

Al-Ihsan Academy

WEEKEND ISLAMIC SCHOOL

# PROSPECTUS



**Al-Ihsan Academy**

☎ 020 7426 0911

🌐 [www.alihsanacademy.org](http://www.alihsanacademy.org)

✉ [info@alihsanacademy.org](mailto:info@alihsanacademy.org)

# Contents

Introduction .....	3
FEEDBACK: Comments, Compliments & Complaints .....	3
About Al-Ihsan Academy.....	4
Syllabus Summary & Curriculum Books .....	5
Aqeedah (Islamic Belief) .....	5
Quran Studies.....	5
Akhlaq (morals and manners).....	5
Fiqh (Islamic Studies) .....	5
Seerah & Islamic History .....	5
CURRICULUM BOOKS.....	5
School Hours, Holidays & Fees.....	6
SCHOOL HOURS .....	6
HOLIDAYS .....	6
SCHOOL FEE .....	6
Home-School Agreement.....	7
Learning and Discipline .....	8
About Discipline .....	8
Rules of Behaviour .....	8
Dress Code Guidelines .....	8
Disciplinary Procedures.....	8
CHILD PROTECTION PROCEDURES .....	9

# Introduction

*Assalamu alaikum!*

Welcome to Al-Ihsan Academy.

It is our aim to provide an Islamic, safe and structured learning environment for children.

We want to create an environment where learning is fun and effective.

It is our hope that with your support and involvement in your child's education, as well as our commitment from teachers and staff, we can provide an Islamic atmosphere for the children to grow in knowledge.

This handbook has been prepared to provide general information about Al-Ihsan Academy, as well as summary of policies and procedures.

We hope that every child be happy in our school. Once you have read about our school, if you need any further information please contact us.

Yours sincerely,

Saleh Ahmed  
Head Teacher

---

## **FEEDBACK: Comments, Compliments & Complaints**

We welcome your feedback. It helps us improve the quality of our school.

If you have any concerns about Al-Ihsan Academy, please speak to your child's teacher or the Head Teacher. We hope most of your concerns can be resolved in this way.

If you want to give us written feedback or make a formal complaint, the 'Feedback form' and complaints procedure is available from Reception.

## About Al-Ihsan Academy

The need for educating our children about Islam in a way that they embody the values of our religion in thought and action in a natural way is vital. At the same time, it was recognised that our children also need support and guidance with their school work, so that they have balanced learning in life. With these aims and ideals in mind Al-Ihsan Academy was setup by group of concerned Muslims, who primarily felt this need for their own children.

Al-Ihsan can be translated as “the pursuit of excellence” – to do something well and to be always concerned with the quality of achievements.

Our aim at Al-Ihsan is to educate our children in a manner that they grow into adulthood as confident Muslims, aware of their identity and responsibilities. They will be able to deal with challenges that they will face in life and be able to navigate their way confidently in the multi-cultural society they live in. It is hoped they will learn life skills that will enable them to excel in life in a holistic manner – in their personal, social, spiritual, educational and professional lives.

To pursue excellence in providing Islamic and school education to the next generation, at Al-Ihsan Academy:

- We have put together a Islamic syllabus that is broad and balanced, covering Qaida, Tajweed, Quran, Fiqh, Morals & Manners, Stories, Dua, Life of the Prophet (Seerah) and Islamic History.
- We provide the children with an Islamic, child-centred and structured learning environment.
- We have teachers who can relate to, listen to and motivate children to excel.
- We have school premise that is spacious with modern classrooms and common room for break times.
- We use age-appropriate learning methods and materials to make learning enjoyable.
- We involve the parents in the education of their children by giving homeworks, progress updates and arranging parents meetings.

# Syllabus Summary & Curriculum Books

## Aqeedah (Islamic Belief)

Kalima and meaning  
Creation  
Allah and His Attributes  
Angels  
Akhirah

## Quran Studies

Arabic alphabets  
Arabic writing  
Qaidah  
Juzz 'Amma memorisation  
Tajweed  
Meaning of Surah

## Akhlaq (morals and manners)

Daily Dua  
Children's stories  
Moral Stories  
Stories from the Quran  
Islamic greetings and expressions  
Respect for parents and elders  
Good qualities  
Bad qualities  
Good Muslim – Islamic character

## Fiqh (Islamic Studies)

Tahara (Cleanliness)  
Wudu  
Salah  
Five pillars

## Seerah & Islamic History

Life of Previous Prophets  
Life of Muhammad  
Life of Sahaba

## CURRICULUM BOOKS

Listed below is the complete list of **the essential syllabus books** for your child.

They will need them for study in class and for completing assigned homework.

