

2011

Wimbledon Mosque Madresa



Parents Handbook

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## 1. Madresa Committee

The Madresa Committee has the general responsibility for ensuring that the Madresa is run effectively and acting within the rule and regulations governing the Madresa. It works with the Headteacher to set priorities and targets for the Madresa and monitor progress against these targets.

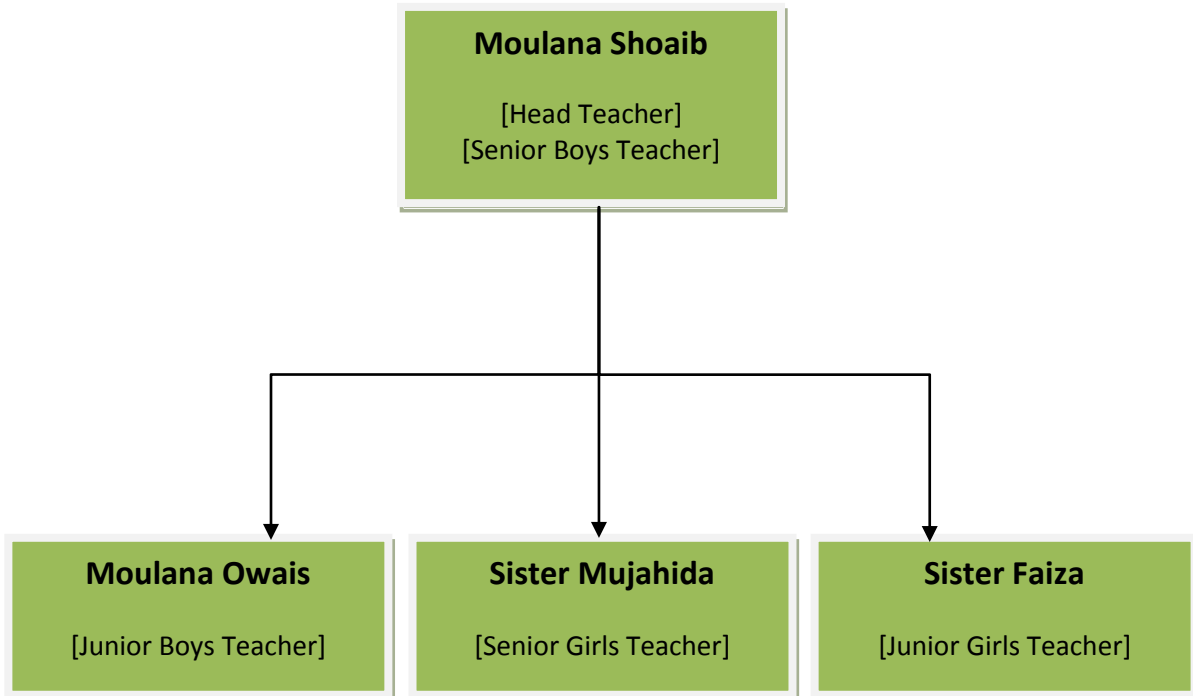
The Wimbledon Mosque Madresa Committee is made up of 3 members, as follows:

- Dr Talat Malik
- Mr Zahid Butt
- Mr Zia Khan

Some of the key duties of the Madresa Committee are listed below:

- Helping to establish the aims and policies of the Madresa with the Headteacher.
- Deciding, in general terms how the Madresa should be run.
- Monitoring and supporting the quality of the Madresa education and its continuous improvement.

## 2. Teachers



### 3. Aims and Objectives

We aim to provide the students at Madresa with Islamic studies in a stimulating environment which inshallah will result in the children being literate, aware, inquisitive and confident about Islam.

Parents Should:

- Ensure that their child/children arrive on time and regularly attend the Madresa.
- Ensure their child's /children's safety to and from the Madresa.
- To reinforce and implement what children learn at the Madresa on a daily basis.
- Endeavour to impart correct morals and manners in everyday life in accordance with Islamic teachings.
- Instill in the hearts of their child/children the importance of Madresa Education.
- Create an Islamic environment in the home so it becomes easy for their child/children to practice what they learn at the Madresa.

