



Prepared for:

Parents and Guardians of Tarbiyah Academy
Students

In this document:

This welcome pack provides key information and guidelines for students, parents, and staff of Tarbiyah Academy. It includes policy outlines the expectations, rules, and procedures for students, parents, and staff of Tarbiyah Academy. It is designed to ensure the safety, well-being, and progress of students, while fostering an environment of respect, responsibility, and cooperation

Tarbiyah Academy

Welcome Pack

(Revised and Edited January 2025)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

A Message from the Headteacher

Welcome to Tarbiyah Academy!

Assalamu Alaikum wa Rahmatullahi wa Barakatuh,

On behalf of everyone at Tarbiyah Academy, I extend a warm and heartfelt welcome to you and your family. It is truly a privilege to have the opportunity to partner with you in your child's educational journey.

At Tarbiyah Academy, our purpose is clear: to seek the pleasure of Allah (SWT) through education that nurtures both the mind and the soul. We are committed to providing an environment where your child can grow in knowledge, character, and faith, ensuring that they not only excel in recitation of the Qur'an but also develop a deep understanding of their responsibilities as Muslims in this world.

As a parent myself, I know that your greatest hope is for your child to thrive in both this life and the Hereafter. With that in mind, we place a strong emphasis not just on academic excellence, but on the development of qualities such as kindness, integrity, and a sincere connection to Allah (SWT). We want to ensure that our students are equipped not only with the skills they need for the future but also with the ethical foundation to make decisions that please Allah (SWT).

Within this welcome pack, you will find all the information you need about our courses, our learning platforms, and the various resources we have in place to support your child's success. I encourage you to remain actively involved in your child's journey, as your partnership is key to their growth. Together, we can help them navigate the challenges ahead and equip them to become positive contributors to society.

May this journey with Tarbiyah Academy bring blessings (barakah) to your family, and may it be a means of success in this life and the Hereafter. My team and I look forward to working with you to help your child achieve their full potential and, most importantly, seek the pleasure of Allah (SWT) in everything they do.

Jazāk Allāhu Khayran for entrusting us with your child's education. May Allah (SWT) grant you and your family success and guidance in all that you do.

Warm regards,

Moulana Mohammed Fakhurul Islam Hanzala
Headteacher, Tarbiyah Academy

Tarbiyah Academy Welcome Pack

1. Introduction and Terms

Terms and Conditions

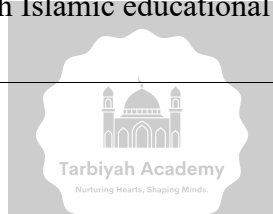
Tarbiyah Academy reserves the right to modify these terms and conditions at any time. Any updates will be available on the Tarbiyah Academy website: tarbiyahacademy.uk. Failure to adhere to these terms may result in the withdrawal of your child from the Academy. We strongly encourage you to review these terms thoroughly before enrolling your child. A copy is available on our website for your reference.

At Tarbiyah Academy, our mission is to provide a safe, nurturing, and enriching Islamic learning environment for students. Our goal is to foster a deep love and understanding of Islamic knowledge through qualified educators, aiming for the highest educational standards.

Mandatory Compliance

Parents/Guardians are expected to consistently respect and adhere to the instructions outlined by Tarbiyah Academy. We appreciate your cooperation in reviewing and understanding these terms and conditions, ensuring a rich Islamic educational experience for your child.

2. Fees & Payments



- **Payment Due Date:** Fees must be paid by the 10th calendar day of each month for weekday and payments will be taken Quarterly for weekend classes. If for some reason you are unable to pay by that day, please let the Academy Admin know
- **Non-Payment:** If fees are not paid on time for four consecutive months, the student may be withdrawn from the Academy.
- **Absences:** Full fees are due even if a student is absent due to illness or family reasons. Unauthorised absence for more than three consecutive days may result in losing the student's spot. (Readmission fee will be required to readmit the child)
- Parents/guardians will still be liable to pay a full month's fees should your child have absences during academy term time
- If your child is absent or is expected to be absent for more than 3 consecutive days due to going on holiday/ school residential trips etc you must notify and authorise the absence in advance to avoid your child losing his/her space

3. Enrolment and Age Requirements

- **Age Range:** Tarbiyah Academy welcomes students aged 5-13 for weekday sessions. Students aged 14 and above can join weekend classes. Children under 5 are not eligible for enrolment.
- **Transition to Weekend Classes:** Existing students upon review and assessment will transition to weekend sessions when they turn 14.

