



Darul Atfaal

Welcome Pack
2018/19

Brief History

Darul Atfaal was founded in December 2011 by Maulana Abdul Wahhab. It began with approximately 40 students and 5 teachers. Now, over 6 years later, Darul Atfaal is, by the grace of the Almighty, a thriving centre of education, with 18 teachers and 250 students, ranging from the ages of 4 to 16.

Darul Atfaal was based at Markaz ud Dawat wal Irshad. We are now relocating to a new premises that will cater better for the needs of our children.

Ethos

At Darul Atfaal, our purpose is to educate children effectively within an Islamic ethos, helping to develop their Academic, Social and Personal skills. Along with that, we hope to provide them with indepth Islamic knowledge, inline with British values to nurture them into mature, well grounded, integrated members of the community.

We hope to provide parents with as much help and support as possible to create a pleasant learning environment at madrasah and a harmonious home environment.

Darul Atfaal welcomes children from all religious and ethnic backgrounds.

The purpose of this welcome pack is to help parents become familiar with Darul Atfaal, its' policies and procedures. We hope the information contained within it will be useful.

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➤ **Settling in policy**

We want for children to feel safe, comfortable and happy within our institute; both with the surroundings and the staff.

We aim to make the settling in process as easy as possible for parents and children.

Most children adjust very well to our setting right from the beginning. In the unlikely event that your child finds the settling in period difficult, we will ask a parent to stay for the first few sessions, until the child is comfortable staying on its own.

➤ **Parking**

Darul Atfaal has no off street parking for parents and visitors. The nearby streets are permit areas, though there are several Pay and Display bays a short distance away.

Parents are urged to adhere to the parking restrictions at all times, ensuring not park on double yellow lines, as this causes much inconvenience and draws negative attention to Darul Atfaal.

➤ **Visitors**

Darul Atfaal welcomes parents and others to visit the building and observe lessons and classes taking place. However, this is on an appointment basis only. Parents and carers are strictly not allowed to enter the building and classrooms without a prior appointment.

➤ **Holiday**

We at Darul Atfaal are very generous with our holidays and therefore expect parents to NOT take children on holiday during term time. If it cannot be avoided due to exceptional circumstances, a 'request for absence' form must be filled out and submitted to the management a minimum of 2 weeks in advance of the proposed holiday dates.

➤ **Pick up and drop off procedure**

Drop off

Children are to be dropped off before 9.30am.

The doors will be closed at 9.40am. If children arrive after this time, they will need to wait until the doors are reopened at 10am. They must also sign the late register.

Parents are requested to avoid stopping cars in the middle of traffic and asking children to get out, as this is dangerous and also causes inconvenience to other road users.

Pick up

Dismissal time is at 12.30pm Children under the age of 10 will need to be collected by a parent/guardian. Children over this age will be allowed to leave on their own, unless otherwise requested by parents.

➤ **Attendance and punctuality**

Children are expected to attend Darul Atfaal every weekend, on time. If for any reason, your child is unable to attend or will arrive late, please email us at contact@darulatfaal.com.

➤ **Late collection**

Parents are expected to collect their children at 12.30pm promptly. If you arrive late to collect your child, we will send you a reminder by text or email. After reminders, you will be asked to pay a fee of 20p per minute (or £12 an hour). We understand that sometimes circumstances are beyond your control, but we ask for you to get in touch with us if this is the case. It can be very distressing for children to be left behind when their parents and carers are late to collect them.

➤ **Uniform**

Our uniform policy is as follows:

Boys: a white jubba/thobe and a hat

Girls: a black abayah and a reasonable sized hijab/scarf. For the younger girls, we recommend a hijab that does not require pins/clips as they tend to struggle with it.

During the Winter months, children will need a jacket/coat and socks, as appropriate for the weather conditions.

➤ **Madrasah and parent agreement**

We want to get the best out of all our children, but in order to do this, we need your help! We expect that you will assist and support your children in their

learning at home and ask us whenever you have a concern. Please ensure all homework is completed and handed in on time, and all the relevant portions learned as requested by the teacher.

➤ **Provisions for child**

At Darul Atfaal, we provide all the books that children will require during their time here. However, parents will need to provide a book bag to keep them in. Additionally, parents are requested to send their child with a pencil case containing basic stationery such as a pen, pencil, ruler, rubber, sharpener and colouring pencils. Please label your child's belongings clearly to avoid them getting mixed up.

➤ **Breaktime/ tuckshop**

Children have a 15 minute break during their lessons to refresh themselves. Snacks may be brought from home, or alternatively from our tuckshop. Parents are requested to ensure to either send snacks from home or provide money to purchase them, as children tend to feel left out when they have nothing to eat or drink.

➤ **Toilet procedure**

Please ensure your child uses the toilet and relieves him/herself of all necessities before coming to madrasah.

All children are required to be toilet trained and able to clean themselves before joining Darul Atfaal. Please encourage children to only use the toilets when necessary.

➤ **Reward system**

We have a sticker chart based reward system that students are responsible for looking after. Upon reaching a certain number of stickers, bronze, silver and gold awards are handed out.

