provide its pupils with a safe and caring environment that fosters and encourages learning, implementation of knowledge as well as developing good morals and manners amongst all its pupils. We will endeavour and strive to ensure all our children attending the Qur'aan school receive an excellent education and are able to learn and develop within a safe Islamic environment.

This handbook will serve as an important document to detail the roles and responsibilities of As-Sunnah Qur'aan School, parents and pupils. It contains general information and important rules and regulations that govern our school. The information given in this handbook is accurate at the time of going to press, but amendments may be made from time-time-time without notice. Please visit the school office to request the latest version of our student handbook.

As educators, both the School and you the parent have a great responsibility and an integral role to play in ensuring the child reaches his/her potential. We therefore encourage the development of a very strong school/parent partnership to ensure this trust is fully met and each child is given the best possible chance to excel and develop.

We hope our pupils find their time at As-Sunnah Qur'aan School enjoyable and rewarding. We ask Allah to grant you success in this life and the hereafter.

**As-Sunnah Qur'aan School Head**

# Contents

	<b>Pages</b>
Ethos and Aims	4
What Will Be Taught?	5
Sample Long Term Plan for Islamic Studies, Du'a, Surahs	6
Assessment, Recording and Reporting	7
Level Assessment for Qaaidah	8
Uniform	9
Behaviour, Attendance, Lateness	10
General Information for Parents	11
Additional Rules and Regulations	12
Staff Structure at the School	13
Useful Information for Students	14
Classroom, Corridor and Masjid Code of Conduct	15
Term and Holiday Dates	16

## **Ethos and Aims**

As-Sunnah Qur'aan School strives to nurture each child upon sincerity, honesty, respect and confidence in order to become exemplary Muslim role models of society. We endeavour to do this by following the teachings of the Qur'aan and example of the Prophet Muhammad (Sallallahu alayhi wa salam), his companions and the righteous generations that followed.

### **Aims**

To teach and educate children on how to read the Qur'aan with the correct pronunciation (Tajweed), its memorisation, understanding and implementation.

To teach children the basics and correct belief of Islaam from the Qur'aan and authentic Sunnah such as Tawheed, Allah's names and attributes, dangers of shirk/innovation etc.

To teach children how to perform the various acts of worship such as prayer and wudhu according to the Sunnah and to give children an insight into the life of the Prophet Muhammad (sallallahu alayhi wa salam) and his companions.

To instill the love of the Messenger (sallallahu alayhi wa salam) in the hearts and minds of children and educate them on how to live as good Muslims.

To provide children with guidelines on how to safeguard their emaan in a rapidly dynamic society.

Actively nurture children to act upon and implement the knowledge that they gain based upon the fundamental principle that knowledge without action is like a tree without its fruits.

To work alongside parents in preparing children for a happy and successful future founded upon Islamic belief, morals and values.

# What Will Be Taught?

There will be 4 lessons a week each lasting 1 hour and 35 minutes. During these lessons the following core areas will be given focus:

- Qaaidah/Qur'aan including memorisation
- Islamic Studies
- Dua and adhkaar
- Morals and manners (Islamic Tarbiyyah)

## **Qaaidah/Qur'aan**

Al-Qaaidah Al-Baghdaadia (Uthmani script) will be the book used initially for those who are unable to read. The primary focus at this level will be to aid children in being able to read Qur'anic Arabic with the correct rules and pronunciation.

For those children who can already read the Qur'aan, the focus will be placed on the fluency and accuracy of their reading. This will be achieved by constant practice, guidance and correction from the teacher as well as the teaching of Tajweed rules.

## **Qur'aan and Surah memorisation**

All children will be expected to memorise a range of short surahs in accordance to their age and ability. Revision of memorised surahs will take place on a regular basis. In addition to this, we have Qur'aan Hifh (memorisation) which is offered to students once they have become competent in reciting the Qur'aan. This program requires a strong level of commitment.

