



Sharikatul Hussain Saturday Workshop Academic Year 2024/2025

Enrolment Policy & Procedure 2024/2025

ENROLMENT CRITERIA (Please Read)

The academic year will run from September 2024 to July 2025.

Existing students

Must complete the enrolment process including payment of full fees or the enrolment fees by **23rd August 2024** at the latest.

If both, the enrolment form and full payment of the enrolment fees is not made by the deadline date, the students place at the Saturday Workshop will be forfeited and they will be placed on a waiting list.

New students

Must submit an online application to the Workshop by **23rd August 2024**.

New Students only for classes P, 1 & 2 (Infants): The application will be reviewed, then the child along with their parents will be invited to meet the workshop team. **It is mandatory for both the parent and child to attend.** We will then inform parents via email if their child has been enrolled into the Workshop and fees will then be due at that time via Stripe, parents will receive an invoice.

New Students only for classes 3 to 11 (Juniors/Seniors): The application will be reviewed, then the child along with their parents will be invited to complete an **ENTRANCE EXAM. It is mandatory for both the parent and child to attend.** If the child passes the entrance exam, we will inform parents via email if their child has been enrolled or placed on the waiting list for the Workshop. If enrolled, fees will then be due at that time via Stripe, parents will receive an invoice. If the child fails the entrance exam, they will need to try again the following year.

WAITING LIST:

Class sizes will continue being capped for 2024/2025 due to lack of adequate staffing resources. For new students and any existing students that have missed their enrolment, they will need to go on a waiting list if the classes have reached their potential. Currently the workshop is working at maximum capacity.

PARENT VOLUNTEERING:

Parents/Guardians of infants' students must volunteer at the workshop by helping and assisting the class teachers, you will be contacted by the class teacher to arrange this when assistance is required. If no assistance has been offered this may result in class closures/students not being enrolled in future years.

NEW POLICY RULE FOR THIS YEAR

STUDENT ATTENDANCE AND PENALTIES:

All students will need to achieve an attendance of 80% or more to continue at the workshop in the next academic year. Please refer to Attendance Policy 2024/2025 for further information.

In order to maintain a high attendance the workshop is introducing penalties. If the students attendance drops below 80% at the end of each term then a £50 fine will be imposed.



Sharikatul Hussain Saturday Workshop Academic Year 2024/2025

FEES 2024/2025

The fees for the Academic Year 2024/2025 are: **£140.00 per child.**

Any existing students with standing orders, parents will need to cancel these.

FEES SCHEDULE FOR 2024/2025:

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

The total amount of fees per child is £140.00 per year.

Enrolment fees: £70.00 (Payment through Stripe at Enrolment)

Workshop fees for the year £70.00 (Payment through Stripe at Enrolment or in instalments by 27th April 2024)

If £70.00 Enrolment Fees and any unpaid 2023/24 fees are not settled at ENROLMENT, then the child's place for 2024/2025 at Sharikatul Hussain Saturday Workshop will NOT BE GUARANTEED.

Unpaid 2023/24 Fees: If full fees for Academic Year 2023/24 (Sept-Jul) have not been settled then we will not be able to accept re-enrolment applications for students where these are outstanding. Please contact us to discuss this matter via email.

Fee Queries: If you have any queries regarding our fees or wish to discuss fees in confidence with us, please let us know via email or speaking to anyone in the management team.

Our bank account name has changed from Sharikatul Hussain Saturday Workshop to The Sun Behind the Cloud because the Saturday Workshop is now a Charity.

PLEASE MAKE ALL YOUR PAYMENTS VIA STRIPE.

ACADEMIC YEAR OUTLINE

WORKSHOP TIMINGS:

The workshop will run from 10:30am to 14:30pm.

INFANTS – CLASSES P - 3

During the Workshop Day, the infant students will learn and cover the following four subjects: Tarbiyah Fun & Play, Tarbiyah Storytime, Wudhu/Salaah Actions, and Qur'an (Recitation and Memorisation).

