



Darul Arqam Educational Trust  
Registered Charity No. 1092608

# Quran Madressah Handbook

Preparing the Next Generation for Moral, Spiritual,  
Academic and Physical Excellence

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*In the name of Allah the Compassionate the Merciful*

## **Introduction to Darul Arqam**

Darul Arqam is a registered educational organization which was set up in 1998 with the aim to provide the Muslim community with social, cultural and educational activities to create a sense of identity, moral responsibility, self reliance, community spirit and to empower alienated groups to play a meaningful participation in a multicultural society.

With a dynamic team of diverse members along with affiliations with many local and international organizations, Darul Arqam endeavours to deliver seminars, courses, events and intensives; open to all, to convey the true nature of the legacy of this beautiful Deen.

In addition, with highly qualified teachers who have been classically trained in the Muslim heart lands, having had the honour to receive tutelage of the Sacred Islamic Sciences from some of the most prominent Ulema with great academic and spiritual merit along with isnad in the classical disciplines; Darul Arqam caters for the educational needs for the Muslim community. Currently, Darul Arqam runs a series of courses of the various Islamic Disciplines, all taught through the medium of the English Language, for Men, Women and Children.



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## Quran Madressah

A Quranic and Islamic studies course which aims to instil a love of the book of Allah and Islam by emphasizing self reformation and seeking to gain praiseworthy characteristics of the Prophet (upon whom be peace).

**The syllabus that will be utilised during the course of the Quran School.**

### Quran/ Qaidah:

Safar Academy Qaidah will be utilised. Once students have demonstrated a level of proficiency using this primary text and completed it students will move on to the Quran itself. Use will be made also of flipcharts, flash cards and videos enabling recognition of the words in the initial, medial and final forms where necessary. Beginners Tajweed will also be taught. Memorisation of du'as and litanies will also take place in this period.

### Fiqh, Seerah, Akhlaaq/ Adab, Tareekh

The syllabus that will be employed will be the Islamic Curriculum developed by An Nasihah Publication, UK. The volume that will be utilised will be according to age and aptitude. While the books mentioned will be used we hope to also use instructional stories taken direct from other traditional sources.

Multimedia sources will also be used in the various subjects to time and relevance. A teaching assistant will also be available across multiple classes.

### Surahs/ Duas/ Tajwid/ Enrichments

Once a week children will learn essential surahs, duas, tajwid and also enrichments towards the end of the year. These are seasonal, so for the first 7 weeks the students will learn surahs, thereafter duas for another 7 weeks, there after tajwid, and thereafter enrichments. The activities vary according to age group.

### Assemblies

There will be assemblies every two months also inshaAllah.

### The Timetable

TIMES	MON	TUES	WENS	THURS	FRI
50 mins	QURAN STUDIES	QURAN STUDIES	QURAN STUDIES	QURAN STUDIES	DUAS/ SURAH/ TAJWID/ ENRICHMENTS ACTIVITIES*
35 mins	FIQH (COURSEBOOK)	ADAB/ AQHLAAQ (HADITH) (COURSEBOOK)	HISTORY (COURSEBOOK)	SEERAH (COURSEBOOK)	DUAS/ SURAH/ TAJWID/ ENRICHMENTS ACTIVITIES*
35 mins	FIQH (WORKBOOK)	ADAB/ AQHLAAQ (WORKBOOK) (HADITH)	HISTORY (WORKBOOK)	SEERAH (WORKBOOK)	DUAS/ SURAH/ TAJWID/ ENRICHMENTS ACTIVITIES*
15 mins	DHIKR & SALAT ALA AL-NABI	DHIKR & SALAT ALA AL-NABI	DHIKR & SALAT ALA AL-NABI	DHIKR & SALAT ALA AL-NABI	DUAS/ SURAH/ TAJWID/ ENRICHMENTS ACTIVITIES*



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## **Entrance Requirements**

The course will be open to children from the age of five and no previous Islamic studies is assumed.

