



Sharikatul Hussain Saturday Workshop Academic Year 2022/2023

Enrolment Policy & Procedure 2022-2023

ACADEMIC YEAR OUTLINE

The academic year will run from September 2022 to July 2023.

It was important for the workshop to reflect, reset and rebuild following COVID and challenges faced in the shortened academic year. This included, teacher shortages, student absenteeism and completion of Tarbiyah/Quran syllabuses. Following a discussion with teachers, SHSW felt a number of plans to be introduced as follows:

CLASS STRUCTURE:

- Current Infant Classes P-3 to progress to next class for 2022/2023
- Current Class 4 to merge with current Class 3 (New Merged Class 4 for 2022/2023)
- All Juniors and Seniors- Classes 5-11 have an extended year for 2022/2023:

ADVANTAGES FOR AN EXTENDED YEAR:

All Junior and Senior classes will:

- a) only cover Tarbiyah modules that they didn't cover in the previous year.
- b) benefit from learning a new subject Fiqh as a separate and specialised subject.
- c) focus on their Wudhu and Salaah (Not covered for past two years).
- d) learn about Islamic events from assemblies during Salah time.
- e) class 11 to have a helper lesson whereby the students will do voluntary help in the workshop as part of their service year.

Teachers will remain the same for all classes with minor changes to those teachers that are leaving us.

WORKSHOP TIMINGS:

Workshop Timings to increase back to pre-COVID timings including dedicated Salaah and Break Times. The workshop will run from 1030am to 230pm.

Summer Timings: Lesson 1- (Tarbiyah 1): 1030-1115 Lesson 2- (Fiqh/Wudhu and Salaah): 1115-1145 Lesson 3- (Tarbiyah 2): 1145- 1230 Break Time: 1230-1300 Salaah/Assembly: 1300- 1330 Lesson 4 (Quran): 1330-1430	Winter Timings: Lesson 1- (Tarbiyah 1): 1030-1115 Lesson 2- (Fiqh/Wudhu and Salaah): 1115-1145 Lesson 3- (Tarbiyah 2): 1145- 1230 Salaah/Assembly: 1230-1300 Break Time: 1300- 1330 Lesson 4 (Quran): 1330-1430	Workshop Timings (Infants): Lesson 1- (Tarbiyah Fun and Play): 1030-1115 Assembly Time: 1115-1130 Break Time: 1130-1200 Lesson 2- (Tarbiyah Story Time): 1200-1300 Wudhu/Salaah Actions (in class): 1300-1320 Mini Break: 1320-1330 Lesson 3- (Quran): 1330-1430
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HEADS OF DEPARTMENT:

In order to create a structure at the workshop, following heads of departments have been appointed:

Heads of Qur'an Section- Mullah Dhirani and Sister Sukaina Dhirani & Team	Heads of Infants Section- Sister Ismat Merchant and Sister Sayyeda Muthaliff	Heads of Juniors/Seniors Girls Section- Dr Sukaina Asad and Sister Batool Salman
Head of Juniors Boys Section- Brother Sajjad Haji	Head of Seniors Boys Section- Brother Hasnain Valli	

MCE TARBIYAH SYLLABUS:

MCE Tarbiyah Syllabus to move online, further details will be provided at a later date.

FIQH/WUDHU AND SALAH LESSON:

Teachers and management have realised a reduced content of Fiqh in the Tarbiyah Syllabus, teaching was scattered throughout all modules and a generation was missing out on essential Fiqh, Wudhu and Salaah teaching. For this reason we are introducing a dedicated lesson of Fiqh/Wudhu and Salaah for all Junior and Senior Classes (5-11).

QUR'AN:

Quran memorisation postponed to academic year 2022/2023- dates will be finalised soon and shared.

Teaching for infant classes to continue with Qur'an syllabus as they have not completed previous years syllabus

Junior and senior classes to enhance their learning of the syllabus as appropriate with support from Qur'an Heads for additional material/content.

WAITING LIST:

Class sizes will be capped for 2022/2023.

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.

PARENT VOLUNTEERING:

Parents/Guardians of students may need to 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.

STUDENT BEHAVIOR:

Parents/guardians have to attend and sit with the student if any consistent behavioral concerns have been identified by the teacher.

STUDENT ATTENDANCE:

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 2022/2023 for further information.