Break time: 12:00pm – 12:30pm and Mini break time: 13:45pm – 14:00pm

Assembly time: 14:00 pm – 14:30pm

JUNIORS & SENIORS – CLASSES 4 - 11

During the Workshop Day, the Junior and Senior students will learn and cover the following four subjects:

Tarbiyah 1, Tarbiyah 2, Fiqh and Qur'an (Recitation and Memorisation).

During the Summer period times: Break time 12:45pm – 13:15pm and Salah time: 13:15pm – 14:45pm

During the Winter period times: Salah time 12:45pm – 13:15pm and Break time: 13:15pm – 14:45pm

During Salaah – Mini assembly for all. Discussing current Islamic events.



Sharikatul Hussain Saturday Workshop Academic Year 2024/2025

NEW CHANGE FOR THIS YEAR

SENIORS – CLASS 11

2023/2024 leavers of class 11 will need to complete 2 terms (Sep to Dec/Jan to Mar), 1 Lesson (11:15am-12:00pm), of HED learning to graduate and will be required to assist in main/support classes for the remainder of the workshop day. They will be allocated a group of students to work with. If the student fails to comply with this and causes disruption, they will be asked to leave. If the student wishes to go for exam leave after term 2, they may do so, otherwise they can continue. No fees will be required.

2024/2025 class 11 will need to complete 2 terms (Sep to Dec/Jan to Mar) of learning. They will then have term 3 (Apr to Jul) off for their mainstream school/GCSE exams. They will be asked to return to the workshop the following year for 2 terms to complete class 12- HED learning to graduate (as above). Fees will only be required and settled for class 11, not for class 12.

NEW CHANGE FOR THIS YEAR

Additional Learning Support Classes (ALS)

The Workshop is committed to ensure that all our students reach their learning potential and achieve success in their Islamic learning. For many families, the workshop is the only source of Islamic Education. A recent exercise was carried out to identify student potential and through this we found several children were struggling with basic Quran, basic Fiqh Rules and knowing their Wudhuu and Salah.

For 2024/2025 we are trialling Learning Support classes. If your child is identified as requiring ALS then the workshop management will contact you.

HEADS OF DEPARTMENT:

To create a structure at the workshop, following heads of departments have been appointed:

Spiritual Guidance:	Heads of Qur'an:	Heads of Infants:	Head Admin section:
Sheikh Yusufali Dhirani & Sheikh Ali Abbas Malik	Sheikh Yusufali Dhirani & Sister Sukaina Dhirani	Sister Ismat Merchant & Sister Sayyeda Muthaliff	Sister Hanifa Vanat

MCE TARBIYAH SYLLABUS:

Madrasah Centre of Excellence (MCE) have developed the Tarbiyah curriculum on a platform that utilises a variety of online learning methodologies to present information in an easy to understand and absorb format designed to be enjoyable as well as enlightening.

The online curriculum is based on an integrated syllabus, as opposed to the traditional approach of splitting topics into various subjects such as laws, history, and ethics. The syllabus is founded on a Qur'anic worldview and links all learning back to the Quran as its primary source.

All students enrolled into the workshop will receive a log in (if not already done so) to the MCE Digital portal.



Sharikatul Hussain Saturday Workshop Academic Year 2024/2025

FIQH/WUDHU AND SALAH LESSON:

This year, there will be a greater emphasis on the learning of subjects i.e., Fiqh, Wudhu and Salah, as it is vital that students fully comprehend them.

QUR'AN:

Qur'an syllabus will incorporate Qur'an recitation, as well as memorisation and learning of the Tajweed rules as part of every lesson. All classes to benefit support from Qur'an Heads for additional material/content and enhance their learning of the syllabus as appropriate.

STUDENT BEHAVIOR/POLICY:

The Workshop has a behaviour policy for all Classes. Please refer to Behaviour Policy 2024/2025 for further information.

Parents/guardians will be required to attend the Saturday Workshop and sit with the student if any consistent behavioural concerns have been identified by the teacher.

