



STUDENT HANDBOOK

Al Bushra Saturday School



CONTENTS

.....
01 Our curriculum
.....

02 Code of Conduct
.....

03 Supporting your child's learning
.....

04 Safeguarding our students
.....

05 Dropping off and collecting your child
.....

06 How we handle misconduct
.....

07 How we handle accidents and incidents
.....

08 Teacher and staff profiles
.....

09 School structure
.....

10 Terms and Conditions
.....





AS'SALAMU 'ALAIKUM السلام عليكم

**'Seek
knowledge
from the
cradle to
the grave'**

- Prophet Muhammad
(pbuh)

We welcome your child to embark on a journey of seeking knowledge with our qualified and experienced teachers.

This handbook contains important information regarding our curriculum, school code of conduct, how we deal with incidents and other important information for you to be aware of. Further information is available on request regarding all our policies and procedures.

At Al Bushra our aim is to provide a holistic education and to inspire our students to become confident and contributing citizens. We believe education can – and should be – engaging, fun and playful. That's what we try to deliver every Saturday during the 40 days and 160 hours of school over the Academic Year.

If you have any questions or suggestions, please get in touch as we are constantly striving to improve our school.

We hope your child will have a great learning experience at Al Bushra Saturday School.

Sister Alya
Director, Head of Admin

Sister Rumina
Director, Head of Learning

01 OUR CURRICULUM SATURDAY SCHOOL

From each session to another, from one class to the next, the student will expand on their skill level and build new understanding.

Spiral learning methodology

We're teaching the following subjects at our Saturday School. Each subject is taught in our five classes from nursery to older groups in a way that's most suitable for the children's level of learning using a spiral learning methodology.

What your child will learn

Islamic Studies

We teach Islamic Studies like many other institutions, but our approach is different. We aim to instil the love of the faith in our students. The way we do this is by making learning fun, engaging and playful. As part of our Saturday school your child will learn about hadiths, stories of the Prophets, lives of the companions as well as other Muslim role models and contributions from the Islamic civilisation. As part of our Islamic Studies we also teach how to perform prayer, 99 names of Allah and much more.

Hifdh/memorisation of Juz 'Amma

The last chapter of the Noble Qur'an is called the Juz 'Amma. It starts from Surah An-Naba (78) and continues to the last Surah An-Nas (114). These Surahs in the Juz 'Amma are short, thus being an easy starting point for children and complete beginners. Our minimum goal for all our students is to memorise the Juz 'Amma. Learning the Juz 'Amma will provide students with the Surahs they need to recite in their five daily prayers.

Arabic Language & Tajweed

We teach your child the rules of Qur'anic Tajweed to apply in their daily recitation. Your child will also learn the Arabic alphabet as well as conversational Arabic together with vocabulary and grammar.

Making it relevant and exciting

We have an annual theme for the school, such as environment and recycling, together with dedicated theme days during the academic year. We run fun competitions using arts and crafts that get our students creative.

OUR CLASSES:

ZamZam: nursery

Safa: elementary 1

Marwa: elementary 2

Mina: secondary 1

Arafat: secondary 2

01 OUR CURRICULUM COURSES FOR WOMEN

“Seeking of knowledge is obligatory for every Muslim.”

- Prophet Muhammad (pbuh), narrated by Al-Tirmidhi

We also run courses for sisters depending on demand. So while your child is at Al Bushra, you can at the same time conveniently advance your own learning. Here’s what you can study.

Our core subjects

Arabic Alphabet

Introductory course

This introductory course focuses on recognising the Arabic Alphabet. The goals of the course is to learn to read, write say the letters with correct pronunciation (‘Makhraj’ in Arabic). At the end of the course students will be able to recognise letters and vowels and will be able to read short verses from the Qur’an. Designed for complete beginners or those interested simply in learning the basics of the Arabic Alphabet.

Arabic Language

Level 1: Beginner

Level 1 of Arabic Language is intended for beginners with very little Arabic knowledge. However, the students will need to be able to read basic Arabic text. Students will learn simple vocabulary and will be introduced to Arabic grammar. In addition, they will develop skills in reading, writing and speaking Arabic. The course is based on the Madinah Series, originally taught and compiled at the renowned Madinah Islamic University.

Level 2: Intermediate

Level 2 is for those who have completed Book 1 of the Madinah Series or those who are able to understand basic Arabic instructions and Arabic grammar. Students will be required to memorise set number of vocabulary, verbs and attempt basic translation tasks. Students will be exposed to greater depth of Nahu (grammar) and Sarf (morphology).