## **Islamic Studies**

Each child will have weekly Islamic Studies lessons which will cover a range of topics such as Belief/Aqeedah, Qur'aan/Tafseer, Worship/Fiqh, History/Seerah, Morals and Manners. Teachers will place great emphasis to encourage action upon this knowledge.

## **Dua and Adhkaar**

Children will learn various supplications with their meanings. They will begin learning these in chronological order i.e. waking up in the morning, entering the bathroom, leaving the bathroom, meeting someone etc.

## **Morals and manners**

Each half-term there will be a new whole school theme that aims to teach and nurture children to display excellent morals and manners and Islamic etiquettes. Examples of such themes include smiling and giving salaams, cleanliness, sharing and being patient etc.

# Long Term Plan for Islamic Studies, Dua, Surahs

Year Group	Subject	Autumn 1 and 2	Spring 1	Spring 2 Starts Mon 3 <sup>rd</sup> March (7 weeks) <b>Theme: Greeting people and smiling</b>	Summer 1 Starts Mon 28 <sup>th</sup> April (5 weeks) <b>Theme: Cleanliness</b>	Summer 2 Starts Mon 2 <sup>nd</sup> June (4 weeks) <b>Theme: Sharing and being patient</b>
5-6	Islamic Studies	N/A	N/A	<b>Unit 1:</b> 1. Introduction to Belief 2. The Pillars of Islam  <b>Unit 2:</b> 1. The Shahaadah Part 1 2. The Shahaadah Part 2  <b>Unit 3:</b> 1. Knowing the Prophet 2. Allah is the Creator  <b>Unit 1/2:</b> 1. Introduction to the Qur'aan 2. Respecting the Qur'aan  <b>Unit 4:</b> 1. Allah's creation 2. The three principles  <b>Unit 3/4:</b> 1. Completeness of the Qur'aan 2. Revelation of the Qur'aan  <b>Unit 5:</b> 1. Allah's creation review 2. The Shahaadah review 3. The Qur'aan review  <b>End of term exams during week start 21<sup>st</sup> April</b>	<b>Unit 6:</b> 1. Introduction to history 2. The name of the Prophet and his family  <b>Unit 6/7:</b> 1. Reading the Qur'aan 2. The Prophet's birth and childhood  <b>Unit 7:</b> 1. Salah: The second pillar of Islam 2. Seeking refuge in Allah  <b>Unit 8:</b> 1. The five daily prayers 2. How to perform Salaah  <b>Unit 9/10:</b> 1. Practical Salah 2. Salah/Prophet review  <b>Parents evening on Wed 28<sup>th</sup> May 2014.</b>  <b>Holiday Thurs 29<sup>th</sup> May 2014</b>	<b>Unit 9 and 11:</b> 1. Zakah: The third pillar 2. The benefits of Zakah  <b>Unit 11/12:</b> 1. Zakah is an Ibaadah 2. Ramadhan: The fourth pillar  <b>Unit 12/13:</b> 1. The benefits of fasting in Ramadhan 2. The manners of Sawm  <b>Additional:</b> 1. Arrange a party with Ramadhaan theme  <b>End of term exams during week starting 23<sup>rd</sup> June 2014</b>