(Revised and Edited January 2025)

4. Timetable / Sessions

Tarbiyah Academy offers five weekly sessions:

- **Weekday Sessions:** Monday to Friday, 5:00 PM – 7:00 PM
- **Weekend Naazirah:**
 - Session One: 9:30 AM – 12:30 PM
 - Session Two: 2:00 PM – 4:00 PM (12-17-year-olds)
- **Weekend Hifz:** 9:30 AM – 12:30 PM
- **Weekend Parent/Adult Classes:** 4:00 PM – 5:00 PM (free for Tarbiyah Academy parents)
- **Weekend SEN Classes:** 5:00 PM – 6:00 PM (limited spaces)

Students must attend the designated session according to their age and level. Changes between sessions or attending multiple sessions are not permitted without approval.

5. Syllabus

Tarbiyah Academy follows the **An-Nasihah Curriculum**, as published by **An-Nasihah**. During the weekday sessions, we cover the following:

- **Books One to Five (will cover Fiqh, Akhlaaq, Adaab, Tarikh and Seerah)**
- **Tajweed Book**
- **A Child's Gift (will cover Dua's, 99 names of Allah and Ahadith)**
- **Arabic Language** combined with the translation of short surahs

All students are expected to follow our prescribed syllabus and teaching methodology.

Qur'an Students:

Students in Qur'an classes will be required to use the **Hafizi (15 Lines) Qur'an**, which facilitates an easier transition into Hifz classes for those wishing to continue their memorisation journey.

Beginner Class:

- Beginners are only required to purchase the **Du'a Book (A Child's Gift)** as the curriculum will primarily be taught using teacher's resources and notes.

Advanced Classes:

- **No Coloured-Coded Qur'an** will be permitted in advanced classes.

Placement and Assessment:

- If a student's Qur'anic reading proficiency does not meet the required standard, they will be placed at the appropriate level in **Qaidah**. Students will undergo assessments by the **Headteacher** or **external examiners** to evaluate their fluency and accuracy in recitation before advancing to the Qur'an or Hifz classes.

Assessments & Exams

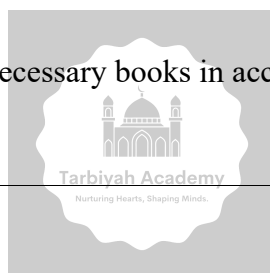
Termly Assessments: Students will undergo termly assessments to monitor their progress and understanding of the curriculum. These assessments are designed to provide valuable feedback to both students and educators, ensuring that any areas requiring additional support are promptly addressed.

Written and Oral Exams: At the end of every second term, students will be required to take both written and oral exams. These exams aim to evaluate a comprehensive understanding of the subjects studied.

External Examiners: To maintain an unbiased and high standard of evaluation, external examiners may be invited to conduct oral examinations. This practice ensures that our students receive fair and objective evaluation, reflecting their true capabilities and knowledge.

Book Requirements:

Students are expected to bring the necessary books in accordance with the provided timetable.



6. Uniform Policy

- **Boys:** White thoub/kurta, covering below the knees and above the ankles and white topi (hat).
- **Girls:** Black hijab and Abaya, covering the body appropriately, hijab should be large enough and tied to cover the awrah.
- **General:** Clothes should be neat and non-transparent, adhering to Islamic modesty standards.
- **Prohibited Items:** Makeup, nail polish, fake nails, and jewellery (for boys) are not allowed.
- **Hairstyles:** Boys should avoid unconventional hairstyles such as wedge cuts or short back-and-sides.

Academy-Approved Bags

- Students are required to use only academy-approved bags for carrying their books and resources. These bags have been specifically chosen to ensure students' safety and to maintain the professional appearance of the academy. Any damage to or loss of an academy-approved bag will incur a charge for its replacement. Students must take care to ensure their bags are used appropriately and kept in good condition.

7. Wudu and Hygiene

Students must perform Wudu at home before attending class. Ensure children have completed necessary tasks like using the toilet and having a nutritious snack or meal before class to aid in their concentration and performance.

