



Parent Handbook

Welcome To Tanzeel

Dear Guardians

May the peace and the blessings of Allah (swt) be upon you It gives me great pleasure to welcome you all to Tanzeel.

Tanzeel was established in 2007. Our team of experienced teachers and managers have provided quality learning experiences for over 15 years, making lessons educational and interactive and keeping our children engaged in learning about Islam.

Our objective at Tanzeel is to develop the personalities of our children so that they are conscious of their responsibility to Allah (SwT), to the Muslim Ummah, and to the wider non-Muslim community.

We want to see our children grow and develop an Islamic personality and an emotional attachment to Islam and become future ambassadors of Islam. We aim to achieve this by helping them develop their intellectual and spiritual potential, and we believe guardians must play a vital role in this process.

We always try to improve our school to ensure your child has the best learning experience. If you have any questions or feedback, please contact the school.

Yours Faithfully

Noman Ahmed Patwary

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Newham & Tower Hamlets

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Redbridge & Waltham Forest

Key features of Tanzeel

- A robust Hifdhul Qur'an program
- Female teaching staff
- A balanced and structured syllabus
- Gender segregation from the age of 11
- Small classes – average class size is 13
- Class setting based on age and ability
- Modern classroom setting and teaching methods
- Teachers are mainly native Arabs or trained under instructors with Ijazah

Our commitment to our guardians (H2)

- A safe and secure environment for our children
- Develop good character and conduct in our children insha Allah
- Be engaged and informed about your child's learning and progress
- Receive a written progress report two times a year
- Receive a Homework record book for weekly update
- We will not compromise on quality reading to complete the Qur'an.
- Annual discussion with guardians on student progress by class teacher
- Unlimited access face-to-face by appointment to discuss with the head teacher the progress of your child or any other concerns

Our Teachers (H2)

- DBS checked
- Mainly native Arabs
- Female teacher for girls
- English Speaking
- Experienced
- Trained & Qualified

Child Safety

- Premises are fully insured.
- Fire safety procedures
- Trained first aiders in every premises.
- CCTV with sound in most of our classrooms – viewing is only available for law enforcement authorities
- Robust Child Safeguarding Policy

Drop off guidelines:-

We allow students to come into school 10 minutes before class starts. Parents are allowed into our school by appointment only. Please hand your child to our staff at reception/entrance.

The school is not liable for children outside of lesson times. Please ensure your child is supervised before the class starts and promptly collected.

Child Pickup guidelines.

- All guardians must wait and form a queue outside the school entrance on the ground floor for their child. Minimum waiting time may be up to 10 minutes.
- You may come 5 minutes after school ends to avoid waiting.
- Please don't ask anybody to pick up your children without contacting the school.
- Guardians should walk to school whenever possible. If this is not possible, guardians should park their cars safely and legally without causing inconvenience to other users and residents.
- Guardians who are fifteen minutes late collecting their child will be charged £5.00 every fifteen minutes until they are collected.
- Our office will try to contact guardians using the information on the application form, but if there is no response, Social Services will be called after one hour.

Uniform

- Girls under 10 will wear a white headscarf. Girls aged 10 and over are to wear a jilbab & a white headscarf.
- Boys are to wear a thawb of any colour.
- All children must wear the school uniform. Boys are not allowed to wear jewelry or have hairstyles that are prohibited in Islam (partially shaving the head).

Change of details

- Our records must contain accurate and up-to-date contact information for all guardians and next of kin.
- If your details change, e.g., new address, new telephone number, new mobile number or email address, or family circumstances, you must inform the school as soon as possible by text or email.

Children must bring daily:-

- A water bottle (water or dilute drink)
- A class diary
- Writing books, stationery (pencil, rubber, pen, small coloring pencil set)
- Small snacks for break time (To promote healthy eating, please do not bring junk food – sweets, biscuits, crisps, chocolates, and fizzy drinks are prohibited). Fruit and sandwich with a dilute drink is best.
- Arabic reading books (Ahsan ul Qawaid, Juz Amma or Qur'an) are Arabic language textbooks.
- Islamic Studies textbook and Workbook.

- School Dua books
- School book bag to keep everything together.
- All books may be purchased at reception.
- Teaching without the correct study materials disrupts the teacher and the classroom.
- If children come to school without the correct study materials, parents will be informed to purchase the required item, and a photocopy will be provided. If this persists, the school will provide a new book and charge parents accordingly.
- If parents refuse to pay for the book, the child will be removed from the school register in the new cycle.