Students should:

- Have a sense to recognise a Qur'anic letter and where it fits into the Holy Qur'an
- Memorise Dua's and Surah's of the Qur'an
- Be able to decide which surah's they have to use while praying salaah
- Be able to read each Quranic verses in accordance with the rules of Tajweed
- Recognise who is Allah, the noble Prophets and what are the basic beliefs of a Muslim
- Make sense of Islamic issues, including non-routine matters, and recognise the actions needed to solve them
- Explain practical topics, their methods and reasoning using correct Islamic terms
- Develop a spiritual awareness and an understanding of the various issues concerning the Islamic faith and lifestyle

4. Syllabus

	<b>COVERAGE</b>	
<b>QAIDAH GROUP 1</b>	<b>Pg 1 – 12</b>	<b>JUNIOR BOYS AND GIRLS</b>  <b>Tasheel series Books 1-5</b>
<b>QAIDAH GROUP 2</b>	<b>Pg 13-25</b>	
<b>QAIDAH GROUP 3</b>	<b>Pg 26- 36</b>	
<b>JUZ AMMA GROUP 1</b>	<b>JUZ AMMA PG1-15</b>	
<b>JUZ AMMA GROUP 2</b>	<b>JUZ AMMA PG 16- 34</b>	<b>SENIOR BOYS AND GIRLS</b>  <b>Tasheel series Books 7-10</b>
<b>QUR’AN GROUP 1</b>	<b>JUZ 1-JUZ 3</b>	
	<b>JUZ 4- JUZ 8</b>	
<b>QUR’AN GROUP 2</b>	<b>JUZ 9- JUZ 13</b>	
	<b>JUZ 14- JUZ 19</b>	
<b>QUR’AN GROUP 3</b>	<b>JUZ 20 - JUZ 25</b>	
	<b>JUZ 26- JUZ 30</b>	

4.1 Islamic studies syllabus at a glance

SUBJECT	FIRST YEAR	SECOND YEAR	THIRD YEAR
<b>SURAH'S</b>	SURAH AL-FATIHAH, AL-FEEL, QURAIISH, AL-ASR, AL-LAHAB, AN-NASR, AL-KAWTHAR, AL-IKHLAS, AN-NAAS, ALFALAQ	SURAH AL-FATIHAH, AL-FEEL, QURAIISH, AL-ASR, AL-LAHAB, AN-NASR, AL-KAWTHAR, AL-IKHLAS, AN-NAAS, ALFALAQ, KAFIROON, MAUN AND AL-ASR.	SURAH BAYINAH, QADR, AL-ALAQ AND AT-TEEN SURAH HUMAZAH, ASR, TAKATHUR, QARIAH, AADIYAAT AND ZIZAAL
<b>AQAID</b>	ONENESS OF ALLAH, ALLAH IS ALL-KNOWING, ALL-SEEING, ALL-HEARING, ALL-LOVING ANDKIND, OUR NABI (SAW), THE LOVE OF ALLAH, HOW CAN WE HIDE FROM ALLAH, THE FAVORITE DISCIPLE, A PRAYER ANSWERED, TWO YOUNG PIGEONS, THE BLIND SNAKE, AND THE CAVE OF HIRA.	THE CREATOR, PROVIDER, HELPER, PROTECTOR, RASULULAH (SAW), AMBIYAH (AS), ANGELS, ALLAH'S BOOKS, THE BIG FISH, ALLAH'S HELP, ALLAH IS WITH US, MUHAMMAD (SAW) THE LAST NABI, NABI MUSA (AS), END OF THE WORLD AND RESPECT OF THE QUR'AN.	BELIEFS OF A MUSLIM, THE LAST DAY, JANNAT&JAHANAM, TAQDEER, LIFE AFTER DEATH AND FIVE PILLARS.
<b>FIQH</b>	ISTINJAA, KEEP YOUR BODY CLEAN, CLEANING HABITS AND SURROUNDINGS OF A MUSLIIM.	ISTINJA, TOPICS PERTAINING TO WUDHU AND SALAH.	TERMINOLOGY, TOPICS PERTAINING TO WUDHU AND SALAH.
<b>TAREEKH</b>	HAZRAT ADAM (AS), NOOH (AS), IBRAHIM (AS), YUSUF (AS) AND HAZRAT MUHAMMAD SAW	HAZRAT MOOSA (AS), ISAA (AS), AYUB (AS), SULAIMAAN (AS) AND HAZRAT MUHAMMAD SAW	TOPICS PERTAINING TO THE LIFE OF RASULULAH SAW.
<b>DUA'S</b>	TAAWUZ, TASMIYAH, KALIMAH TAYYIBAH, KALIMAH SHAADAH, KALIMAH TAMJEED, KALIMAH TAWHEED AND RAD-E-KUFR	REVISION BOARDING A VEHICLE, A LOSS OCCURS, TASHAHUD, DUROOD IBRAHIM, DUA AFTER DUROOD ENTERING THE MASJID, LEAVING MASJID, HEARING GOOD NEWS AND INCRFEASING KNOWLEDGE,	REVISION EXPRESSING &REPLYING ONE'S LOVE FOR ANOTHER, VISITING A SICK PERSON, EATING ELSEWHERE, MAKING IFTARI AT SOMEONE'S HOME, SEEING ANOTHER MUSLIM CHEERFUL, WHEN IN FEVER, BODILY PAIN, IN DIFFICULTY, ONES GAZE FALLS ON THE MOON.
<b>AKLAAQ WAL AADAAB</b>	HOW TO ENTER YOUR CLASS, WHAT TO DO IN CLASS, HOW TO ENTER YOUR HOME, WHAT WILL MAKE A GOOD MUSLIM, MY SPEECH, HOW TO GIVE AND TAKE, HOW TO EAT AND HOW TO DRINK	GOING TO SCHOOL AND MADRESAH, MUST NOT BE GREEDY, MY PETS, RELATIVES AND FAMILIES, WIDOWS, ORPHANS, SLEEPING, VISITING AND PLAYING	ZEAL TO LEARN, CARING FOR THE NEEDY, TREATMENT OF ANIMALS, LOVE, KINDNESS AND SHARING, RESPECT AND OBEDIENCE, TRUTH AND HONESTY, GREETING AND RUDENESS.