Tajweed

Levels: beginner, intermediate and advanced

A basic to advanced course about the rules and essentials of Qur’anic recitation. Through practicing recitation, this course will help students improve their recitation of the Qur’an while applying its rules. The course will also give insight into the history of Tajweed, the styles of recitation and profile major classical scholars of Tajweed. During the course students will be exposed to fundamental rules of Tajweed; such as Noon as sakinah and Tanween, Meem as sakinah, Laam as Saakinah, Qalqalah, Mudood, Hazatul Wasl, akhkaam Alif, Laam and Raa, Sifaat al Huruf etc.

Tarteel

Recitation of the Qur’an with precision and accuracy

In Surah Muzzammil, the Enshrouded One (73:4), Allah (SWT) instructs the Prophet: ‘and recite the Qur’an in slow, measured rhythmic tones’. The Arabic word for ‘slow, measured rhythmic tones’ is ‘Tarteel’. Learning Tarteel enables you to recite the Qur’an in the way and manner that the angel Jibreel (AS) did to our beloved Messenger (SAW). This course is for those students who have successfully studied all the levels of Tajweed and now wish to apply the rules of recitation in practice. As part of the course students will be expected to memorise selected chapters of the Qur’an with Tarteel.

02 CODE OF CONDUCT FOR STUDENTS

“No one of you is a true believer until he likes for his brother what he likes for himself.”

–Prophet Muhammad (pbuh),
narrated by Al-Bukhari and Muslim

We expect all our students to adhere to the following principles so that everyone can have a positive and a safe learning experience.

Our 10 principles for students

- **We come ready and on time.** We do our homework, we bring along all the books and things we need for the day – and that we come to the school early for a 10am start.
- **We play our part.** We contribute actively to the class following the teacher’s instructions.
- **We’re friendly and kind.** We treat fellow students and teaching staff respectfully fostering a spirit of brotherhood and sisterhood. *“No one of you is a true believer until he likes for his brother what he likes for himself.”* (Prophet Muhammad (pbuh), narrated by Al-Bukhari.
- **We discover and create.** We explore new ideas, cultures and experiences with an open mind.
- **We listen to others.** We’re attentive to the teacher’s instructions and listen to also other students when they speak in the class.
- **We act safely.** We are careful and mindful of other students. We don’t run in the stairways and we take care of the younger students.
- **We eat healthy.** Healthy food can help us focus better. It gives us the energy to study and learn. That’s why we bring a lunch with us that is wholesome and healthy and not sugary or fatty. We eat halal - but also what’s wholesome As the Holy Qur’an says (2:168): *“Oh people! Eat from the earth what is permissible (halal) and pure (tayyib)”*.
- **We’re tidy and recycle.** We clean after us, put the rubbish in the bins and help look after the school and the environment. *“Cleanliness is half of our faith”* as the Prophet Muhammad (pbuh) said while the Qur’an (6:141) says: *“Don’t be wasteful, for God does not like the wasters”*.
- **We’re modest.** We’re modest in our character, in the way we speak and in the way we dress. As Prophet Muhammad (pbuh) said – *“modesty is a branch of iman (faith)”*.
- **We strive for excellence.** As Muslims we should strive for excellence (ihsan) in all that we do.

03 SUPPORTING YOUR CHILD'S LEARNING

Your support is essential so that your child can make the most of their time studying at Al Bushra. Here are a few tips how you can best support your child.

How you can support your child

- **Make sure homework gets done on time.** This usually includes memorisation of required Suras at home (refer to the Homeworkd Diary for the specific tasks).
- **Bring your child on time.** Classes commence at 10.00AM. We request you bring your child at 9.50AM. Coming late disrupts not only your child but the rest of the class too.
- **Dress appropriately.** Make sure your child is dressed appropriately according to the Islamic etiquette (the principle of modesty and 'hijab' should be applied all times).
- **Be well equipped.** Bring along the books, homework diary, pencils and all other materials needed (NB. Nursery level students aren't expected to bring their own equipment).
- **Bring a healthy lunch.** Provide a packed lunch or light snacks for your child's lunch break. We recommend something wholesome that isn't full of sugar or fat.
- **Attend consistently.** Ensure that your child attends Al Bushra regularly as being absent makes it difficult for your child to catch up.
- **Keep us informed.** If you do miss a Saturday, inform Al Bushra of your child's absence. Be aware, however, that fees are not refunded in case you miss a week. Refer to our Terms & Conditions for further information.
- **Be a good role model.** Encourage your child to have high standards of behaviour at all times. Reinforce the importance of respecting teachers and peers as well as paying attention and observing the school's code of conduct.
- **Take interest in progress.** We organise parents' meetings and carry out evaluations. Please attend these reviews so that you will have better understanding of your child's progress.

04 YOUR CHILD'S SAFETY IS OUR PRIORITY

We take our students' safety and welfare very seriously. That's why we have a Safeguarding policy. If you would like further information regarding our policy, please do get in touch.