8. Absences and Punctuality

Regular attendance is crucial to ensure that students can make consistent progress in their studies. If a student is unable to attend class, the following guidelines apply:

- **Notification of Absence:** Parents/guardians must notify the Academy by **5:00 PM** on the day of absence. If prior notice is not provided, the absence will be marked as unauthorised. **(Weekend please notify us by 9:30 am for session one and 2pm session two)**
 - **Authorised Absences:**
 - If your child is unable to attend due to regular after-school clubs or extra-curricular activities, please notify the **Head Teacher** so that the absence can be marked as authorised.
 - If you need to collect your child before the end of the session, please notify us **in advance** so that appropriate arrangements can be made.
 - **Unauthorised Absences:** Absences for activities such as shopping, visiting family or friends, or any other non-urgent reasons will **not be authorised**, unless there are special circumstances.
 - **Catch-Up Responsibility:** It is the **parent's responsibility** to ensure that any missed classwork and homework are caught up. Parents should work with their child to review the missed material and contact the relevant teacher if there are any questions or areas of difficulty.
 - **Syllabus and Curriculum Impact:** Please be aware that continued absences may impact your child's ability to keep up with the **curriculum**.
 - **Late Arrivals:** Students arriving after **5:15 PM** will be marked absent unless prior notice has been given. **(Weekend: 9:45 am for session one and 2:15pm session two)**
 - **Timely Pick-Up and Drop-Off:** Parents/guardians are expected to pick up and drop off their children **on time** at the Academy door. Timely arrivals and pick-ups help maintain the smooth running of the Academy. If you are going to be late, please notify the Academy immediately. If there are any alternative pick-up arrangements, they must be **in writing**.
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9. Pick Up and Dropping Off

1. **Designated Drop-Off and Pick-Up:** Please use the designated drop-off and pick-up doors. To ensure a smooth and respectful process, **two single lines** should be formed—one for the sisters and one for the brothers at both doors. We kindly ask parents to **respect each other** and avoid pushing or shoving.
2. **Permission for Going Home Alone:** If your child has permission to go home alone or with a guardian of another student, please ensure a **consent**

form (attached to the admission forms) is completed. Both parties involved should be aware of the arrangement. **Without a signed consent form**, your child will **not be permitted to leave the academy premises** with anyone other than their designated guardian.

3. **Parental Responsibility After Leaving the academy:** Please note that the **academy will not be responsible** for any students who have not entered the **academy** before or at home time. Once students leave the premises, **parental responsibility** applies. It is important to ensure that children coming or going home alone do **not loiter around local shops or parks**.

10. Mobile Phone and Electronic Device Usage

- **Phones:** We operate a strict no phone policy, allowances are made for students who travel home alone, those students must submit their phones to the teacher at the beginning of class. Parents should not contact students during class hours- in the event of emergencies or concerns parents are expected to contact management or class teacher.
- **Other Devices:** No electronic devices such as gaming consoles are allowed.
- **Toys:** Toys and other non-educational items are prohibited. Students are strictly NOT allowed to trade or sell any items.

11. Behaviour and Discipline

Students are expected to display respectful behaviour. Misconduct may result in suspension or expulsion if not corrected.

- **Behaviour Management Steps:**
 1. **First Strike:** Warning and corrective action.
 2. **Second Strike:** Detention or Booster Club.
 3. **Third Strike:** Parent meeting and possible suspension.
- **Serious Misconduct:** In cases like bullying or fighting, immediate suspension or permanent removal from the Academy may occur.

12. Complaints Procedure

Tarbiyah Academy is committed to resolving complaints promptly and professionally.

- **Informal Concerns:** Parents are encouraged to contact the relevant staff member (e.g., class teacher or head teacher) via phone, email, or in writing.
- **Formal Complaints:** If the concern is not resolved informally, parents can submit a formal written complaint to the Head Teacher.
- **Escalation:** If the issue persists, parents can request a panel hearing with the Trustees. The panel will consist of at least three people, one of whom is independent of the Academy's management.

- **Timeline:** The Academy will respond to complaints within 15-30 working days. If a panel hearing is requested, the panel will convene within 10 working days.
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13. Anti-Bullying and Anti-Racism Policy

Tarbiyah Academy has a zero-tolerance policy for bullying and racism.