5-6	Dua and adhkaar	N/A	N/A	1. When waking up 2. Going to the bathroom 3. Starting wudhu <b>(Focus on practical implementation)</b>	4. Completing wudhu 5. Leaving the bathroom 6. When descending (stairs) <b>(Focus on practical implementation)</b>	7. Greeting someone 8. Before you eat 9. After you eat <b>(Focus on practical implementation)</b>
5-6	Hifth of Surahs	N/A	N/A	<b>Surah Faatihah</b> (Higher ability children begin last 10 surahs)	<b>Surah Naas</b> Higher ability children continue with last 10 surahs)	<b>Surah Ikhlaas</b> Higher ability children continue with last 10 surahs)
7-10	Islamic Studies	N/A	N/A	<b>Unit 1:</b> 1. The meaning of Laa illaah illallaah 2. Muhammad Rasoolullaah  <b>Unit 2:</b> 1. The Shahaadah 2. Virtues of the Shahaadah  <b>Unit 3:</b> 1. Belief in Allah 2. Belief in the Angels  <b>Unit 1/2:</b> 1. Benefits of reading the Qur'aan 2. Reflecting on the Qur'aan  <b>Unit 4:</b> 1. The Books and scriptures of Allah 2. The Messengers  <b>Unit 3/4:</b> 1. The Qur'aan review 2. Surah ash-Sharh  <b>Unit 5:</b> 1. The Shahaadah review 3. Belief review  <b>End of term exams during week start 21<sup>st</sup> April</b>	<b>Unit 6:</b> 1. The Last Day 2. Allah's decree  <b>Unit 7:</b> 1. Loving Allah 2. Allah's blessings  <b>Unit 8:</b> 1. Loving the Prophet 2. The Prophet's call to Allah  <b>Unit 9:</b> 1. Being truthful 2. The story of the Quraysh and the Kaa'ba  <b>Unit 10:</b> 1. Loving Allah and His Messenger review 2. The virtues of Muhammad (Sallallahu alayhi wa salam) review  <b>Parents evening on Wed 28<sup>th</sup> May 2014.</b>  <b>Holiday Thurs 29<sup>th</sup> May 2014</b>	<b>Unit 11:</b> 1. Being trustworthy 2. The trustworthiness of the Prophet  <b>Unit 12:</b> 1. Obligatory acts of Wudoo 2. Practical Wudoo  <b>Unit 12/13 (taken from Grade 1):</b> 1. The benefits of fasting in Ramadhan 2. The manner of sawm  <b>Additional:</b> 1. Arrange a party with Ramadhaan theme  <b>End of term exams during week starting 23<sup>rd</sup> June 2014</b>
7-10	Dua and adhkaar	N/A	N/A	1. When waking up 2. Going to the bathroom 3. Starting wudhu <b>(Focus on practical implementation)</b>	4. Completing wudhu 5. Leaving the bathroom 6. When descending (stairs) <b>(Focus on practical implementation)</b>	7. Greeting someone 8. Before you eat 9. After you eat <b>(Focus on practical implementation)</b>
7-10	Hifth of Surahs	N/A	N/A	<b>Surah Faatihah Ikhlaas, Naas, Falaq</b>	<b>Surah Masad, Nasr, Kaafiroon</b>	<b>Surah Kauthar, Ma'uun</b>