Bathroom Policy

- Children must use the bathroom and make wudhu at home before class.
- Children can use school bathroom facilities when needed. If the child has specific needs regarding extra bathroom breaks, please inform the head teacher so the class teacher is aware.

If your child is unwell at school

If a student feels unwell and unable to continue in the class, we will contact the guardian to ask for the child to be collected and taken home. Keeping children home if they feel unwell the next day is advisable.

Attendance

- All children must attend school regularly. Unnecessary absences are likely to affect their progress seriously.
- If your child is going to be late or absent, you must send a text message or call the school.
- Notes must be brought to School (signed and dated by the guardian) when your child returns. This will enable us to keep accurate records and monitor any truanancies.

Late Procedures

- The school doors open 10 minutes before the start of each session.
- If you are running late, please notify the school immediately.
- Children who arrive after class will be marked late, which will be noted in their report.
- If lateness persists, pupils will have disciplinary procedures implemented and may eventually be permanently excluded.

Valuables

Any personal belongings brought to the school are the responsibility of the children. Tanzeel will not be liable for any losses. Please don't send your child to school with expensive electronic equipment or jewelry.

Ramadan Timetable

- In Ramadan, the timetable is adjusted to cater to iftar times, and as we are awake for a large portion of the night, we start the weekend classes later.
- Tanzeel operates a varied and reduced timetable with a Ramadan-focused syllabus this month. Typically, weekend lessons may be reduced by an hour on both days and weekday lessons by thirty minutes daily.
- The exact timetable will be notified by letter before Ramadan starts and published on our school calendar.

Class Size

- Our class sizes are, on average, 13 students per staff member.
- Significantly smaller class sizes are proven to improve academic achievement as spending more time with each child allows teachers to get to know their strengths, weaknesses, and learning styles, ensuring that their individual needs are met.

Single-sex classes

Female teachers teach all girls and, after the age of 11, are in single-sex classes.

Syllabus

- Recitation of the Qur'an with Tajweed
- Arabic Language
- Hifdhul Qur'an & Khatmul Qur'an
- Dua & Salah with translation in English
- Islamic Studies
- At Tanzeel, we focus on reciting and preserving the Quran Islamic teaching through authentic sources and welcome everybody regardless of their background.

Makharij

Every Arabic letter has an articulation point from which it originates, called the Makhraj, and an attribute called the Sifaat. This knowledge and application is the most fundamental aspect of reciting with Tajweed.

Recitation with Tajweed

Observing the rules of Tajweed in reciting prevents the reciter from making mistakes in reciting the Quran or changing the words' meaning during the recitation.

Reading & Khatmul Quran

Our students start from Ahsanul Qawaid and continue their reading from Juz 30. Once fluent, they start reading the Qur'an. The aim is for students to recite with Tajweed according to their level.

Hifdh ul Quran

All our students are on our Hifdh program. We aim to memorize as much of the Quran as possible, retain it, and use it in our salah.

At Tanzeel, we have two pathways in our Hifdh program.

Pathway 1

- Our students start memorizing Juz 30, Surah Mulk, Surah Ar Rahman, Surah Yaseen & Surah Waaqia.
- They then memorize juz 29, 28 & 27 and continue as much as possible.

Pathway 2

- Students who are more serious and independent can attend our dedicated Hifdh class, which is ten hours a week with no Arabic language and Islamic Studies.
- Admission to this class is at the discretion of the Hifdh class teacher.

Islamic Studies

- Elements from all core subjects are covered in the Safar Islamic Studies textbooks, including:
 - Lessons from Quranic stories
 - Islamic tenets of faith (Aqaeed) & Religious rulings (Fiqh)
 - Important episodes from the life of Prophet Muhammad (SAW)
 - Episodes from Muslim history, including lives of the Sahabah to prominent Muslim rulers & events.
 - Areas of personal development in an age-appropriate manner.

Arabic Language

- Children start by writing the Arabic alphabet in different formats, starting with standalone letters followed by beginning, middle, and end letters, and finally joined letters.
- They then progress onto high-frequency words and phrases.
- Once students are confident, they proceed to either the Arabic Gateway series or the Madinah Books series for intermediate studies.
- We aim to lay the foundation for our students to start GCSE in Arabic.