- **Definition of Bullying:** Bullying includes repeated negative actions such as physical or verbal abuse. It can be overt or covert.
- **Definition of Racism:** Prejudice or discrimination against someone based on their race.
- **Preventive Measures:** The Academy promotes positive behaviour, monitors breaktimes for bullying, and provides support to both victims and perpetrators.

Reporting Bullying:

- Report bullying to the teacher, who will inform the head teacher and investigate.
- The Academy will inform parents and implement appropriate sanctions (e.g., verbal warning, suspension).

Support for Victims:

- The Academy will provide support to victims and create an action plan in serious cases.



14. Confidentiality and Data Protection

- **Confidentiality:** Complaints and concerns will be treated confidentially and shared only with those involved in the investigation or necessary staff members. In cases of criminal activity, the matter will be referred to the appropriate authorities.
 - **Data Protection:** Written records of complaints will be processed according to the Academy's data protection policies.
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15. Dismissal and Immediate Suspension

Certain behaviours will lead to immediate suspension or dismissal, including:

- Possession of weapons, sharp objects, drugs and cigarettes
 - Consumption of alcohol or drugs.
 - Vaping or being in possession of a vape / e cigarette
 - Extreme disrespect or violent behaviour.
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16. Behaviour Management and Disciplinary Action

Misconduct and unacceptable behaviour may result in expulsion. We take actions to address issues like:

- Disrespect to teachers or fellow students.
- Disruption in the classroom, inappropriate language, or failure to follow instructions.
- Fights, bullying, or other aggressive behaviours.

Steps Taken for Behaviour Issues:

1. **Detention/Booster Club:** Assigned if a student doesn't adhere to rules.
2. **Parental Notification:** Parents will be contacted if further action is necessary.
3. **3-Strike System:** A final strike leads to suspension or expulsion.

17. Physical Intervention Policy

Tarbiyah Academy acknowledges that, on rare occasions, physical intervention may be necessary to ensure the safety and well-being of students. This will **NEVER** occur on a one-to-one basis and only within public spaces such as classrooms or hallways.

Examples of Physical Intervention:

- **Breaking Up Fights:** Teachers may intervene to separate students involved in physical altercations to prevent harm.
- **Administering First Aid:** If a child sustains an injury, a teacher or staff member may administer first aid in accordance with Academy policy.
- **Assisting with Learning:** Teachers may guide students in tasks such as adjusting positions to help with learning (e.g., teaching where to pray or correcting posture). This will be done in a classroom or group setting. Additionally, if a younger student asks for assistance with adjusting their hijab, teachers may help in a respectful and appropriate manner, ensuring the child feels comfortable.

Note: Teachers **are not permitted** to take any child to the bathroom. If a child requires such assistance, an action plan will be discussed and agreed upon with the parents to ensure appropriate support.

18. Consent for Use of Children's Pictures and Videos

Tarbiyah Academy recognises the importance of safeguarding the privacy and well-being of all students. As part of our commitment to maintaining a safe and respectful learning environment, we require explicit parental consent before using any pictures, videos, or other personal images of students for promotional purposes.

1. Purpose

The Academy may capture images and videos of students during events, classes, and other activities for the purpose of promoting Tarbiyah Academy's educational initiatives. This includes but is not limited to using images or videos on our official website, social media platforms, printed materials, or advertisements.

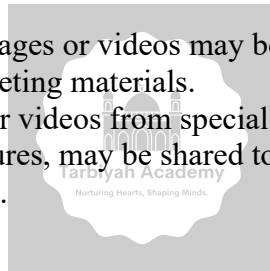
2. Consent Requirements

Before any images or videos featuring students are used for such purposes, parents/guardians must provide written consent through the **Consent Form** provided during enrolment. This consent is optional, and parents have the right to withdraw consent at any time. The Academy will ensure that any students whose parents do not provide consent will not have their images or videos shared in public spaces.

3. Specific Uses

Consent may be given for the following types of media use:

- **Website and social media:** Photos or videos may be posted on the Tarbiyah Academy website or social media accounts (e.g., Instagram, Facebook, Twitter) for promotional and educational purposes.
- **Promotional Materials:** Images or videos may be used in brochures, posters, and other printed or digital marketing materials.
- **Event Recording:** Images or videos from special events, such as assemblies, school celebrations, or Islamic lectures, may be shared to showcase student achievements and the Academy's activities.