## **Duration**

Lessons will take place five days a week for a duration of 2 hours and 15 minutes from 5pm to 7.15pm

Holidays will be offered during the periods of summer holidays and all important Islamic religious days. It is imperative that holidays are not taken outside of the demarcated holiday period. Please refer to the academic timetable on the website.

## **Course Fees**

The cost per student is £ 480 per year or this can be spread out over the 12 months for payments of £ 40 per month.



## Disciplinary Policy: Aims & Expectations

**1.1** It is the aim of Darul Arqam that every member of the madrassah community feels valued and respected, both parents and children, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Darul Arqam's behaviour policy is designed to support the way in which all members of the school work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

**1.2** The school has a number of rules, but our behaviour policy is ***not*** primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. The policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

**1.3** The school expects every member of the school community to behave in a considerate way towards each other. Fighting, arguing, swearing, bullying, aggressive behaviour, abusive language, impudent behavior, backbiting, causing dissension or teasing and picking on will not be tolerated towards teachers, staff nor students. We also expect students to treat the premises and equipment with due care and concern which includes placing rubbish in its appropriate place and shoes to be placed on the racks provided.

**1.4** We treat all children fairly and apply this behaviour policy in a consistent way.

**1.5** This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the Darul Arqam community.

**1.6** The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. It is designed to promote good behaviour, not merely deter bad behaviour.

**1.7** Parents are requested to show a active interest in the Islamic and spiritual development of their children. We emphasize that the education and spiritual development of the child is a joint effort between the madrassah and the parents.

**1.8** Students should set an example of cleanliness, orderliness, high morals and piety.

**1.9** The following procedures will take place for unacceptable behaviour which also includes a failure to hand in homework or assignments set.

**1. The student will be given warnings.**

**2. The student will be given detention for 10 minutes on the day**

**3. If there is no improvement in behaviour or learning then up to an hour of detention will be given, which you will be notified by the teacher minimum 24 hours in advance.**

**4. Parents will be called in to discuss the progress of the child.**

**5. If the behaviour persists the student will be suspended.**

**6. Finally the student will be expelled, though we hope this step will not take place.**

Failure to comply with any of the numbered procedures mentioned above will result in the next available procedure being enforced until the last available procedure is enacted – i.e. expulsion.

**1.10** Parents are advised to wait in the foyer or passage area until the student has been granted permission to leave the class. Parents are advised that due to the nature of the class they should expect slight delays and we request parents to be patient.

**1.11** We have taken the liberty to enclose the etiquettes of a student of knowledge which parents may find useful and to explain some of the points to the children.



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## Rewards

The students will be able to earn stickers every Friday. Teachers will issue one or more stickers every week based on the child's performance, effort, behaviour and attendance during the duration of that week. Once a child has accumulated four consecutive stickers, the child will be issued with various rewards. This could range from a book, stationary, or a small toy!

For those students who receive the eligibility of receiving a reward for three consecutive months will be issued with a mention in assembly, a letter to acknowledge their excellence, a certificate to mark their virtues and of course a prize!

## Picking up your children:

As an educational institution Darul Arqam is committed to ensure the well-being and safety of your children. As a result we are implementing a new safeguarding procedure for the safe pick up of your children.

**All children 10 years old and under** will be required to be picked up from the Darul Arqam premises. Your children will not be allowed walk/ bike home, neither can we allow them to wait at the front (outside the carpark), or wait in the car park. **You will need to pick them up from the door.**

However **children aged 11 and over** will be allowed to walk home so long as we have **authorisation from parents via the reply slip below**. These children will be allowed to walk or bike home. And if through your authorisation they will be allowed to take a sibling home that is under 11 years of age.

These children will be given a lanyard, and only these children upon **presenting the lanyard to the teacher on duty will be allowed to leave and take a sibling along with them. If no lanyard is presented they will not be allowed to leave the premises until the authorised parent or guardian collects them from the main building.** Moreover please keep in mind our policy on late pick up, which you can find below:

These procedures are necessary for the safeguarding and well-being of our children. Also please bear in mind that this is a first stage to our procedure, as we progress through the year we will be tightening up on this procedure further, however we will alert you to these developments as and when they come into effect.

