



## Sharikatul Hussain Saturday Workshop Academic Year 2020

### Parent Guidelines

Dear Parents,

Salaamun Alaykum.

We would like to take this opportunity to welcome your child/children to the Saturday Workshop for the academic year 2020. To ensure the smooth and efficient running of the workshop we have listed a brief overview and a few guidelines, which we hope you will support as they are for the benefit of your child(ren) and the workshop.

#### Overview

#### Sharikatul Hussain Saturday Workshop

**Inspiring our students with a lifelong learning of Islam according to the teachings of the Ahlul Bayt (as), nurturing piety, and preparing them to strengthen our communities.**

Sharikatul Hussain Saturday Workshop two years ago, adopted the Madrasah Centre of Excellence (MCE) Tarbiyah Curriculum. The core theme of the Tarbiyah Curriculum covers Aqid, Fiqh, Tareekh, Akhlaq and Qur'an using a unique and integrated approach. The aim of the Tarbiyah Curriculum is to provide an effective learner-centred platform that always keeps the learner's needs at the fore front and inspires children to adopt and adhere to an Islamic lifestyle following the footsteps of the Ahlul Bayt (A.S)

Together with the Tarbiyah Curriculum, the Saturday workshop also includes the teaching of extra Fiqh lessons to enhance the children's' learning. This has been, because of feedback from our staff with a need for greater emphasis on daily Fiqh laws for our children's' betterment.

Although the Workshop teaches a core syllabus on Islam, based on the Jaffery school of thought, it has an open policy of welcoming students from other denominations.

The Workshop provides a syllabus for students to learn from and will provide, from time to time, additional resources and assistance where necessary. However, emphasis is on the students to be proactive, be attentive during their lessons, be well behaved and be punctual.



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### Mandatory Requirement 2020

Based on a Staff Forum regarding the issue of teaching resources and class sizes, it has been unanimously decided by the management and staff of Sharikatul Hussain Saturday Workshop and following the success from last year, the Saturday Workshop will adhere to a different way of working.

It has now become a MANDATORY requirement for all parents with children in classes P to 3 to attend 5 Saturdays to help and assist the teachers of the Workshop. This is because of the workshop having very limited volunteer teaching staff and the necessity for parents to participate and observe the learning of the children to help them further.

Parents of students struggling in Qur'an will also have to mandatory attend their child's class to understand the Qur'an lesson and help the child at the Workshop and at home.

If you have any queries or wish to discuss any other matter personally, please do not hesitate to contact Sister Sidika Raza on **0793 111 4110**

### Communication

The Administration Team maintains communication with the Parents by various means. All parents are informed of any upcoming event by WhatsApp messages and emails via the Open School Portal.

A calendar of dates listing workshop opening and holidays for the year will be e-mailed to the registered e-mail address, WhatsApp's on Class groups and will be available on the website.

All Parents should ensure that they are registered and inform the admin of e-mail or address changes. Workshop email is [sharikatul@gmail.com](mailto:sharikatul@gmail.com)

The workshop website [www.sharikatul-hussain.org](http://www.sharikatul-hussain.org) has the latest bulletins and events, syllabus, calendar, generic information and articles are held.

If you have any queries or wish to discuss any other matter personally, please do not hesitate to contact the Admin Desk on **0786 786 2804 / 0772 513 5617**

### Workshop Address

Sharikatul Hussain Sat W/shop, Beaumont Leys School, Anstey Lane, Leicester. LE4 0FL

The workshop year begins in January and ends in December. Saturday Workshop will commence classes from 10.30AM to 2:30PM. Students must arrive and be picked up ON TIME. **If, for whatever reason, your child is going to be late or must leave early, please notify someone from the administration in advance.**



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### Absenteeism - PLEASE READ THE ABSENTEEISM POLICY ATTACHED SEPARATELY

IF YOUR CHILD / CHILDREN ARE GOING TO BE ABSENT THEN YOU NEED TO INFORM US PRIOR TO THE DAY THEY WILL BE AWAY BY **EITHER**

- UPDATING THE PARENTS PORTAL ON THE OPEN SCHOOL - <https://sys.sharikatul-hussain.org/index.php?r=user/login> **OR**
- EMAILING US ON [sharikatul@gmail.com](mailto:sharikatul@gmail.com).
- PLEASE DO **NOT** SEND US A TEXT/ WHATSAPP MESSAGE.

Please use the login details provided on enrolment for updating the parents' portal. **FAILURE TO UPDATE THE SYSTEM / OR SENDING AN EMAIL IN 24 HOURS OF BEING ABSENT WILL RESULT IN YOUR CHILD RECEIVING AN UNAUTHORISED ABSENT EMAIL**

### Car Park

Please ensure that you park your car sensibly in the main Car Park and please **DO NOT BLOCK** other cars when picking/dropping children to the school.

The School Management has highlighted this Issue and has warned us that if we paid no heed, then there would be dire consequences. Please use the overflow parking in the event the main carpark is full.

Please respect and acknowledge that other Organisations / Groups also use the same car park facilities.

### Dress Code

Girls/ladies should be in hijab and should wear chaadar or a coat while at the workshop.

Boys/gents should wear respectable clothes while at the workshop. No shorts allowed except during sports only.

### Mobile Phones

Mobile telephones will **NOT be allowed** during classes at the workshop.

For emergency purposes the admin telephone number is: **0786 786 2804**

If you have any queries about the above rules or wish to discuss any other matter personally, please do not hesitate to contact any member of the administration



## Sharikatul Hussain Saturday Workshop Academic Year 2020

### Fees Schedule for 2020

This year the fees are as follows:

The total fees per child is **£120.00 per year**.