Our 10 key principles for safeguarding our students

1. **We recruit safely.** We have a safe recruitment process in place in order to make sure that all staff and volunteers who work directly with our students have satisfactory police checks (DBS).
2. **We keep up-to-date.** We keep abreast of developments and changes in legislation.
3. **We train our staff, volunteers and students.** We make sure that all our staff and volunteers are well informed regarding our Safeguarding policy and that everyone understands their roles and responsibilities, our principles, related processes and safeguards in place. We ensure we have an adequate number of First Aid trained staff at Al Bushra. We also carry out up to two fire drills a year so everyone from students to staff knows how to evacuate the building safely.
4. **We aim to keep the premises and equipment safe.** Whether it's from how we store extra chairs to the cleanliness of our toilets, we always aim to ensure that the premises are safe.
5. **We strive to maintain a safe ratio of staff to students.** We review this on an ongoing basis depending on the size of the class, the age group involved and physical space available. The main principle driving our decisions on classroom sizes is to ensure we create a safe and nurturing learning environment where our students can prosper.
6. **We record and inform you promptly of any incidents.** We record any accidents or injuries your child may have while at Al Bushra. In-line with our Safeguarding procedures, we complete an incident record form which we will ask you to sign and follow up as necessary.
7. **We listen to all concerns and encourage open dialogue.** We encourage our students and their parents or guardians to speak freely about any concerns they have. If there is any aspect of the school that makes them unhappy, we will aim to put things right.
8. **We take staff misconduct seriously.** If there is any suspicion that one of our staff members or volunteers has behaved in an abusive or unjust way towards one of our students, we want to be the first to know. Please get in contact with school management. We will note down your concerns and carry out an internal investigation in-line with our grievance procedure. We will protect your child while we investigate the situation keeping you informed along the way.
9. **We consider our students' welfare broadly.** If we have any reason to be concerned about one of our students (e.g. a student comes to the school with an injury or shows any sign of being a victim of abuse) we will talk with the guardian. If necessary, we will make a referral to Social Services in-line with our Safeguarding policy.
10. **We foster a safe and a positive learning environment.** We aim to provide a secure, caring environment with qualified teachers and a curriculum that promotes self-esteem, nurtures well-being and empowers our students to be confident and contributing British citizens.

05 DROP OFF AND COLLECTION POLICY

Only designated guardians are allowed to drop off and collect children.

In order to ensure your child's safety and help Al Bushra run as effectively as possible, please follow the following policy when dropping off and collecting your child from Al Bushra.

Dropping off your child in the morning

DO

- Ensure your child has ablution and has used the toilet at home before coming to Al Bushra
- You or another designated guardian should bring the child to Al Bushra by 9.50AM for a 10.00AM start
- Accompany your child into the school and to their classroom
- Make eye contact with your child's teacher in order to ensure safe transfer
- Leave school premises promptly after having left your child with the teacher

DON'T

- Come late at 10AM or after as this disturbs the class
- Don't leave your child at the gate
- Stay at the school premises talking to other parents

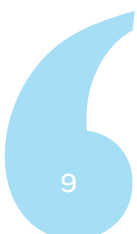
Collecting your child in the afternoon

DO

- Ensure your child is collected by you or another designated guardian
- Come on time at 2.15pm to collect your child
- Wait outside the gate of the school for your child
- Ensure Al Bushra staff knows who is collecting your child (only the parent or a named guardian is allowed to collect your child from the school)

DON'T

- Send an unnamed/unknown relative or friend to collect the child without prior notice to Al Bushra
- Come late to collect your child as this will inconvenience the staff



06 HOW WE HANDLE MISCONDUCT

Bullying staff or other students, vandalising property or any other failure to abide by our Code of Conduct can lead to students being expelled. Here's how we deal with misconduct.

Misconduct (e.g. bullying) is reported to Head Teacher

Head Teacher reviews the situation and makes a report

We give the student a warning and in some cases a short detention within school hours or after the lesson ends

We notify the parents verbally and in written format (damaging school property will need to be replaced)

We track progress and give a second warning if required (parents are notified again)

If there is no change to the student's behaviour, we will either suspend or expell the student

07 HOW WE HANDLE ACCIDENTS & INCIDENTS

No matter how careful we are, incidents and accidents can always happen. That's why we have a procedure in place for handling them.

An incident/accident occurs involving a student

We inform the guardian immediately in case of emergency, otherwise we'll wait until the end of the school day

Our staff responsible for child protection fills in and signs the pro forma for incidents/accidents

We give the pro forma to the parent/guardian to sign.

We file the original version and give a carbon copy to the parent/guardian.

We follow up the incident as appropriate in order to ensure the child is safe and well.

08 TEACHERS & STAFF PROFILES

“If a child cannot learn in the way we teach, we must teach in a way the child can learn.”