## Late Pick Up:

The impact on a child of not being picked up from Maktab on time cannot be underestimated. The child that has been left behind will feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child.

The impact on the Maktab of having a child left behind at the end of the day is also great as it requires two members of support staff to supervise that child. This means that those staff will not be able to undertake their duties in preparation for children's learning the following day and this **also incurs an additional staffing cost to the Maktab.**

Unfortunately, we are seeing an increasing number of occasions where children are being picked up late. I am fully aware that there are frequently valid reasons or emergencies where the parents/carers have been delayed and, when the Maktab is informed in advance of this, I will always take an understanding view.

However, some parents/carers appear to be unwilling to acknowledge the impact that this has on both their child and the Maktab and seem to think that the Maktab is able to offer a free, out of hours childcare service.

It is because of these few who regularly pick up their child late with no prior contact being made to the Maktab that I am forced to take the following action.

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The following Applies :

- All parents/carers should be onsite and ready to pick up their children when Maktab learning ends at 7.15pm
- Children who are not picked up by 7.25pm will be taken to the Late Collection Room on each site where they will be supervised by Maktab support staff.
- If it is the first occasion of late collection and the parent/carer has notified the Maktab that they are held up then no charge will be made for the supervision of the child.
- There will be a charge of £10 per hour or part thereof per child applied to contribute to the cost to the Maktab for supervision of children if one of the following applies:
  1. A first occasion of late collection with no notification made by the parent/carer by 7.25pm.
  2. A repeat occurrence of late collection by the parent/carer by 7.25pm.
- The charge of £10 per hour or part thereof per child will be expected to be paid on arrival. For example, if two children are collected after 7.25pm in the above circumstances, the parent would be charged a total of £20 for their supervision.
- In line with the safeguarding policy, if a child remains uncollected by 8.10pm safeguarding processes will be started and a referral will be made to social services and to the police. Further attempts to contact parents to advise them of this will be made by maktab staff.

Thank you for your continued partnership in safeguarding the children and supporting their learning and wellbeing.

## Absences

In circumstances of extended absences of more than a week you are advised to email DA the full details. Although we will try to accommodate we must emphasize that attendance is imperative and excessive absences may lead to expulsion. In the event of a short term emergency absence please contact us by text message on: **07528 084 809**

## Cost

The cost per student is £ 480 per year or this can be spread out over the 12 months for payments of £ 40 per month.

## Methods of payment

All payments should be made by Direct Debit which can be done via our website [www.datrust.org](http://www.datrust.org)

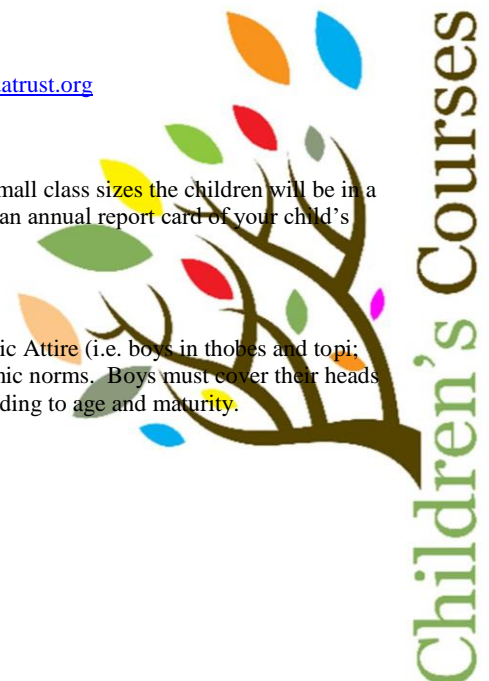
## Assessments

The Students will be tested bi-annually once in the form of exams. However due to the small class sizes the children will be in a constant form of verbal assessment. And at the end of the year we will provide you with an annual report card of your child's performance and progression.

## Dress Code

There is no formal uniform or dress code, but we do encourage children to dress in Islamic Attire (i.e. boys in thobes and topi; and girls in hijab). All children will be expected to dress modestly and according to Islamic norms. Boys must cover their heads with Islamic head gear and girls with a suitable head covering and modest clothing according to age and maturity.