## Assessment, Recording and Reporting

As-Sunnah Qur'aan School aims to break away from the norm of typical Qur'aan Schools by focusing strongly on regular assessment and accurate recording of student progress. This will be done through both formative (continuous assessment) and summative methods (end of term/unit exams). Reports as well as parent evenings will ensure parents are kept well informed about their child's progress and achievements.

### Baseline Assessment (Summative)

Children are assessed on entry into the Qur'aan School. This assessment is used to inform groupings and to inform teacher's planning and parents of their child's aptitudes and ability. Children are then tested at the end of each term to show progression and make predictions upon future performance.

### Formative Assessment

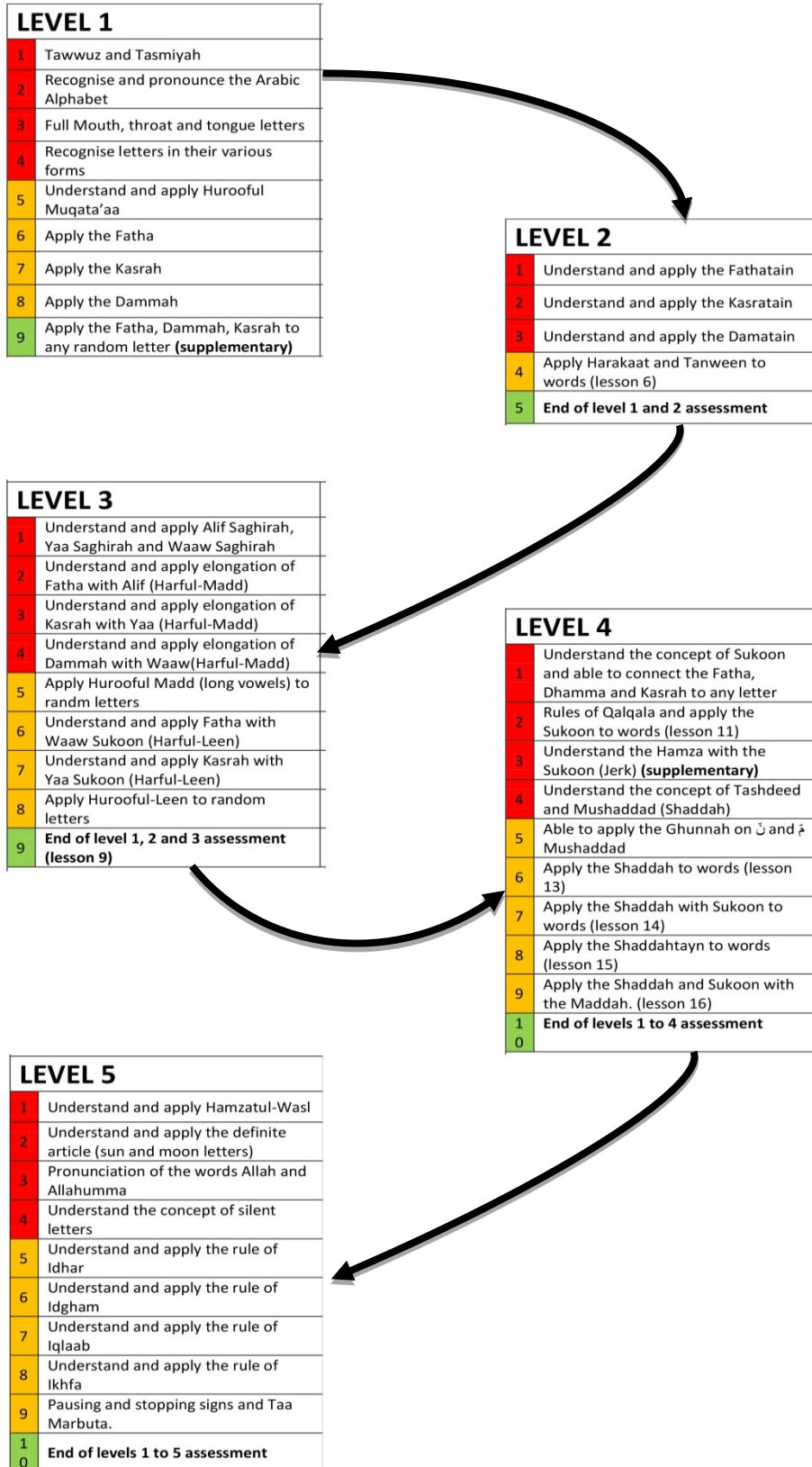
Formative assessment is on-going throughout the school. This consists of the evaluation of marking, observation and questioning to inform teacher's records of a child's progress. All our students are tested on a daily basis and this information is recorded weekly and accessible to parents upon request. Formative assessment informs the monitoring and evaluation of planning in order to tailor the quality of teaching and learning. This stage of assessment is teacher based from the defined learning objectives evident in planning. Progress is measured according to the statements of assessment within the Qur'aan and Islamic Studies schemes.

### Summative Assessment

Children are assessed at the end of each term against the key learning objectives taught. This assessment is used to monitor, confirm and evaluate the quality of teaching and learning, to change future provision if necessary, as well as monitor the progression of and set targets for individuals, groups and classes. This information is gathered by the class teacher and passed on to the School Head for monitoring and evaluation purposes as well as reports provided to parents/carers. Please refer to the As-Sunnah Assessment, Recording and Reporting policy for further details.