4. Privacy and Safety

The Academy will take all necessary precautions to ensure that the privacy of students is respected in every instance of media use. Identifiable information, such as full names or personal contact details, will **never** be shared alongside pictures or videos unless explicit permission is obtained from the parent/guardian.

- **Public Sharing:** Any media posted on public platforms will ensure that the child's face is not identifiable, or permission will be obtained prior to posting.
- **Security Measures:** All images and videos are stored securely, and access is restricted to authorized staff only.

5. Opting Out or Withdrawing Consent

Parents/guardians have the right to withdraw their consent at any time by submitting a written request to the Academy. If consent is withdrawn, Tarbiyah Academy will cease to use any new images or videos but may retain prior media posted before the withdrawal, unless otherwise requested.

6. Duration of Consent

The consent provided will remain in effect until the end of the academic year or until consent is withdrawn. If there is a need to extend the use of media beyond this period, the Academy will seek re-consent from the parents/guardians.

19. WhatsApp Communication Policy

Tarbiyah Academy uses WhatsApp groups as a tool for communication between teachers and parents. This channel is for **respectful and professional communication** only.

- **Respectful Communication:** Parents are asked to maintain a respectful tone when communicating with teachers. Any inappropriate language, spamming, or disrespectful comments will not be tolerated.
 - **No Messaging Outside of Hours:** Parents should refrain from sending messages to teachers during unsociable hours, such as late at night or early morning, unless it is an emergency.
 - **Strictly No Personal Requests:** Under no circumstances should parents take teachers' personal contact numbers from the group for personal, professional, or any other purposes. This is a breach of privacy and may result in the removal of the child from the Academy.
 - **No Contacting Other Parents:** Parents are not allowed to message other parents directly within the group for personal or non-school related matters. Any such attempts to contact fellow parents privately may result in removal from the group and in any cases of inappropriate behaviour the child may lose their place in the academy.
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20. Ahsant Merit Policy

At Tarbiyah Academy, we believe in recognising and celebrating the efforts and achievements of our students, both academically and in character. To encourage and motivate our students to strive for excellence, we have implemented the "Ahsant" Merit Policy.

Ahsant Meaning

The term "Ahsant" (احسنت) in Arabic means "Well Done" or "Good Job." It is a term of praise and encouragement that we use to recognise students for their hard work, perseverance, and accomplishments.

Ahsant Merit Awards

Every student at Tarbiyah Academy will receive an "Ahsant" card, which they can use to record their achievements. This card serves as a tangible reminder of their progress and hard work. Students can earn Ahsant points throughout the academic year for the following reasons:

1. **Academic Excellence:** High marks or significant improvement in any subject area (e.g., Qur'anic recitation, Tajweed, Arabic).

2. **Consistent Effort:** Demonstrating consistent hard work and perseverance in their studies, even in challenging tasks.
3. **Good Character:** Exemplary behaviour, including kindness, respect towards teachers and peers, and upholding the values of the Academy.
4. **Participation and Engagement:** Active participation in class discussions, activities, and school events.
5. **Helping Others:** Assisting classmates or teachers, being a positive influence, and contributing to the overall learning environment.

Earning and Using Ahsant Cards

Students who demonstrate excellence in these areas will be awarded Ahsant points, which will be recorded on their individual cards. These cards can be shown during Parent-Teacher meetings or class events to showcase their progress.

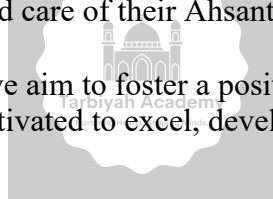
Ahsant Rewards

At the end of each term, students who accumulate the highest number of Ahsant points will be recognised and rewarded with certificates, special privileges, or small prizes as a token of appreciation for their hard work and dedication. Students will also be awarded a bronze, silver, or gold ahsant card depending on their level of achievement.

Lost or Damaged Ahsant Cards

If a student loses their Ahsant card or it is damaged beyond repair, a **£1** replacement fee will be charged to cover the cost of issuing a new card. Parents will be notified of the fee, and students are encouraged to take good care of their Ahsant cards to avoid any additional costs.

