

Al Bayaan

Educating the Ummah



September 2017/18 – Policy Guide

Al-Hasan al-Basri (rahimahullaah) said: 'The one who wants to know who he really is, then let him present his soul to The Qur'an [and then Judge himself].'

(Kitaabu Zuhd wa Raqaiq of Imaam Ibn Mubaarak: 39)

www.albayaan.co.uk admin@albayaan.co.uk

MISSION STATEMENT

“The mission of Al-Bayaan is to provide quality Islamic education in an environment that nurtures a strong Muslim identity, fosters brotherhood, and strengthens moral character”

Weekend Madrasah

Venue: 45 Ashdown Crescent, Kentish Town, London NW5 4Q3

Time: 10:00am – 13:00pm (Saturday)

10:00am – 13:00pm (Sunday)

Venue: The DOME, 170 Weedington Road, Kentish Town, London NW5 4NU

Time: 2:00pm – 5:00pm (Saturday)

2:00pm – 5:00pm (Sunday)

Hifdh Program

Venue: Lismore Circus, Kentish Town, London NW5 4SF

Time: 5:00pm – 8:00pm (Monday)

5:00pm – 8:00pm (Monday)

OUR COMMITMENT TO OUR STUDENTS

- Male and female teachers
- Small classes – 10/12 students per teacher
- Modern classroom setting and teaching methods
- Cultivate good character and morals
- Learn to recite and understand the Qur'an with excellent Tajweed
- We will not compromise on quality for the sake of completing the Qur'an.

OUR COMMITMENT TO PARENTS/GUARDIANS

- Provide a safe and friendly environment for your child
- Regular updates on your child's progress
- Receive a written progress report
- Parents meeting

OUR TEACHERS ARE

- Experienced
- English speaking
- Trained and Qualified

UNIFORM

Boys – White thobe above the ankles with a white hat.

Girls – Black abaya with white scarf.

If a student is not conforming to the uniform code they will be sent home upon the discretion of the Head Teacher.

STUDENT MUST BRING IN

- Arabic reading book and Mushaf with Tajweed
- Writing book with pencil and rubber
- A plastic folder to keep everything together
- A bottle of water and small snack for break (in order to promote healthy eating please avoid junk food and fizzy drinks)
- Every student must use the bathroom and make Wudu (ablution) at home before coming to Madrasa

ATTENDANCE

If your child is going to be late or absent please call us immediately or send a text message to – [07852169611](tel:07852169611)

LATE PROCEDURES

Students who are late, will be marked late on the register. Parents must provide a suitable reason for lateness. If lateness happens too often without valid excuse it will result in removal

BREAK TIME

All classes have a 15minute break. Break time is set by the teacher.

Homework

Parents are expected to ensure that their child's homework is completed during the week. If homework is not completed regularly it could result in suspension or expulsion. If there are any concerns regarding homework, parents must inform/discuss any issues with their child's teacher.

EXAMS

Children are tested regularly on all subjects, additionally an official mid-term exam and end of year exams are held. A written report is prepared straight after it and parents meeting is organised.

PARENTS MEETING

This is organised twice a year to discuss your child's development. Here at Al Bayaan we strongly believe in order for a child to develop there must be communication and cooperation between parents and teachers.

HOLIDAYS

There are various holiday breaks that have been planned throughout the year. Texts messages of dates will be sent prior to these breaks. No fees are due during the School summer holiday. Student fees are still expected in the following scenarios, absence,

illness, family holiday, closure due to health and safety and if classes are replaced with beneficial activities.

FEEDBACK

As part of our continued effort to improve our services to the community, all ideas and suggestions for future improvements or any other matters are welcomed and appreciated by parents/guardians. This can be done by sending an email to admin@albayaan.co.uk or alternatively you can hand in a letter to the Head Teacher.

COURSE FEE

A £10 non-refundable registration fee will be charged for administration costs when first joining Al Bayaan.

Tuition fees are £40 per month per child

Private tuition is £15 per hour. A minimum booking of 2 hour.

Payments are due at the beginning of every month

Letters and texts will be issued to remind parents who forget. Al Bayaan will not tolerate any lateness, please be mindful of Allah and pay on time.

NOTICE: The latest a payment will be accepted is the first weekend of the month. If lateness of fees occurs regularly, 3 times in a school year it will result in removal. (If you have difficulties paying contact us prior to the due date)

Jazaakumullahu khayran

WEBSITE & EMAIL ADDRESS

www.albayaan.co.uk

admin@albayaan.co.uk

CONTACT NUMBERS

Head Teacher: 07545520959

Administration: 07852169611

CONCLUSION

We ask Allah the Most High that he grants us the ability to fulfil our responsibilities according to the teachings of the Qur'an and Sunnah. We understand that these weekend/part time classes is not a substitute for a full time Islamic School but we believe that through such a Madrasah, we would provide a suitable environment to help your child become a proud, God-Conscious, well-mannered humble Muslim, Inshaa-Allah.

Malik Ibn Dinar said (May Allah be pleased with him)

“Indeed the Qur'an is the life of the heart, just as the rain is to the earth...”

Kitaabu Zuhd of Imaam Ahmed: 1880