# Level Assessment for Qaaidah

Just like the levels found historically in the National Curriculum, we have devised similar levels to assess children as they progress through the Qaaidah and begin reading the Qur'aan. These levels will guide teachers and parents alike to determine how the child is progressing over a given period of time.





# Uniform

As-Sunnah Qur'aan School believes in a policy of appropriate Islamic clothing which assists in instilling and reinforcing Islamic values and regulations. In addition it helps in maintaining the very highest standards of dress and appearance appropriate to the School. These standards will be best achieved by the full commitment of all pupils/students, staff, parents/carers to the following agreed principles and practices:

**Boys** - A clean, plain white thobe above the ankles with a white head cap. There is no stipulation as to what is worn underneath the thobe but the garment must be completely hidden and above the ankles.

**Girls** - A black hijab and abayah. There is no stipulation as to what is worn underneath the jilbaab but the garment must not be revealing or see through.

## Jewellery & Accessories

### Boys

- No jewellery may be worn other than a watch (which must be named).
- Any other jewellery will be confiscated until the end of term.
- Hair should be of a uniform, natural shade and not streaked or dyed/coloured in any way. The hair should be one length from all sides. **Wedges, short back and sides or any other styles are strictly not permitted.**

### Girls

- No jewellery may be worn other than a watch (which must be named) and a pair of small, plain, matching gold, silver or metal studs if ears are pierced. Only one stud in each ear lobe.
- Any other jewellery will be confiscated until the end of term.
- No make-up or perfume is permitted.
- No Henna decoration is permitted except on periods of the two Eids.
- No nail varnish or long nails is permitted. Nails must not be coloured or decorated in any way, e.g. with false nails or dye.
- Braided hair, fashion hair extensions or coloured hair are not permitted. Hair should be of a uniform, natural shade and not streaked or dyed/coloured in any way.
- Hair accessories should be small and discreet, plain navy or black.

**No mobile phones are allowed!**

**Consequences** - If any of the above rules are broken, the student will miss the classes that day. His/her parents will be asked to collect the child.

# Behaviour, Attendance and Lateness

## Behaviour Management

As-Sunnah Qur'aan School has very clear Islamic expectations for child behaviour. We aim to teach children to behave in religiously, socially and morally acceptable ways and to understand the need and rights of others. We will always strive to implement positive intervention techniques to address cases of minor inappropriate behaviour and work closely with parents on this.

Any inappropriate behaviour will be recorded and the child's parents/carers will be contacted depending on the severity and consistency of the problem. Serious cases of inappropriate behaviour will never be tolerated such as foul language, physical attacks, racism, bullying, vandalism, theft etc. As-Sunnah Qur'aan School has a very detailed behavioural policy which can be accessed by requesting a copy from the School office or visiting our website: [school.albaseerah.com](http://school.albaseerah.com). There may be cases where we will review if we can continue to accommodate a child at As-Sunnah Qur'aan School depending on the nature of the behavioural issue. The outcome of this is solely decided by the School management.

## Drop Off and Collection

All parents/carers must drop off their children inside the School entrance. No child will be allowed to leave the Qur'aan School without the parent/carer first being seen by the teacher or the School Head, except where a signed disclosure has been received.

Class 1: Children must be in the class at 4:40pm and collected no later than 6:15pm.

**IMPORTANT: Children are not allowed to be dropped off earlier than 10 minutes before a lesson nor allowed to be picked up later than 10 minutes after a lesson. Following five instances, parents will be charged £3 for every time they pick up their children late or drop them off early. We have had to develop a strong policy regarding this issue to prevent teacher preparation/planning time being affected. Please refer to the 'AQS Dropping Off and Collecting Children' policy for further explanation.**

Parents dropping and picking their children up by car must pick their children up from inside the School entrance. Please be considerate to the neighbours when parking.

