



**Evening & Weekend School**

**Parents Handbook**

**2016 - 2017**

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**Redbridge & Tower Hamlets**



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## **Welcome to Tanzeel**

May the peace and blessings of Allah (swt) be upon you.

Tanzeel was established in 2007 by concerned parents who were looking for an afterschool class specialising in delivering accurate Tajweed and Hifdh blended with Islamic studies addressing everyday issues facing the younger generation living in the West while at the same time nurturing the Islamic characteristics and morals in our students.

We strive for excellent academic standards and aim for our students to become future ambassadors of Islam.

Tanzeel is currently running two programs for children

- Tanzeel Islamic Weekend School for boys and girls (age 5 -16)

### **All branches**

Session 1    Sat & Sun    9.30 am – 12.30 pm

Session 2    Sat & Sun    01.00 pm – 04.00 pm

Session 3    Sat & Sun    04.30 am – 07.30 pm

- Tanzeel Evening Hifdh School for boys and girls (age 5 - 16)

Session 4

**Redbridge**            Mon – Thurs 5.00 pm – 7.00 pm

**Tower Hamlets**    Mon – Fri    5.15 pm – 7.15 pm

## Our Aims

- To enable the children to recite the Holy Quran correctly, understand its meaning and memorise from it as much as they can.
- To preserve the children's Islamic identity and increase their self-confidence by learning their Islamic heritage/history, strengthening their faith (Iman), correcting their religious practices and rituals (Ibadaat) and improving their behaviour (Akhlaq).
- To prepare the students to pass the GCSE exams in Arabic and Islamic studies.
- To teach the children how to live in a multi-religious and multicultural society, without diluting their own Islamic identity in order to interact positively with it and be active in explaining the message of Islam to the Muslim and non-Muslim community (Da'wah).
- To raise the family's awareness of its role in helping to achieve the school aims by organising seminars, workshops, conferences and adult classes.

## Our commitment to our students

- Female teaching staff
- Gender segregation from the age of 11
- Small classes – average class size is 12
- Modern classroom setting and teaching methods
- Develop good character and conduct insha Allah
- Learn to recite the Qur'an with excellent Tajweed
- We will not compromise on quality reading for the sake of completing the Qur'an.

## Our commitment to parents

- Provide a safe and secure environment for your children
- Be engaged and informed about your child's learning and progress
- Receive a written progress **report three times a year**
- Receive a Homework record book for **weekly update**
- Discuss student progress **twice a year** with class teacher

## Our teachers

- English Speaking
- Experienced

- Trained & Qualified
- DBS checked

## **Health & Safety**

- Premises are fully insured.
- Trained first aiders in every premises.

## **Uniform**

- Girls under 10 are to wear shelwar kameez (forest green or black) & white headscarves.
- Girls over the age of 10 are to wear a jilbab (forest green or black) & white headscarves.
- Boys to wear forest green or black shirts and a cap.
- Children must wear the school uniform, which is available for purchase at the school; however parents can make their own arrangement. Boys are not allowed to wear jewellery or have hairstyles that are prohibited in Islam (partially shaving the head).

## **Children must bring daily**

- **A water bottle**
- Small snack for break time (In order to promote healthy eating please do not bring junk food – sweets, crisps, chocolates and fizzy drinks)
- Arabic Reading book (Ahsan ul Qawaid, Juz Amma or Qur'an) Arabic Language text book, writing paper, pencil & colouring materials
- Islamic Studies text book and School Dua books
- A book bag to keep everything together
- Children must use the bathroom and make wadu at home before they come to class.

## **Attendance**

If your child is going to be late or absent please send a text message.

## **Late Procedures**

- The school doors open 10 minutes before the start of each session.

- Children who arrive after class has started will be marked late. Parents will not be allowed in class.
- Children who are late are asked to enter the class quietly and to respect the fact that the class has begun and will need to continue without interruption.
- If lateness persists pupils will have disciplinary procedures implemented on them and they may eventually be permanently excluded.

### **Child pick up policy**

*Parents should walk to school whenever possible.* Parents should park their cars safely and legally without causing inconvenience to other users and residents. Parents who are 15 minutes late collecting their child will be charged £5.00 per day.

### **Break time**

All classes have a 10 - 15 minute break. Children may bring a snack pack to have at breaks. In order to promote healthy eating please do not bring junk food – sweets, crisps, chocolates and fizzy drinks.

### **Homework**

Parents must be aware of the homework set for children by reading the Student Diary. Please ensure that all homework is completed. *If you have any concerns please speak to the head teacher.*

### **Weekend Homework Guide**

- *Children in Ahsanul Qaida class (Level 1) are recommended to do 10 minutes homework daily.*
- *Children in Level 2 and upwards should study a minimum of 20 minutes daily.*

### **Exams**

Children are tested on all subjects at the end each term. There are three terms in a year. A written report is prepared at the end of each term. Dates for the exams are published in the school calendar.