Registration fees: **£30** / Qur'an fees **£30** (Payable on the Induction Day)

Workshop fees for the year **£60** (Payable on the Induction Day or via a Standing Order)

Please note that the additional fee of £30 for Qur'an (a one-off payment for the whole year) is for Qur'an facilities for the year 2020.

This will include more focus on Tajweed, Makharij, Hifdh, and enhanced learning.

Fees can be paid at **£5.00 per month via standing order** (standing order form available from the Workshop Bursar) or the full amount of £60.00 payable via cheque to:

**Sharikatul Hussain Saturday Workshop.**

Please note that fees are payable even if the child is absent.

Payments can be made directly into the following account:

Account Name: **Sharikatul Hussain Workshop**

Sort Code: **40-12-35**

Account No: **31403303** Reference: **Enrolment Number**

**If there are any fees outstanding from last year – 2019. Please pay these as soon as possible as this will affect the child's place at the Workshop.**

### Manuals / Workbooks

Each Senior and Junior Class student will be given Workbooks based on the Modules they need to learn and a Qur'an syllabus for their Qur'an class.

In the case of infant students, they will be given a weekly Storybook and supplementary workbooks and a Qur'an syllabus. The storybooks must be returned to the Saturday Workshop the following week.

If the student were to misplace their Workbooks or Storybooks, then they would need to pre-order and purchase a replacement from the admin desk.

Please make sure that the student always brings along their Workbooks, Storybooks (Infants) and stationery. Please also remind the students to treat their Workbooks, Storybooks (Infants) with respect as they contain verses of the Holy Quran as well as names of Allah. Please make sure that they are not scribbled all over or thrown about.



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### Tablets and E-learning 2020

Based on the Tablets Survey results, the Saturday Workshop from this year 2020 is moving towards E-Learning and is initially trialling out the tablets with Class 4 students this term.

The students will be able to take tablets at home once the parents have signed the tablets policy. Please refer to the Tablet Policy 2020 for further guidance.

The rest of the Workshop will be using manuals.

Based on the successful outcome of this trial, the tablets will be rolled out to the other classes in due course.

### Informal Assessments for 2020

The Saturday Workshop has changed the assessment policy for 2020. All Classes will have informal assessments set by the class teacher each term and Parents will be invited for a 1-2-1 chat with the teacher following the assessments. This will ensure any learning issues that the child may be encountering is dealt with at an early stage instead of the end of the year.

The students will be assessed informally per term on Tarbiyah, Fiqh and Qur'an (recitation, memorisation and theory) lessons.

All Parents will be provided with a calendar of dates when the informal assessments and 1-2-1 chats will happen.

Please make note of the informal assessment dates in order that no appointments or holidays are booked on these dates. The Workshop has informed all parents in advance of the assessment dates and students will NOT be allowed to re-take term assessments without a serious and genuine reason. These are the only dates when the informal assessments will be given. **This year LATE RE-TAKES will be capped at 60%.**

### Qur'an Syllabus 2020

The Qur'an Syllabus for 2020 has been changed from ability based to classroom and age based and this will ensure insha'Allah all students benefit even more from this updated amazing Qur'an syllabus.

### Infants Assemblies, Junior & Senior Timeline Sessions 2020

These assemblies and timeline sessions are specifically organised by the teachers and presented by the students in order for the students of the workshop to understand, become aware and appreciate the Islamic events such as the Ahlul Bayt (as) wilaadats, wafaats etc. linked to the Islamic calendar month. These assemblies and sessions will be held every Saturday insha'Allah.



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### Preparation for Class / Homework

The teacher expects the student to come to class prepared with the required materials. Parents are encouraged to check what is being taught and what homework has been assigned.

### Break Times

Students may bring a snack and drink for break. Alternatively, they can purchase food/drinks/confectionary from the tuck shop.

Students are not allowed to leave the premises during the break without a teacher present.

### Sports 2020

#### IT'S BACK AGAIN...

The wait is over. Inshallah SHW Warriors football training session is back on.

First session will start this Saturday 1st February and thereafter every Saturday after the workshop from **2.30 pm until 4.00 pm** at Beaumont Leys School.

You will be given a registration form for your child, please complete this and hand over to Asad Abbas on Saturday

The fees will be £10 a month payable at the first Saturday of every month  
However, as an introductory this Saturday will be a FREE session

We have introduced few additional coaches, more youth and more dynamic coaches to assist our youths

We shall be enrolling all new reception/KS1 children of the age of 4 years on Saturday please bring them along to register.

All parents are reminded to ensure that the children wear suitable clothing.

For further information you can contact Anis Rajani, Hussein Fazal or Sameer Rajwani



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### Rules and Regulations

Parents are reminded to explain the children of the following rules to be adhered.

- Children should not remain in the classroom unsupervised
- **Ensure no food or drink is consumed in the classroom**
- Report any faulty or damaged equipment noted before the start of the class.
- Please do not move any of the desks / furniture and if you do so then please put it back in the same order and condition.
- **Teachers and Children should ensure that all rubbish is tidied after EACH lesson. And ensure that the desks or walls have not been marked or scratched.**
- Ensure that all computer/electronic items e.g Active (interactive) boards, projectors if utilised have been switched off
- The boards should be wiped clean/switched off. However, any items from the school should be left untouched.
- Ensure windows are shut and that the classroom is left as found at the end of the class.
- **Ensure that there is no wastage of water or tissues in the toilets and the toilet area is left clean and tidy**