SUBJECT	YEAR FOUR	YEAR FIVE	YEAR SIX
QUR'AN	JUZ 9-13	JUZ 14-19	JUZ 20-25
SURAH'S	REVISION SURAH BALAD (½), FAJR, GHASHIA,	REVISION SURAH AAL'AA, TAARIQ, BUROOJ	REVISION SURAH INSHIQAQ, SURAH MUTAFFIN, SURAH INFITAAR
AQA'ID	BELIEFS OF A MUSLIM, BELIEFS ABOUT ALLAH, ALLAH'S EXISTENCE, ANGELS, DIVINE BOOKS, THE AMBIYA, THE LAST DAY, TAQDEER, LIFE AFTER DEATH, AL-HASEEB AND AT-TAWAAB	QUALITIES OF ALLAH, ANGELS, THE QUR'AN, NABI MUHAMMAD SAW, SIGNS OF QIYAMAH, THE HEREAFTER, JANNAT&JAHANAM, AL-MANI AND AL-HAADI.	SIFAAT OF ALLAH, QUR'AN, WAHI, ILHAAM, MIRACLES, ISTIDRAAJ AULIYAH, NABI ISSA (AS), SIGNS OF QIYAAMAH
FIQH	TOPICS PERTAINING TO WUDHU, GHUSL, TAYYUMMUM AND SALAH.	NAJASAT, WATER, ISTINJAA, MISWAAK, TOPICS PERTAINING TO WUDHU, GHUSL, TAYYUMMUM AND SALAH.	NAJASAT, WATER TOPICS PERTAINING TO WUDHU, GHUSL, TAYYUMMUM AND SALAH.
TAREEKH	TOPICS PERTAINING TO THE LIFE OF OUR BELOVED RASULULAH SAW.	TOPICS PERTAINING TO THE LIFE OF OUR BELOVED RASULULAH SAW	TOPICS PERTAINING TO THE LIFE OF OUR BELOVED RASULULAH
DUA'S	REVISION AZAN OF FAJR, NORMAL AZAN, IQAMAH, REPLYING TO AZAN, DUA-E- QUNOOT, EVIL THOUGHTS, IMAN -E- MUJMAL, TIME OF JOURNEY, RETURNING FROM A JOURNEY, BEGINNING A JOURNEY, BEING OVERPOWERED IMAN-E-MUFASAL	REVISION WEARING A NEW GARNMENT, MORNING AND EVENING, KALIMA RAD-E-KUFR, THINGS ARE IN ONES FAVOUR, EXPREINCES A EVIL, FIRE BREAKS OUT, SEEING SOMEONE IN DIFFICULTY, TIME OF DISTRESS, ON HEARING GOOD NEWS, BEFORE TAKING BATH.	REVISION ENTERING A MARKET OR TRADING AREA,, TIME OF DROUGHT, WHEN A NEED ARISES, METHOD OF WUDHU, ON SEEING A NEW MOON, PEACE AT HEART & MAKE A TASK EASY, BEFORE GOING TO BED, ONE LEAVES ANY MEETING PLACE, REVISION.
AKHLAAQ WAL AADAAB	CONDUCT, FORGIVENESS, PROMISES, KINDNESS, WASTEFULNESS, EATING, PARENTS, RESPECT OF ILM.TRUTHFULNESS, GENEROSITY, EVIL TONGUE, GRATITUDE, GREED, THEFT, NICKMAMES USE OFJEWELLERY, GOOD FRIENDS, DRESSING, ENTERING, HOME	WALKING, TALKING, HUMOUR AND JEST, NIEGHBOURS, IN FRONT OF THE MIRROR, ENTERTAINING GUESTS, MEETING, TEASING AND MOCKING, SHARING AND PARENTS.	MAJOR SINS, RELATIONSHIP WITH PARENTS, AADAAB WITH ELDERES, NEIGHBOURS AND FAMILY, CONSIDERATION FOR OTHERS, DRESSING, AADAAB OF MUSAFAHA, ISTINJA, AND EATING, LIES, BACKBITING, THE CARRYING OF TALES, HASAD (JEALOUSY).