Dua & Salaah

Dua Book 1

- This book is for students who have just started reading Ahsanul Qawaid. This book is designed for children under the age of 6 who cannot read.
- The children will memorize articles of faith in Arabic and English, selected everyday supplications, and the basics of salah.
- Once children are confident, they will start memorizing Surah Fatiha and continue to Surah Feel to Surah An Naas, carefully monitoring the class teacher's correct pronunciation and application of the rules.
- Audio files are available on request and can be sent by WhatsApp to assist with homework.

Dua Book 2

This is for students who have completed Ahsanul Qawaid and started Juz 30. This book covers how to perform salah and is introduced at a basic level, covering taharah, wudhu, Adha,n and step-by-step methods for performing a two-unit salah. This is concluded with common supplications taught by our prophet and some from the Qur'an.

Dua Book 3

- This is for students who have completed Dua Book 2. Here, they memorize a series of supplications from the Qur'an and Sunnah covering daily life.
- The aim is for students to recognize the scope of Islam in every facet of their lives and to remember Allah (swt) constantly.

Dua Book 4

This book covers the various other salah in more depth, following on from Dua Book Two. Witr, Eid, Janazah (funeral prayers), and Tarawee, among other prayers, are introduced step-by-step.

Dua Book 5

This book continues from Book Four and covers selected forty short ahadith focusing on akhlaq and everyday azkar (Remembrance of Allah).

Homework

Guardians 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. Children will not meet their targets if they only work at the madrasah.

Homework Guide

Ahsanul Qawaid

Children studying Ahsanul Qawaid (Level 1) must do 10 minutes of homework daily. To increase fluency, they should read from the beginning of the book daily up to their current lesson.

Bedtime is best.

Juz Amm & Qur'an

Children in Level 2 and upwards should study a minimum of 20 minutes daily. They should revise all the Surahs and duas they have memorized daily.

Online Resources

Website resources are available to assist with the homework. Please go to the Tanzeel website. www.tanzeel.co.uk/links.php

Exams

Children are tested on all subjects at the end of each semester. There are two semesters in a year. The dates of the exams are in the school calendar published at the beginning of the year.

Reports

- A written report is prepared at the end of each semester. Dates for the exams are published in the school calendar.
- A guardian meeting occurs twice a year at the beginning of each semester, where a recap of the previous semester is discussed, and targets for the next semester.

Disciplinary Procedures

- Students are disciplined for lack of uniform, lateness, misbehavior, and not completing homework by having extra support sessions. Students are normally given naseeha (advice) during these sessions. This takes place either at break time or after school.
- A child may be suspended or expelled at the head teacher's discretion. Parents are allowed to appeal to the Centre Manager in writing for a review. Students will not be allowed into the school during the review period until a decision is made, which can take up to five working days.

Additional Support

Students not completing their weekly targets for various reasons may receive extra support classes after school or during breaks. This intervention is at the discretion of the class teacher or Head Teacher.

Parental Contribution

- Though there is no price for learning the word of Allah, parents are required to contribute to running the school. Paying for the venue and staff will be impossible without this contribution. Currently, parents of children contribute £2.50 per hour per child. There are no discounts for more than one child attending.
- Tanzeel is a non-profit making school. The staff members who work at Tanzeel receive remuneration for their expenses. Please ask the admin about our Parent Contribution Policy.

Holidays

- Various holiday breaks have been planned throughout the year. These are published in our school calendar. A copy of the school calendar will be given to guardians at registration and the beginning of each academic year. Written reminders of dates will be given before these breaks.
- Tanzeel is closed on all United Kingdom public holidays, e.g. Easter and Christmas, and up to three days for each Eid.

Feedback

- As part of our continued effort to improve our services to the community, guardians welcome all ideas and suggestions for future improvements or any other matters.
- This can be done by speaking to us at reception or writing to us at the school addressed to the Centre Manager and handed at reception. You can also email us at info@tanzeel.co.uk or speak to us.

Meeting the Head Teacher

- You can privately meet the head teacher as many times as required. Please make an appointment via the administrator. This will be during school hours.
- You can also speak to the head teacher during school hours. Please call the school's landline or mobile. If she is busy, she will call you back.

Procedure for leaving Tanzeel

Guardians should give the school a four-week written notice if they decide to withdraw their children from studying at Tanzeel.