## Communication procedures





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In order for Darul Arqam as an institute to flourish and provide the best resources and services to all our users, we are required to develop streamlined processes that are fair for everyone. As a result we are writing to you to highlight **important new changes to procedures of the Madrassah.**

The admin office has now been relocated and we can only deal with queries via email and text. Moreover the Darul Arqam phone line has now been reallocated for the fundraising team and short course information team. Therefore, to reiterate, **hence forth all queries concerning the Madrassa will exclusively be dealt with through email and text.**

The following are the new protocols for madrassah procedures:

### Queries/ concerns/ booking appointments

If you have a concern, query, or even a complaint regarding anything to do with the madrassah, or you require meeting with a teacher/ management we kindly ask that you email your request to [info@datrust.org](mailto:info@datrust.org) and we endeavour to deal with your query within 24 hours inshaAllah.

### Late or Absences

If your child is late or going to be absent please **TEXT** on **07528 084 809**, and we will inform the relevant teacher.

### Emergency Contact

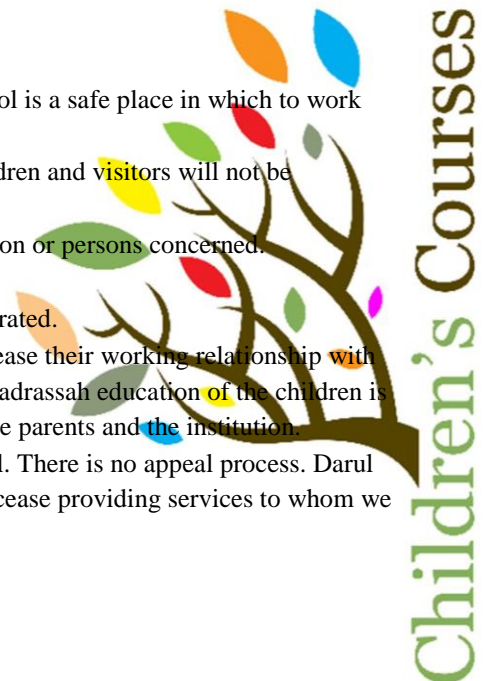
If you need to pick up your child due to an emergency again please **TEXT** on **07528 084 809** and our administrator will call you back to make the necessary arrangements for your child to be picked up.

The office landline will no longer be used for incoming calls for the madrassah. If you have any other issues, please email us and we will get back to you as soon as possible.

Once again these changes are necessary so that we are able to operate and provide services to our users in the best and fairest way.

## **Policy on abusive, threatening or violent behaviour on Madrassah premises**

- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- Abusive, threatening or violent behaviour against school staff, parents, children and visitors will not be tolerated. This includes adult-adult behaviour when children are present.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.
- Behaviour may be directed against either adults or children
- Abusive and threatening behaviour in social media postings will not be tolerated.
- In the event of parents abusing staff, Darul Arqam Educational Trust will cease their working relationship with the parents and adults in question, and the children will be excluded. The madrassah education of the children is under the premise that the education of the child is a partnership between the parents and the institution.
- Any decision made by management in line with Darul Arqam policy is final. There is no appeal process. Darul Arqam is a private educational establishment, and we maintain the right to cease providing services to whom we will, at any given time.



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## Definitions:

### Abuse

- This will be verbal where someone speaks harshly or rudely to someone. The perpetrator might use insulting, cruel words or make scathing comments.
- The aggression could be verbal, physical, or passive.
- There will not be a specific threat – if there was that would be threatening behaviour

### Threatening behaviour

This will be a declaration of intent to harm. A person or object is likely to cause damage or harm.

### Violence

The intentional use of physical force-threatened or actual against another person. This either results in, or has, a high likelihood of resulting in injury, death or psychological harm.

### Assault

A violent attack which may be sudden. It is an unlawful physical attack which can be either physical or verbal.