SUBJECT	SEVENTH YEAR	EIGHTH YEAR	NINTH YEAR	TENTH YEAR
<b>SURAH'S</b>	REVISION SURAH TAQWEER SURAH ABAS	REVISION SURAH NAAZIAAT AYATUL QURSI	REVISION SURAH NABA	REVISION OF ALL THE JUZ AMMA SURAH YASIN AND SURAH MULK
<b>TAFSIR</b>		SURAH FATIHA, AN-NAAS, AL-FALAQ, IKHLASS, LAHAB, NASR, KHAFIROON	SURAH TAKHASHUR, QARIA, AL-ADIYAAT, ZILZAL, BAYYINAH, QADR, ALAQ, TEEN, INSHIRAH, DHUHAA	INTRODUCTION, DUTY TOWARDS PARENTS, REJECTION OF PARENTS, DUTY TOWARDS RELATIVES AND NEIGHBOURS, ADULTERY AND FORNICATION, DUTY TOWARDS THE SICK, TRUTH AND FALSEHOOD, ABORTION, DUTIES TO NON-MUSLIM, MUSIC ENTERTAINMENT, RIBA, HALAAL & HARAAM, SIN, BRIBERY, CLOTHING, INTOXICANTS, PATIENCE, MODESTY, ANGER, RIGHTS OF ANIMALS, LOAN, AYATUL QURSI
<b>HADEETH</b>	KINDNESS, THE ETIQUETTE OF LEAVING HOME, GUARDING THE TONGUE, MODESTY, DRESSING, RESPECT, IMPORTANCE OF SALLAH, CONSTANCY IN AAMAAL, INFLUENCING SOMEONE	AHADITH PERTAINING TO THE LIFESTYLE OF RASULULAH (S.A.W) HAIR, DRESS, ETC.	TAQLEED, AHADITH PERTAINING TO THE ACTS OF WUDHU, AHADITH PERTAINING TO THE POSITIONS IN SALAAH, DIFFERENCE BETWEEN SALAAH OF MEN AND WOMEN, WITR, JUMMAH, JANAZAH AND EID SALAAHS, I'TIKAAF, SADQADUL FITR ZAKAAT	40 SELECTED HADITH DISCUSSING A VARIETY OF ISSUES (BELIEF, SOCIAL ETTIQUETTE, RIGHTEOUSNESS ETC.)