### **Disciplinary Procedures**

Students are disciplined for lack of uniform, lateness, misbehaviour, by having class detentions. Students are normally given naseeha (advice) during detention. This takes place either at break time or after school.

A detention slip is normally given to parents if it takes place after school with a minimum of a 24 hour notice.

### **Additional Support**

Students who are not completing their weekly targets for various reasons may be provided with extra support classes after school or during break. This is free of charge and at the discretion of the class teacher or Head Teacher.



An extra support class slip is normally given to parents if it takes place after school with a minimum of a 24 hour notice.

## **Holidays**

There are various holiday breaks that have been planned throughout the year. Written reminders of dates will be given prior to these breaks. A school calendar will be given to parents at registration and at the beginning of each academic year.

## **Gender segregation**

All girls are taught by female teachers and after the age of 11 are segregated to single sex classes.

## **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 welcome by parents. This can be by writing to us at the school addressed to the Centre Manager and handed at reception. You can also email us at [feedback@tanzeel.co.uk](mailto:feedback@tanzeel.co.uk)

## **Admission Fee**

A £35.00 non-refundable registration fee will be charged for administration costs. This is only paid once. Students who have left Tanzeel and then wish to return will have to pay the admission fee again.

## **Tower Hamlets**

- Islamic weekend School (Sat & Sun 6 hours)

A tuition fee of £55.00 is paid at the beginning of every four weeks for the Weekend Classes.

- Tanzeel Weekday School (Mon – Friday 10 hours)

A tuition fee of £65.00 is collected at the beginning of every 4 weeks.

- Tanzeel Hifdh School (Mon – Friday 15 hours)

A tuition fee of £80.00 is collected at the beginning of every 4 weeks.

## **Redbridge**

- Islamic weekend School (Sat & Sun 6 hours)

A tuition fee of £55.00 is paid at the beginning of every four weeks for the Weekend Classes.

- Tanzeel Weekday School (Mon – Thurs 8 hours)

A tuition fee of £65.00 is collected at the beginning of every 4 weeks.

## **How to pay**

Payments are due at the start of each cycle and can be made by cash or cheque to the Centre Administrator only. Please write clearly the name of the child at the back of the

cheque in the name of Tanzeel. Please collect a receipt for cash payments.

If you wish to pay a regular standing order direct to our bank please take details from our administrator.

*Letters, text messages, emails and phone calls will be issued to remind parents who may have forgotten.*

### **Eid & Bank Holidays**

Tanzeel Weekday School is closed on all bank holidays and Eid related days. Full fees are due on those days.

### **Late fees charge and exclusion policy**

We have introduced a £5 charge per child per cycle for any fees that are not paid within the 4 weeks cycle of the due date.

Students will be removed from the course register automatically if tuition fees remain unpaid for three consecutive cycles.

### **Cheques that are returned by the bank**

There will be a £5 charge for any returned cheques. This charge is to cover the banking fees.

### **Procedure on leaving Tanzeel**

Guardians should give the school a four week notice if they decide to withdraw their children from studying at Tanzeel and complete a leaving form.

### **Fees during pupil absence**

- *If students are absent and fees are unpaid they will be excluded after 4 weeks.*
- *If students are away on a planned holiday fees must be paid in advance before going away or the student will be excluded.*

Students will have to pay their fees even if they are absent. This could be due to illness or if the children are away on family holidays. There are no refunds or discounts during absences.

### **Fees policy during non-teaching activities**

Full fees are due 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.

### **Fees policy during emergency closures**

Full fees are due 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.

## Conclusion

While we understand that the Islamic Evening & Weekend School is not a substitute of a full time Islamic school, we believe that through such programmes, we provide a suitable environment to help our children become proud, practising Muslims, insha'Allah.

## Branches

Sulaman Ahmed	115 Harford Street London E1 4FG	0756 130 6587	
Salik Ahmed	114 Cavell Street London E1 2JA	0784 741 3491	0203 620 8956
Husna Begum	134 Cavell Street London E1 2JA	07804 658 434	0207 092 9818
Ashfaque Miah Foysof Miah	766 Eastern Avenue Ilford IG2 7HU	0743 211 1206 0743 211 1207	0208 554 8823
Hasinatul Jannat	2 <sup>nd</sup> Floor 218 Whitechapel Road E1 1BJ	0203 105 9358	0750 5928 988
Noman Ahmed Patwary	2nd Floor 132 Eric Street E3 4SS	0203 3057 082	07758 665 242



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