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ONLINE PORTAL:

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

The Workshop has an online Portal for management of admin work/fees/communication. All existing Parents/Guardians should have login details and passwords for our portal where they can re-enroll.

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

FEES 2022/2023

The fees for the Academic Year 2022/2023 are: **£120.00 per child.**

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

FEES SCHEDULE FOR 2022/2023:

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

The total amount of fees per child is £120.00 per year.

Enrolment fees: £60.00 (Payable at Enrolment)

Workshop fees for the year £60.00 (Payable at Enrolment or in installments by 29th April 2023)

If £60 Enrolment Fees and any unpaid 2022 fees is not settled at ENROLMENT, then the child's place for 2022/2023 at Sharikatul Hussain Saturday Workshop will NOT BE GUARANTEED.

Unpaid 2022 Fees: If full fees for Academic Year 2022 (Jan-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.

Account Details:

Account Name: Sharikatul Hussain Workshop

Sort Code: 40-12-35

Account No: 31403303

Reference: **ADMISSION NUMBER(s)**

EXISTING STUDENTS- RE-ENROLLMENT PROCEDURE

Enrolment for these students for the 2022/2023 academic year (September 2022 to July 2023) will commence on **25th July 2022 and end on 31st July 2022.**

IF YOU HAVE LOST OR NOT RECIEVED YOUR LOGIN DETAILS FOR THE PORTAL PLEASE CONTACT BROTHER HASNAIN KARIM- 07725 135617 or EMAIL sharikatul@gmail.com



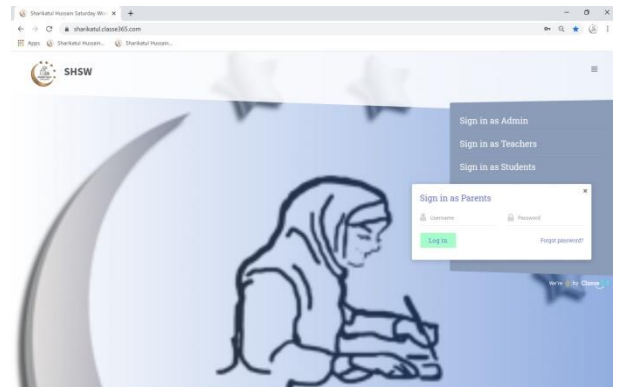
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RE-ENROLLING CURRENT STUDENTS

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

Click on sign in as Parents and enter the login and password emailed.

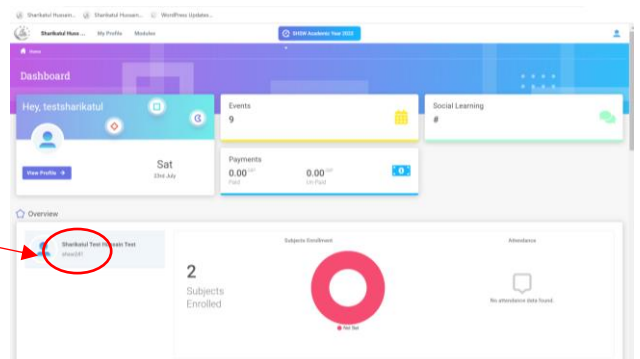
If you have lost or forgotten your details, please click on forgot password.



2. You will see a similar screen as:

Click on MODULES at the top

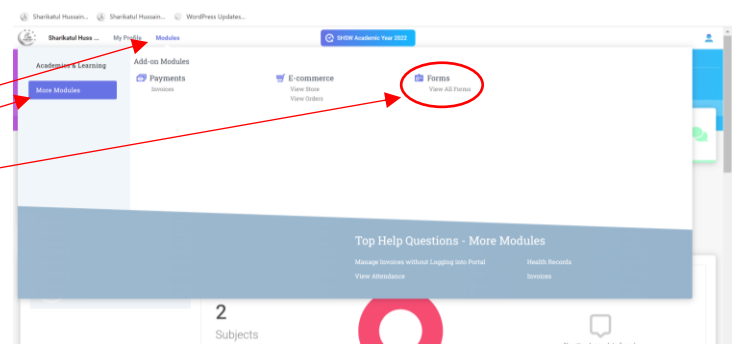
**Make a note of each students Admission No.
for when making a payment.
Begins with SHSW**



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:

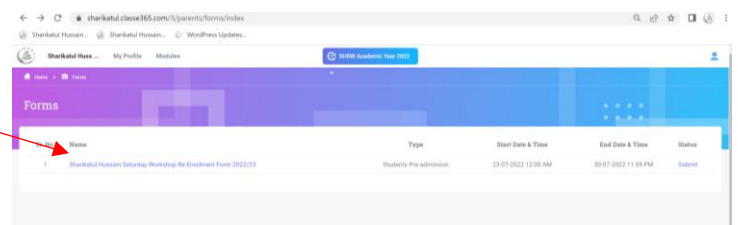
Click on MODULES at the top
Click on MORE MODULES
Click on VIEW ALL FORMS



4. You will see this screen:

Click on Sharikatul Hussain Saturday
Workshop Re-Enrolment Form
2022/23

Please submit a form for each child.

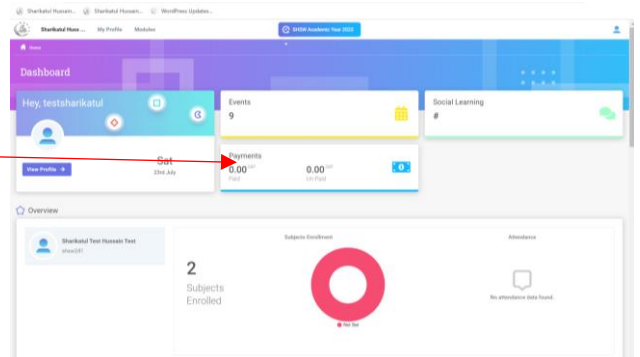




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THEN PROCEED TO MAKE A PAYMENT:

- Return to the portal and login as above.
- Click on Payments to review invoices and fees due per student.



- Please then complete an online transfer by BAC's from your bank account to:

Account Name: Sharikatul Hussain Workshop
Sort Code: 40-12-35
Account No: 31403303
Reference: ADMISSION NUMBER(s)

PLEASE NOTE THE REFERENCE OF THE TRANSFER HAS TO BE YOUR CHILD(REN)'S ADMISSION NUMBER(S).

FEES SCHEDULE FOR 2022/2023:

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

The total amount of fees per child is £120.00 per year.

Enrolment fees: £60.00 (Payable at Enrolment)

Workshop fees for the year £60.00 (Payable at Enrolment or in installments by 29th April 2023)

If £60 Enrolment Fees and any unpaid 2019 fees is not settled at ENROLMENT, then the child's place for 2022/2023 at Sharikatul Hussain Saturday Workshop will NOT BE GUARANTEED.

If you have any concerns or encounter any problems, please contact Sharikatul Hussain via email- sharikatul@gmail.com or you can contact Brother Hasnain Karim- 07725 135617

NEW STUDENTS- ENROLLMENT PROCEDURE

<https://sharikatul.classe365.com/form/view/enrolment2022-23>

Enrolment for these students for the 2022/2023 academic year (September 2022 to July 2023) will commence on **13th August 2022 and end on 20th August 2022**. Please submit an online application to the Workshop (<https://sharikatul.classe365.com/form/view/enrolment2022-23>) by 20th August 2022.



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The application will be reviewed, and we will inform parents via email if their child has secured a space at the Workshop and fees will then be due at that time. **PLEASE DO NOT MAKE ANY PAYMENTS UNTIL YOU ARE AWARE YOUR CHILD HAS SECURED A PLACE.** This may be after 30th August 2022.

In all cases of New Student enrolments please check the age chart below so that you are aware which class your child(ren) will be enrolled in.

2022/2023 Enrolments	
Class P	01/09/2017- 31/08/2018
Class 1	01/09/2016 - 31/08/2017
Class 2	01/09/2015 - 31/08/2016
Class 3	01/09/2014 - 31/08/2015
Class 4	01/09/2013 - 31/08/2014
no change for below classes	
Class 4	01/09/2012 - 31/08/2013
Class 5	01/09/2011 - 31/08/2012
Class 6	01/09/2010 - 31/08/2011
Class 7	01/09/2009 - 31/08/2010
Class 8	01/09/2008 - 31/08/2009
Class 9	01/09/2007 - 31/08/2008
Class 10	01/09/2006 - 31/08/2007
Class 11	01/09/2005 - 31/08/2006