➤ **Discipline system**

We expect our students to be polite, courteous and well mannered at all times, with teachers and peers alike. If your child fails to meet our expectations, a warning will be issued. After being warned, matters will be escalated to the Headteacher. Parents and carers may then be called in to decide on what to do depending on the situation. As a last case, for the betterment of the students and our institute, we may resort to suspension and exclusion.

➤ **Class system**

The classes at Darul Atfaal are set out according to the age and gender of students.

Qaa'idah/Qur'aan: this is on an individual basis. The teacher will set work according to the effort and ability of the student. Our aim is that students complete the Qaa'idah with the makharij and tajweed learnt to a high level, then progress onto Qur'aan at their own pace. Since we only operate during the weekends, our Qur'aan syllabus focuses on different sections of the Qur'aan, such as Juz Amma, Surah Kahf, Sajdah, Rahman etc, eventually moving onto other Surahs. The purpose is that by the time students leave Darul Atfaal, they should be confident and fluent enough to be able to recite the Qur'aan from anywhere.

Islamic Studies/Arabic/Duas and Sunnahs: these lessons are taught on a class basis, so all students are set the same work and are expected to learn it for the given time in order to advance forward.

For Islamic Studies, we use the Safar Academy Syllabus as we find that it is dynamic and very well suited to a weekend madrasah. For Duas and Sunnahs and Arabic, we use our own textbooks, especially tailored for our children by our very own staff. Further copies are available to purchase on request.

➤ **Examinations**

At Darul Atfaal, we have examinations twice a year; Mid Year and End of Year. The Qaa'idah/ Qur'aan and Duas and Sunnahs exams are oral while the Islamic Studies exam is written and the Arabic exam is a combination of the two. For years 1 and 2, all exams are oral.

All students must attend and pass exams in order to move on to the next year. Failure to do so may result in repeating the year or being refused admission to the next Academic year.

➤ **Progress reports**

Our policy is to return all exam papers after the results are handed out so that parents and students are able to go through the papers and work out where marks were lost and how they may improve on future exams. We also send out Reports via email after both the midyear and end of year examinations, which include the examination results as well as comments from teachers.

➤ **Accidents and incidents**

Although accidents are extremely rare within our care, sometimes accidents do happen. Significant accidents are recorded on an accident form, detailing the incident, action taken and how the child was after the accident. In the event of a serious accident, we will immediately contact you with information of what has occurred.

➤ **Student illness**

In order to maintain a safe and healthy environment, we expect children to be kept at home when noticeably unwell. Minor colds, coughs, aches and pains should not result in absence from madrasah; though when a child displays flu like symptoms, nausea etc, he/she should be kept at home until well again. If a child falls ill whilst at madrasah, we will not administer any medicine. We will, however, call for parents to collect the child at their earliest convenience.

We generally have the following exclusion period for the various illnesses:

Illness	Exclusion Period
Sickness/ diarrhea	48 hours after the last episode of sickness
Chicken Pox	5-8 days (until every spot has completely scabbed over)
Hand, foot and mouth	36 hours after the course of antibiotics has started
Impetigo	Until completely treated
Head Lice	Until completely treated
Measles/ Mumps/ Rubella	5-7 days after rash/swelling appears and child is well enough

➤ **Important policies**

Risk Assessment

We ensure that our setting is a safe environment for your child. We frequently assess the different areas to ensure their safety.

Equality

We value each and every child, parent and staff in our institute, regardless of race, gender, religion or disability. Our madrasah and youth clubs are open to all members of the community.

Behaviour policy

Our staff aim to be positive role models for the children, through their interaction with each other as well as with the children. We will display a happy and caring environment, conducive to learning, and our expectation of childrens behaviour is equally high. Our classroom rules are displayed in all classrooms and regularly mentioned to the children.

➤ **Safeguarding**

Safeguarding is of utmost importance to us, all the staff are fully trained in this regard and we also have a designated officer.

➤ **Complaint procedure**

If parents/ carers have a concern or complaint about anything related to madrasah, they are requested to contact the Headteacher, Maulana Abdul Wahhab directly. This can be done in person, by phone or by email.

We take all complaints very seriously and will take appropriate action as necessary.

➤ **Fees**

At Darul Atfaal, the registration fee is £75 per student. This sum includes all the books and resources that your child will need during their time with us. The fee for the Academic Year is £400 per student. This can be paid as a lump sum at the beginning of the Academic year or 2 installments; the 1st due in September and the 2nd due in March. Late payments will incur a £10 Administration fee. Parents are requested to ensure all payments are made on time.

➤ **Outdoor learning**

We may occasionally decide to engage in an outdoor learning activity, environmental walk or a visit to our local park. If you do not wish your child to participate in such activities, please inform us via email so we can set some indoor work for your child during this time.

➤ **Contact**

If you need to contact us, please do so using the following details:

Telephone number: 07746 520961 (Maulana Abdul Wahhab)

Email address: contact@darulatfaal.com

➤ **Final word**

Darul Atfaal: a home to your children!

Success is ultimately achieved with the help of Allah, but we ask you to help us provide the best education and nurturing to your child by supporting us whatever way or form possible.