## Attendance and Lateness

As-Sunnah Qur'aan School aims to maintain and raise levels of education and achievement by ensuring the highest possible levels of attendance and punctuality. Persistent non-attendance or lateness which begins to affect teaching and learning is taken very seriously. Please refer to the 'Attendance and Lateness' policy for further details.

# General Information for Parents

## Age Range

As-Sunnah Qur'aan school currently admits boys and girls aged 5-15. The minimum age of acceptance is 5 years old.

## Class Sizes

As-Sunnah Qur'aan School has decided to limit the class size to no more than 17-20 students per class, although this may be lower. This is to focus on quality rather than quantity and allow for effective differentiation to take place. The fees are reflective of the class sizes.

## Days and Times

- Monday to Thursday (all classes)
- Classes starts at 4:40pm and finishes at 6:15pm. (1:35 mins)

## Fees, Payment Schedule & Cancellation of Registration

The school fee is £35 per calendar month, per child which reflects on several factors such as the class size, quality of teaching and the use of resources within the class to support learning.

- |   |
|---|
| <ul style="list-style-type: none"><li>• <b>Option 1:</b> £350 one-off payment for the full year (payable on 1<sup>st</sup> September).</li><li>• <b>Option 2:</b> Two instalments of £175 each. (1<sup>st</sup> payment payable on 1<sup>st</sup> September. 2<sup>nd</sup> payment payable on 1<sup>st</sup> February).</li><li>• <b>Option 3:</b> Monthly payment to be made on the 1st which <b><u>must be setup as a direct debit.</u></b></li><li>• <b>Option 3:</b> Cash payment to be made every 3 months in advance in September, Dec, March, June.</li></ul> |
|---|

School fees must be paid on time. Parents who do not pay their fees by the dates shown above will be sent a reminder to pay within 7 days. Failure to make payment during this period will result in a final notice letter requesting payment by the 24<sup>th</sup> of the month. Failure to make payment by the 24<sup>th</sup> will result in the child/children being temporarily removed from the class until the payment has been settled. As-Sunnah Qur'aan School has had to develop this policy to prevent persistent lateness of fees which can take up a lot of administration time. Parents who wish to terminate the registration of their child (remove them from As-Sunnah Qur'aan School) must provide 2 months written notice. The fees for this remaining term must be paid.

## Duration

The academic year will run from September to July. Our term times and holidays will be identical to the public School calendar in Bradford.

## Comments/Complaints/Suggestions

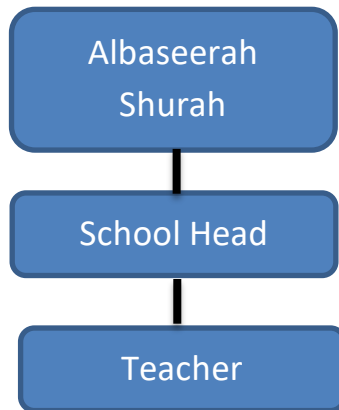
If you have any concerns, comments or suggestions please do not hesitate to contact the school office on 01274 501736 or email [school@albaseerah.com](mailto:school@albaseerah.com).

## Additional Rules and Regulations

1. All students and parents shall be expected to conform to the guidelines set out in this handbook. No exceptions will be made for anyone regardless.
2. As-Sunnah Qur'aan School reserves the right to terminate any student's admission if and when it deems necessary. The decision by the School management will be final.
3. The School does not accept responsibility for any loss/damage to student property.
4. **The fee for each student is paid towards the reservation of the child's place and not for teaching. Hence all absences are still required to be paid for in order to reserve their places. All As-Sunnah Qur'aan School official holiday fees will need to be paid for e.g. end of term holidays.**
5. All students shall be required and responsible for bringing their own pens, pencils, sharpeners, rubbers, Qaaidahs, Mushafs and Islamic Studies books.
6. Administrative decisions such as class allocations, setting of timings, syllabus content, holidays etc. shall be made at the sole discretion of the School management.
7. As-Sunnah Qur'aan School reserves the right to amend existing rules or introduce new rules at any time. The latest copies of all policies and the handbook can be obtained from the School reception or found on our website [school.albaseerah.com](http://school.albaseerah.com).
8. As-Sunnah Qur'aan School shall not be responsible for any transport arrangements to and from the School nor for any incident occurring outside the School premises on any such journey.
9. In the event of a dispute between the School management and parents/children, the decision of the School management shall be binding and final.