SUBJECT	SEVENTH YEAR	EIGHTH YEAR	NINTH YEAR	TENTH YEAR
AQA'ID	ALLAH-THE MAJESTY, SHIRK, BID'AT NABUWAT&RISAALAT, RASULULAH (SAW), GOOD DEEDS, SIN&REPENTANCE, THE SAHABAH, THE RIGHTEOUS KHULAFAH, RESPECTINF THE TEACHINGS OF DEEN, INTERPRETATION OF DEEN, TAQLEED, SIGNS OF QIYAMAH, DESTRUCTION OF THE KA'BAH	BASELESS INTERPRETAION, KUFR, AND ITS CATEGORIES, BELIEFS AND ACTS WHICH RENDER ONE KAFIR, HADEETH- A SOURCE OF THE SHARIAH, AHLUS SUNNAH WAL JAMA'AH, ESSENTIALS OF DEEN, BID'AT, MATTERS PERTAINING TO THE HEAVENS, CREATION AND EVOLUTION AND QADIANISM	IMORTANCE OF AQAID, ARTICLES OF IMAAN, IMAAN & DEEDS, ALLAH-MASTER OF THE UNIVERSE, JINN&SAYATEEN, THE SAILENT FEATURES OF ISLAM, THE KHALIFAH, KUFR AND RULING OF STATEMENTS THAT ARE KUFR	FALSE BELIEFS, THE QUR'AN, BELIEFS ON RASULULAH (SAW), BELIEFS OF SHIA'S ON SHABAH, DIFFIRENCES OF SHIA, AQAID CONCERNING SHABAH, AQEEDAH REGARDING: SAYYIDINAH ABU BAKR (RA) SAYYIDINAH UMAR (RA) SAYYIDINAH UTHMAN (RA) SAYYIDINAH ALI (RA) KHATME NABUWAT
FIQH	MASAAJID, MASBOOQ, QADHAA SALAH, SALAT-UL-MAREED, JUMA SALAH, SALAAT-UT-TARAWEEH, SAJDAH TILAWAH, S.MUSAFIR, EID SALAH, JANAZAH SALAAH, PRACTICAL SALAH.	MASAH ON KHUF, MAZoor, WUDHU, GHUSL, IMAAMAT, SALAH, SAUM, SEHRI, QADHA SAUM, I'TIKHAAF FOR MEN AND WOMEN, LAYLATUL QADR, SADQATUL FITR AND QURBANI	ALL TOPICS PERTAINING TO JANAIZ	ALL TOPICS PERTAINING TO ZAKAH AND HAJJ.  FOR GIRLS: AL HADIYATUN NISSA
TAREEKH	THE LIFE OF SAYYIDINAH ABU BAKR (RA) AND SAYYIDINAH UMAR (RA).	THE LIFE OF SAYYIDINAH UTHMAN (RA) AND SAYYIDINAH ALI (RA)	SAYYIDINAH HASAN (RA) SAYYIDINAH MUAWIYAH (RA) THE KHILAFAH OF YAZID BIN MUAWIYAH	COMPARATIVE RELIGIONS <ul style="list-style-type: none"> <li>• CHRISTIANITY</li> <li>• HINDUISM</li> <li>• JUDAISM</li> <li>• SHIKHISM</li> <li>• ISLAM</li> <li>• ATHEIST ETC</li> </ul>
DUA'S	REVISION WHEN ENTERING THE GRAVEYARD, AFTER SALAM, THANA FOR JANAZA SALLAH, TIME OF BURIAL, SATANIC THOUGHTS, METHOD OF SALAH AND TIME OF SUNSET.	REVISION AFTER SALAH, ISTIKHARAH, RAINFALL, EXCESSIVE DOWNPOUR, THUNDER, REMOVING SOMETHING HARMFUL FROM THE BODY, FORGET SOMETHING, WHEN	REVISION DUA AFTER SALAH, WHEN SOMEONE GAZES AT THE MOON, DUA ISALE-THAWAB, WHEN LEFTOVERS ARE REMOVED AND REVISION. BIDDING SOMEONE FAREWELL.	REVISION OF ALL THE DUA'S THAT HAVE BEEN TAUGHT.

## 5. Student Records

The following are example record sheets that are used to monitor student progress.

### 5.1 Kalimah Assessment Sheet

	Names	Age	TAAWUZ	TASMIYA	FIRST	SECOND	THIRD	FOURTH	FIFTH	IMAN E MUJMAL	IMAN E MUFASAL
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											

5.2 Dua/Surah assessment sheet

	Names	Age	Al-fatiha	Al-Naas	Al-falaq	Al-iklas	Al-masad	An-nasr	Al-kafirun	Al-maun	Quraysh	Al-fil	Entering toilet	Leaving toilet	Before eating	After eating	Time of rainfall	Islamic months	
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			

5.3 Record of Students who have complete Qaida/Juz Amma/Qur'an

	<u>NAMES</u>	<u>START DATE</u>	<u>FINISH DATE</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
14			
15			
16			

5.4 Records of students who have completed syllabus books

	Names	TAFSEER				HADITH				FIQH				TAREEKH			
		7	8	9	10	7	8	9	10	7	8	9	10	7	8	9	10
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	

## 6. Exams and Reports

### 6.1 Sample exam paper for Tasheelul Ahadeeth

NAME:

1. How has the Sunnah been preserved?

---

---

(2)

2. a) Fill in the gaps:

Leave those things that \_\_\_\_\_ in your \_\_\_\_\_ and adopt that which does not \_\_\_\_\_ in your \_\_\_\_\_. (2)

b) Why should you leave and adopt the things mentioned in the above hadeeth?