ONLINE PORTAL:

<https://sharikatul.classe365.com/>

The Workshop has an online Portal for management of admin work/fees/communication.

All existing Parents/Guardians and Students should have login details and passwords for our portal where they can re-enroll.

IF YOU HAVE LOST OR NOT RECEIVED YOUR LOGIN DETAILS FOR THE PORTAL PLEASE CONTACT BROTHER HASNAIN KARIM - 07725 135617

Please Go To Next Page...



Sharikatul Hussain Saturday Workshop Academic Year 2024/2025

EXISTING STUDENTS- RE-ENROLLMENT PROCEDURE

Enrolment for these students for the 2024/2025 academic year (September 2024 to July 2025) will commence on **9th August 2024** and end on **23rd August 2024**.

IF YOU HAVE LOST OR NOT RECEIVED YOUR LOGIN DETAILS FOR THE **STUDENTS PORTAL** PLEASE CONTACT BROTHER HASNAIN KARIM- 07725 135617 or EMAIL admin@sharikatul-hussain.org

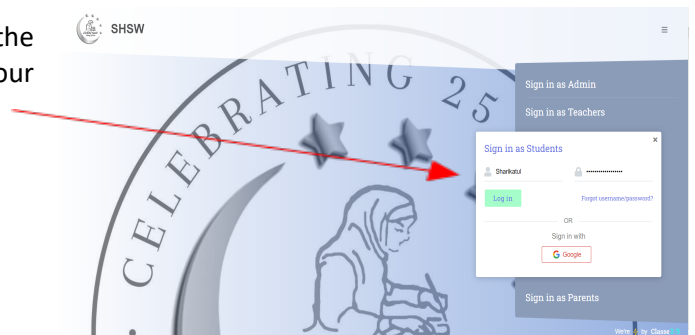
RE-ENROLLING CURRENT STUDENTS

We will be using the **STUDENTS PORTAL** for all re-enrolments, you should have received these log-in details for your child/ren. If you have forgotten the details, please select 'Forgot username/password?' and follow the steps. Alternatively, you can contact us as above.

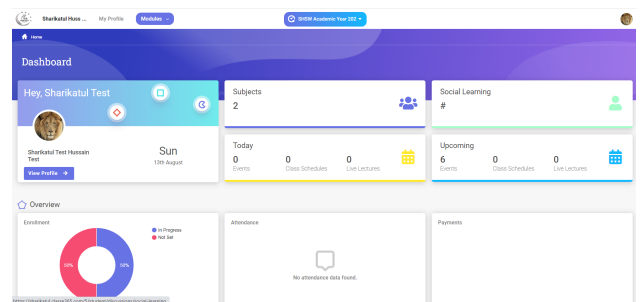
1. Go to the ONLINE PORTAL: <https://sharikatul.classe365.com/>

Click on **SIGN IN AS STUDENTS** and enter the login and password emailed for each of your child/ren.

If you have forgotten the details, please select 'Forgot username/password?' and follow the steps.



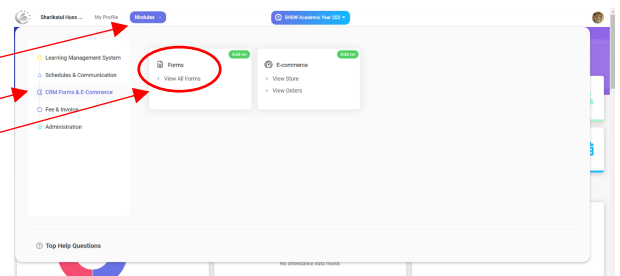
2. You will see a similar screen as:



TO RE-ENROLL YOU WILL NEED TO COMPLETE A RE-ENROLMENT FORM AND MAKE A PAYMENT AS BELOW:

3. To access the Re-Enrolment form:

Click on **MODULES** at the top
Click on **CRM FORMS & E-COMMERCE**
Click on **VIEW ALL FORMS**