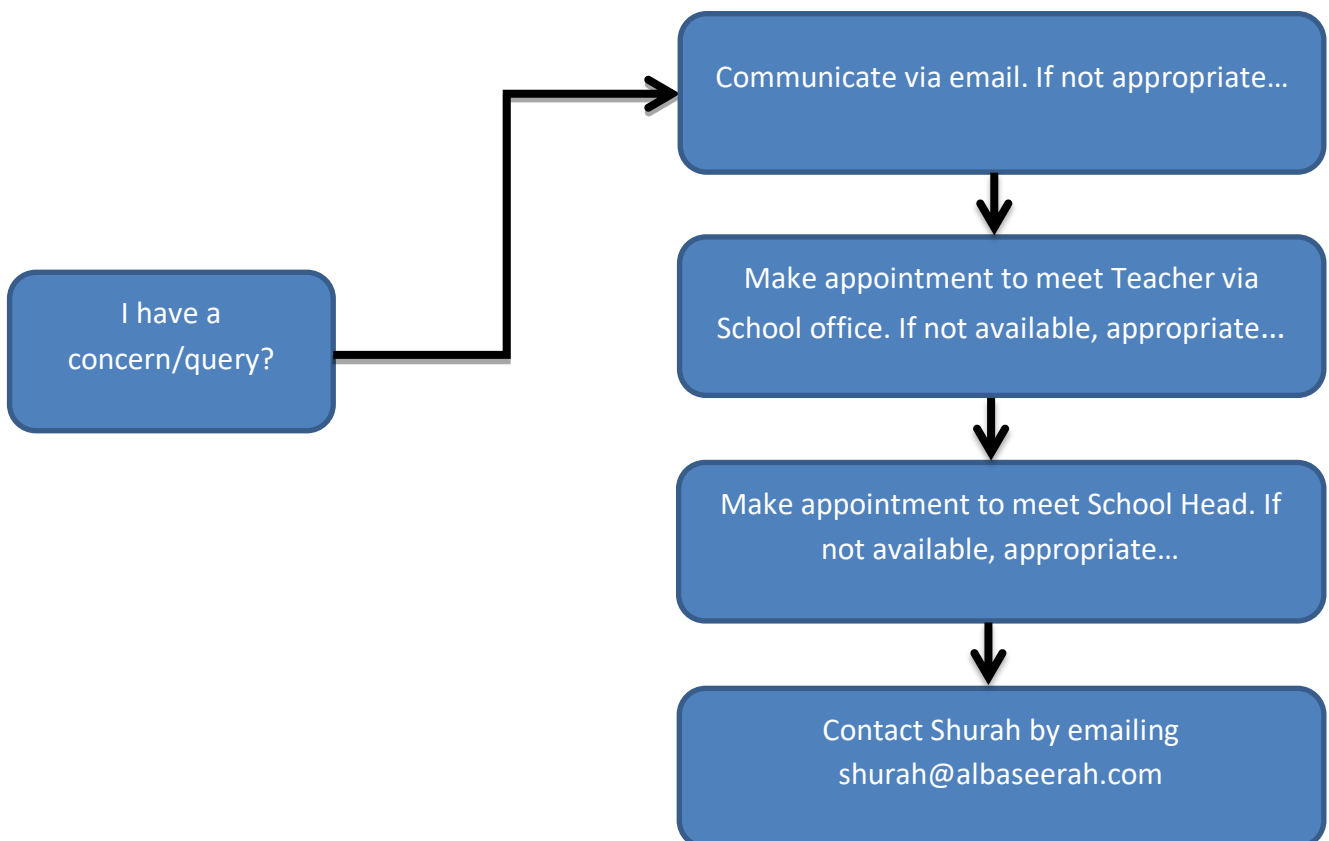
## Staff Structure at the School

As-Sunnah Qur'aan School has a range of staff to help parents/carers with any issues or concerns they may have.