---

---

---

(2)

c) Give an example of the things, which create doubt in your mind?

---

---

(2)

3) Why does the Shariah loath innovation?

---

---

(2)

4) Death is the terminator of all pleasures. How should this affect our lives?

---

---

---

(3)

5) Explain Tawakkul

---

---

(2)

6) Who did our prophet (s.a.w) guarantee a place in paradise for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (3)

7) Why is smiling considered a good act?

\_\_\_\_\_  
\_\_\_\_\_ (2)

8) Be leaders of good and not of sins. Why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (3)

9) How can love be spread? And what is the benefit of spreading love?

\_\_\_\_\_  
\_\_\_\_\_ (3)

10) There are 7 people under the shade of Allahs throne on the day of Judgement. What have you learnt about this?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (7)

11) How can you be sincere to Allah ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (6)

TOTAL= \_\_\_ /48

**6.2 Sample Annual Progress Report**

Student:

Teacher:

Class:

	Mashallah Excellent	Alhamdolilah Very Good	Good	Satisfactory	Unacceptable
Classwork					
Effort					
Behaviour					

Subject	Test Result (%)	Grade*	Class Average	Position in Class
Qur'aan Recitation				
Surahs				
Duaa's				
Tawheed				
Fiqh				
Islamic History				
Tafseer / Ahadeeth				

<b>Comments</b>
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Teacher's Signature ..... Date.....

## 7. Rules and Regulations

### 7.1 Admissions

- The minimum age of admission is 5 years old.
- All students shall be assessed upon admission and at regular periods during their education.
- Administrative decisions such as class allocations, setting of timings, holidays and setting the syllabus etc shall be made by mutual agreement between the Madresa/Executive committee and the parents.

### 7.2 Attendance Policy

- All students are responsible for having and maintaining their own Qaidas, Juz Amma, Qur'an and syllabus books.
- Students are expected to attend every day and arrive on time to the Madresa apart from exceptional circumstances when a note should be provided by the parents.
- All absences must be explained by a note from the parent / guardian
- Any student who leaves the Madresa without notice or without a valid reason will be given three warnings, after which the Madresa/executive committee may decide to expel the student and their decision will be final.
- Absence by a student of 2 weeks or more without notification will automatically terminate the child's place from the Madresa if no justifiable reason is given after consulting with the parents.

### 7.3 Behaviour for Learning

- Any student whose continued presence at the Madresa is deemed to be harmful to other students will be expelled from the Madresa and in any such cases the decision of the Madresa/executive committee will be final.
- To show any form of disrespect to the teachers will be inexcusable and any student found guilty of such behaviour will be liable for expulsion and in these cases the decision of the Madresa/executive committee will be final.
- The Madresa/executive committee reserves the right to terminate any student's admission when it deems necessary with a valid reason. Anyone whose admission is terminated has no legal remedy against the Madresa.

### 7.4 Complaints Procedure

- In the event of any dispute/disagreement that cannot be resolved this will be passed onto the Madresa/executive committee.
- Any parent/guardian may arrange a meeting with the Headteacher or a member of the Madresa Committee by appointment

### **7.5 Collection by Parents/Guardians**

- The Madresa shall not be responsible for transport arrangements to/from the Madresa.

### **7.6 Student Dress Code**

- All students are expected to adhere to the Madresa uniform. Boys should wear a topi/cap and Jubbah and girls should wear a scarf and abayah.

### **7.7 Madresa Property**

- Students should not bring unnecessary items into the Madresa, and must look after their belongings whilst on the premises. The Madresa shall not accept responsibility for any damage to and / or loss of any student's belongings.
- Student(s) and/or their parents / guardians shall be liable for the cost of any damage to the Madresa property.

### **7.8 General Rules and Regulations**

- The Madresa reserves the rights to amend existing rules or introduce new rules at any time.