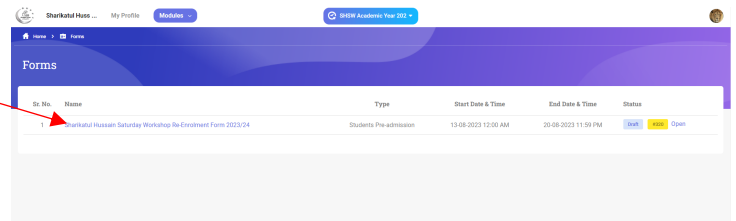




Sharikatul Hussain Saturday Workshop Academic Year 2024/2025

4. You will see this screen:

Click on Sharikatul Hussain Saturday Workshop **Re-Enrolment Form 2024/2025**

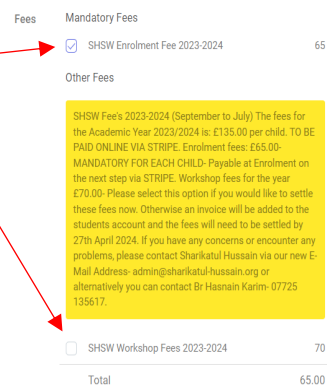


5. Complete the personal information and consents on the form.

THEN PROCEED TO MAKE A PAYMENT:

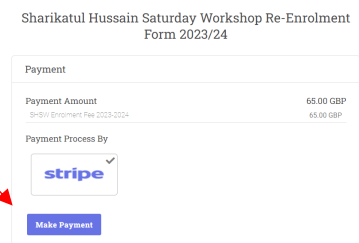
6. You will see this screen. £70.00 is mandatory Enrolment fees (already selected). If you wish to pay the workshop fees of £70.00, please check this box- the total will then total to £140.00.

(Otherwise an invoice will be added to the students account and the fees will need to be settled by 26th April 2025.)



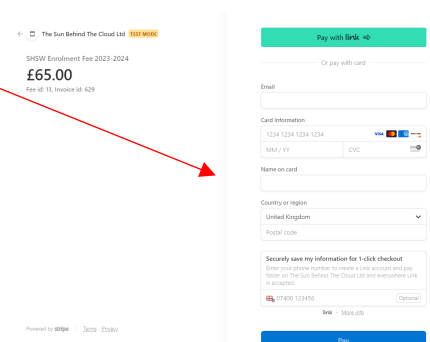
7. Then click on submit after consenting.

8. Please complete payment through **STRIPE** by clicking Make Payment



9. This will take you to the following screen to enter your card details.

10. If you have more than one child you will need to complete this process again. Otherwise you shall receive email notification once your child/ren have been enrolled into the workshop.



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PLEASE MAKE ALL YOUR PAYMENTS VIA STRIPE.

Sharikatul Hussain Saturday Workshop Providing Educational Successes since 1996 by 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 Academic Year 2024/2025

NEW STUDENTS- ENROLMENT PROCEDURE

Please complete the Sharikatul Hussain Saturday Workshop NEW STUDENT Enrolment Form 2023/24:

<https://sharikatul.classe365.com/form/view/newstudentenrolment2024-25>

Enrolment for these students for the 2024/2025 academic year (September 2024 to July 2025) will commence on **9th August 2024 and end on 23rd August 2024.**

Please submit an online application to the Workshop by 1st August 2024:

<https://sharikatul.classe365.com/form/view/newstudentenrolment2024-25>

New Students only for classes P, 1 & 2 (Infants): The application will be reviewed, then the child along with their parents will be invited to meet the workshop team. **It is mandatory for both the parent and child to attend.** We will then inform parents via email if their child has been enrolled into the Workshop and fees will then be due at that time via Stripe, parents will receive an invoice.

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PLEASE DO NOT MAKE ANY PAYMENTS UNTIL YOU ARE AWARE YOUR CHILD HAS SECURED A PLACE.

In all cases of new student enrolments, students will be placed in the same class they are in at their mainstream school.