### Communication Sequence for Parents

Please follow the reporting sequence as follows:



## Useful Information for Students

The following are some answers to common questions students may have. We politely ask all parents to reinforce this with their children at home.

<b>Problem</b>	<b>What to do...</b>
I don't understand what to do in my lesson/homework?	<b>Ask your teacher to give you a detailed explanation.</b>
What if I am late to school?	<b>Go immediately to your class.</b>
What if I lose something?	<b>Go to the School reception as all lost property is kept in the School office.</b>
What if I forget my books or equipment?	<b>Tell your teacher at the beginning of the lesson.</b>
What if I have to contact home in an emergency?	<b>Ask at the School office for permission to use the office phone.</b>
What if I have a problem?	<b>See your teacher or School Head.</b>
What if I am absent or going to be absent?	<b>Ring the School prior.</b>
What if I bring money or valuables to school?	<b>You are advised not to bring valuables into school.</b>
What if I am not very happy?	<b>Talk to your Teacher or School Head.</b>
What if I am being bullied?	<b>Tell your teacher or School Head straight away.</b>
What if I don't feel well?	<b>Tell your teacher who may send you to the School office.</b>

# Classroom, Corridor and Masjid Code of Conduct

All pupils have a right to learn and to work to the best of their ability in lessons. Therefore all pupils have a responsibility to conduct themselves in a positive manner to ensure that this is the case.

## YOU SHOULD:

- Only enter the classroom when asked to do so, punctually, quietly and in the correct uniform.
- Sit down at the location where the teacher has told you to sit.
- Remove coats and take out relevant books and equipment.
- Start reading the Qaaidah/Qur'aan straight away.
- Listen carefully when the teacher is speaking. **DO NOT INTERRUPT.**
- Raise your hand to request assistance from the teacher. **DO NOT SHOUT OUT.**
- Ask permission before moving from your location.
- Ensure you have the correct books and equipment for each lesson (pens, pencils etc).
- Treat each other, school books and equipment with respect.
- Leave the lesson only when told to do so, in a quiet, controlled manner.
- Leave the reading desks tidy.
- Use the litter bins for any rubbish.

## Corridor

- If you are waiting in a line in the School corridor, stand quietly and sensibly.
- When you are coming or leaving the classroom, use the one way system by staying close to the left wall. This will prevent congestion in the corridors.
- **Never run in the corridor. (Students will be strongly disciplined for poor behaviour in corridors).**

## Masjid

- No talking at all when you have entered the prayer area.
- No food or drink allowed what-so-ever.
- Make sure you have done wudhu BEFORE you enter the prayer area.
- Try to pray your Sunnan and do make sure you do your adhkaar after Salah.
- **Do not** return to your class without your teacher.
- Do not leave the place of prayer until instructed by your teacher.

# Final Message

We hope that you have found this handbook useful and that it answers the majority of your questions. Please keep the handbook safe and read it whenever you don't know how to do something or have forgotten something. We ask you to supplicate to Allah to bless this Qur'aan School for us and for you and make it a means of success in this world and the Hereafter. Together we can make a difference, bi-ithnillah.

## **As-Sunnah Qur'aan School**

Wa-Assalamu Alaikum Wa Rahmatullahi Wa Barakatuhu

**As-Sunnah Qur'aan School, 3 Paternoster Lane, Bradford, BD7 3DS.**

Tel: 01274 501736 | Email: [School@albaseerah.com](mailto:School@albaseerah.com) | Web: [www.quraanschool.com](http://www.quraanschool.com)