You can buy the books by ordering with us or directly from a reputable bookshop.

### QAIDA

Ahsanul Qawaid

### JUZ 'AMMA

Colour coded Juz 'Amma

### QURAN

Al Quran – South African print

### HADITH

Tasheelul Ahadith

### DUA

A Child's gift

### TAJWEED

Al-Ihsan TAJWEED Book

### ARABIC LANGUAGE

Gateway to Arabic series  
(Books 1-8)

### ISLAMIC STUDIES

Goodword Islamic Studies series  
(Books 1-10)

# School Hours, Holidays & Fees

## SCHOOL HOURS

### MORNING SESSION CHILDREN

Saturday	9.30 am to 12.30 pm
Sunday	9.30 am to 12.30 pm

### AFTERNOON SESSION CHILDREN

Saturday	1.30 pm to 4.30 pm
Sunday	1.30 pm to 4.30 pm

## HOLIDAYS

We will notify you in writing of holidays in advance. They will normally fall in line with the Islamic calendar (Eid, Ramadan, etc).

## SCHOOL FEE

### Registration Fee & Regular monthly fee

Please enquire for details. Fees are subject to change.

Payable first weekend of every month.

### Important notice

Fees must be paid in advance. Please pay promptly for convenience of everybody concerned. You can pay in cash, cheque or by setting up a Standing Order.

Please cheques payable to 'Al-Ihsan Academy Ltd.'

# Home-School Agreement

Teacher and students are in the school for one basic purpose: to teach and learn in an Islamic environment.

Parents are expected to bring their children to school on time and pick them up promptly at the end of classes. It is the responsibility of the parents to make arrangements to transport their children to and from the school. No student will be allowed to leave the premises on their own or early, unless arranged by parent in person.

## **To learn effectively each student is expected to:**

- Come to classes regularly and on time.
- Come to the class prepared with books, relevant learning materials and completed homework.
- Be attentive in class and not be disruptive.
- Ask for permission to leave their seats and not leave without permission.
- Treat others and the property of others with respect.

The school expects the involvement and cooperation of the parents in the learning and discipline of their child.

All students are expected to dress modestly and apply the Islamic dress code. Boys should not wear shorts above the knee, while the girls are expected to cover their heads.

# Learning and Discipline

## About Discipline

Al-Ihsan Academy expects its students and teachers to live up to high standards. We will not tolerate bad or inappropriate behaviour from anybody and we reserve the right to discipline such behaviours or to expel students who display such behaviours consistently, without regards to anybody else.

Al-Ihsan Academy will also recognise the good behaviour and positive actions of students. Good behaviour will be noted by verbal praises, award of certificates and positive feedback to parents.

## Rules of Behaviour

### General Rules

1. We respect each other's safety, taking no action that might endanger ourselves or others.
2. We respect each other's right to learn, minimizing disturbances to help others realize their full potential.
3. We respect each other's ideas by listening and avoiding insults.
4. We respect each other's property: we return the borrowed items, replace the broken, and clean the untidy.
5. We avoid immoral behaviour because our thoughts and actions reflect our character.
6. We show integrity by refusing to cheat.
7. We are punctual in class because we value time and learning.

## Dress Code Guidelines

All students and staff are required to dress modestly and in accordance with Islamic guidelines. Students who are not in compliance with the dress code will be deemed to be in violation of Al-Ihsan Academy rules of behaviour.

Parents are encouraged to assist their children by providing the appropriate clothing that fit the dress code.

## Disciplinary Procedures

The following penalties will be applied in the order indicated for breaking any rules mentioned above:

1. A Verbal Warning from a teacher or administrator.
2. Second warning is trip to office to meet with the Principal
3. A meeting with their parents.
4. Suspension from our classes.
5. Expulsion from all of our classes.



# CHILD PROTECTION PROCEDURES

Safeguarding children is the responsibility of everyone.

Al-Ihsan Academy recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Acts 1989 and 2004.

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives – including domestic violence, substance misuse, bullying, child prostitution and ritualistic abuse. We aim to create a safe environment within which children and young people can thrive and adults can work with the security of clear guidance.

Under the terms of the Children Act 2004 anyone under the age of 19 is considered to be a child/young person.

These guidelines are for the use of all paid staff, volunteers and visitors. We will make them available to the parents and carers of the children and young people to whom we offer a service. Through them, we will endeavour to ensure that:

- Children and young people are listened to, valued and respected
- Staff are aware of the need to be alert to the signs of abuse and know what to do with their concerns
- All paid and unpaid staff are subject to rigorous recruitment procedures
- All paid and unpaid staff are given appropriate support and training