Through the Ahsant Merit Policy, we aim to foster a positive, encouraging, and supportive environment where students are motivated to excel, develop good character, and continuously strive to improve.



21. Parent-Teacher Collaboration at Tarbiyah Academy

At Tarbiyah Academy, we believe that strong collaboration between parents and teachers is key to the success and well-being of our students. To foster an environment that supports academic and personal growth, we encourage consistent communication and joint efforts between parents and teachers.

1. Regular Progress Updates

Teachers will provide parents with regular updates on their child's academic performance, behaviour, and any areas of improvement. This includes:

- **Termly reports:** Sent via email or through the Academy's communication platform, providing insights into the student's progress in subjects such as Tajweed, Arabic, and Qur'anic studies.
- **Parent-Teacher Meetings:** Scheduled twice a year, these meetings allow parents to meet directly with teachers to discuss their child's progress, set new academic goals, and address any concerns. During these meetings Parents will be notified of their child's assessment/ exam results. This will provide an opportunity for in-depth

discussions on the student's progress and any necessary interventions or support to help achieve their full potential.

2. Open Lines of Communication

We encourage parents to actively communicate with teachers. If there are any concerns, parents are invited to reach out via:

- **WhatsApp** (for general updates and announcements).
- **Emails:** Teachers will respond within 48 hours to ensure any issues are promptly addressed.
- **Scheduled Meetings:** For more in-depth discussions regarding behavioural or academic progress, parents are encouraged to schedule meetings with the teacher or Headteacher.

3. Collaborating on Behaviour Management

When behavioural issues arise, parents and teachers will work together to address the situation through a structured approach:

- **Immediate Feedback:** If a student's behaviour needs attention, parents will be contacted, and the teacher will provide actionable suggestions for improvement.
- **Joint Action Plans:** If issues persist, a meeting will be scheduled to develop a collaborative action plan that includes strategies for improvement both at school and at home.
- **Support for Students with Special Needs (SEN):** Parents of students in the SEN program will have regular check-ins with the teacher to monitor progress and adjust strategies as needed.

4. Support for Absenteeism and Catching Up

Parents are required to notify the Academy promptly if their child will be absent, and they are expected to work with their child to catch up on missed lessons:

- **Absence Notifications:** Parents must inform the Academy before the start of the lesson on the day of absence.
- **Catch-Up Support:** Teachers will provide parents with the necessary resources (e.g., worksheets, practice materials) for students to make up any missed work.
- **Additional Support:** For students who miss more than three consecutive days, a special meeting can be arranged to discuss how best to reintegrate them into their learning.

5. Support for Students' Home Learning

Teachers will work with parents to reinforce the Academy's curriculum at home, offering resources and strategies to ensure continuous learning:

- **Homework Assistance:** Teachers will provide clear guidelines for homework expectations, and parents can reach out for assistance if needed.

- **Islamic Learning Resources:** Teachers will provide suggestions for additional Islamic books, apps, or videos to enhance the child's learning experience outside the classroom when required.

6. Parent-Teacher and Parent-Child Workshops

Tarbiyah Academy will host periodic workshops to help parents support their child's education. Parents and guardians may be invited to do seasonal craft & activity workshops with their child.

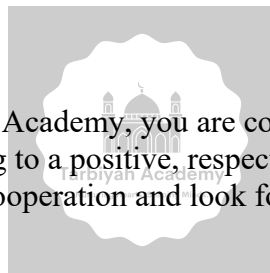
7. Celebrating Success Together

Teachers and parents will work together to celebrate student achievements, both big and small:

- **Student Recognition:** Students who achieve academic milestones or demonstrate improved behaviour will be recognised in class or during school events.
- **Parent Participation:** Parents are encouraged to attend celebrations, award ceremonies, and presentations to support their child's growth.

Conclusion

By enrolling your child at Tarbiyah Academy, you are committing to upholding the Academy's policies and contributing to a positive, respectful, and conducive learning environment. We appreciate your cooperation and look forward to a fruitful partnership in nurturing your child's education.



Contact Information

For any questions or concerns, please contact the Academy administration at:

- **Email:** info@tarbiyahacademy.uk
- **Phone:** 07884909879