### Banning Parents and other Visitors from School Premises

- Section 206 of the Education Act 2002 makes it a criminal offence punishable with a fine of up to £500 for a person to trespass on school premises and cause a nuisance or disturbance. Parents and some other visitors normally have implied permission to be on school premises at certain times and for certain purposes and they will not therefore be trespassers unless the implied permission is withdrawn.
- There may be times where we withdraw permission for any parent or other person who behaves unreasonably on school premises to be on site.
- Incidents which could warrant this should be reported to the Head teacher.
- It is important throughout this process that a full record is made of each incident, including details of witnesses, since evidence will need to be provided.

### Procedure for dealing with abusive, threatening or violent behaviour on site

#### Abusive behaviour on the site

#### **At the reception area or in a phone call to the office:**

An adult may arrive on site by appointment or unannounced demonstrating abusive behaviour. They may also make a telephone call and demonstrate abusive behaviour.

- Office staff on reception should make the person aware that their behaviour is not acceptable and give a first request to calm down.
- Office staff should then call for a member of the leadership team to come and speak to the person. The person should not be invited to come through the doors into the main entrance area.
- The leadership colleague has to make a quick judgement as to the degree of abusive behaviour. If the person has not responded to the request to calm down, then the leadership colleague must repeat the request for the person to calm down and to show respect. If it is deemed that the person is too angry and abusive, then they should be told to leave.
- The incident should be recorded using the Incident Report form



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## **Outside or inside a classroom at the beginning or end of day or during a meeting or event:**

An adult may arrive by appointment or unannounced demonstrating abusive behaviour. In such case:

- The member of staff should try to ensure that they have a second person with them as soon as possible.
- The member of staff should give a first request to the person to calm down and to show respect. It must be pointed out that where children are present, that it is not acceptable behaviour.
- A 2<sup>nd</sup> request to calm down should be given with the instruction that if this is not the case then a call will be made for a leadership colleague to assist.
- If a leadership colleague attends the incident, then s/he has to make a quick judgement as to the degree of abusive behaviour they observe. If the person has not responded to the request to calm down, then the request will be repeated. If it is deemed that the person is too angry and abusive, then they should be told to leave the premises.
- The incident should be recorded using the Incident Report form

Where abusive behaviour escalates and becomes threatening or violent the Police should be called.

## **Threatening behaviour**

As above and report to the Police.

## **Violence and assault**

Call the police immediately 999

- Do not attempt to apprehend the alleged assailant
- Call the first aider if required
- Call the ambulance service if required 999
- Identify witnesses
- Inform senior officer in Directorate and Chair of Governors
- Complete incident report form
- Agree with the police who will, if necessary, inform the victims' relatives.
- Agree if necessary immediate and ongoing support for the victim

## **Action to be taken after an instance of abusive, threatening or violent behaviour**

Support will be offered for members of staff or children affected.

Incident report forms should be completed and passed to the Principal as soon as possible.

Where a **specific threat has been made against an individual, this should be reported verbally to the Principal or a senior leader immediately.**



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## **Action to be taken after a second instance of abusive behaviour**

The Principal will write to the perpetrator warning them that their conduct has been unacceptable and that further recurrence may result in Local Authority intervention.

## **Action to be taken after an instance of threatening or violent behaviour**

The Police will advise the Chair of Governors and Principal as to the consequences of threatening behaviour.

If an incident is considered serious enough, the Local Authority would become involved and would take action as they deemed appropriate. This may result in the person/persons being excluded from the premises. The LA may consider taking legal action to enforce a ban.

If, following a ban, the person nevertheless persists in entering the premises and causes a nuisance or disturbance, such a person may be removed from the premises and prosecuted under Section 547 of the Education Act 1996. They may also be charged with an offence under the Public Order Act 1986 or other such legislation.

All parents, even if excluded from the premises following action by the LA have a right to be informed about their child's educational progress. They should make arrangements for the safe arrival and collection of their child.

## **Additional Information**

If you have any queries, or concerns, please do not hesitate to contact us. You can contact us by e-mail:

Web: [datrust.org](http://datrust.org)

E-mail: [info@datrust.org](mailto:info@datrust.org)