– Unknown

Al Bushra is ran by a dedicated group of staff and teachers passionate about education. Meet the team that makes it all happen.

Sister Alya

Alya is one of the founders of Al Bushra. She has experience and a degree in business administration. She puts these skills to practice week in week out at Al Bushra making sure the school is running smoothly. When you have a problem, she is already there to solve it!

Sister Rumina

Rumina is the other founder of Al Bushra. She lives and breathes Al Bushra’s educational approach of making education fun, playful and engaging. Rumina has an MA in Islamic Studies from Markfield Institute of Higher Education, Leicester. She also has a BA in Classical Islamic Studies and Arabic Language from Jamia-UI-Hudaa in Nottingham. Previously Ustadha Rumina used to teach in the Al Baseera institute.

Sister Sharifa

Sharifa teaches Arabic, Tajweed and Islamic Studies for kids and adults alike at Al Bushra. Ustadha Sharifa has studied Arabic language in Saudi Arabia. She has also completed Tajweed level 4 from Darul Ri’ayah as well as Child Care Level 2 in the Thomas Carlton college.

Sister Fatima

Fatima is an experienced Arabic language and Islamic studies teacher. She studied Islamic studies in the Mohammed Fifth University in Morocco. She has a Level three teaching qualification for community languages. She is now studying interior design in Essex University.

Sister Nasra

Nasra has studied Qur’an, Tajweed and Islamic study (fiqh, hadith, aqida, tafsir) in Saudi Arabia in Madinah Jami’a Qur’an Al Kareem for years. She has been giving private tuition for three years.

Sister Abdulrahman

Abdulrahman is a qualified Science teacher with a BSc in Bioscience Microbiology. She studied Tajweed and Islamic studies in Al Azhars’ Dar Al Salam institute in Egypt. She has vast teaching and management experience from both secular and private schools.

Sister Nina

Nina has a diploma for working with children and youth. She works in a Montessori school. Nina is a mother of three who is leading a home education group providing inspiring Islamic activities for children. She has also studied fashion and accountancy. At Al Bushra she teaches the ZamZam nursery class.

Sister Aisha

Aisha has studied economics, accountancy and tourism in Czech Republic. She has also studied Science of the Qur’an, Sunnah, Fiqh of marriage at the London Open College. Aisha also studied Arabic and Tajweed in Egypt. She is a leader of a Muslim scouts group and runs a home education group.

Sister Widad

Widad is an experienced teacher who has studied Arabic, Islamic studies and French language in Morocco. She has also studied Tajweed for four years in Egypt and at Al Muntada in London.

Sister Nassima

Nassima has a BA in Sociology from Algeria having also studied Tajweed and Hifz for five years. She has worked as an Arabic Teacher in Primary School in London. She has Level three in childcare and has worked in crèches.

Sister Hanaa

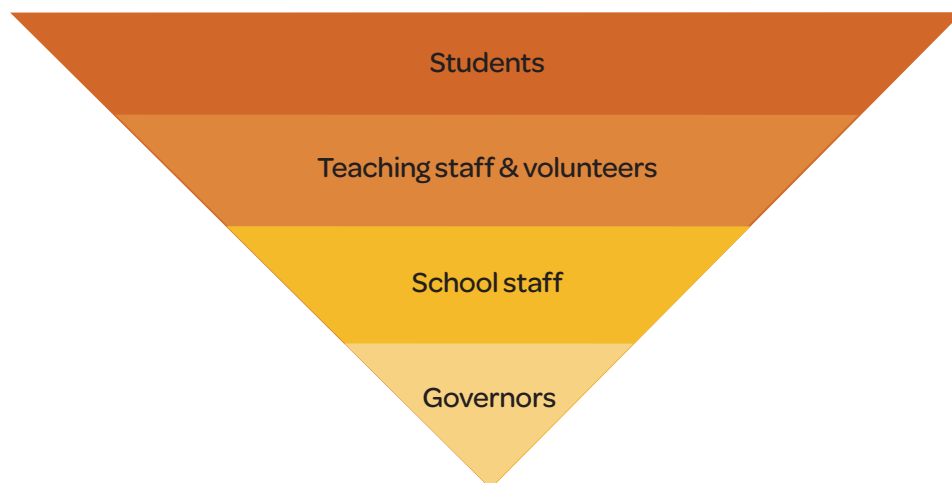
Hanaa has studied Arabic and Qur’an in Egypt for four years. She has experience of teaching in various institutions. She loves arts and crafts and runs classes focussing on using recycled items for art.

09 OUR SCHOOL STRUCTURE

We have an organisational structure in place with an established governing body. Our philosophy is to always prioritise our students putting their educational experience first.

Our set up

- **Teaching staff** which includes teachers as well as teaching assistants.
- **Volunteers** help with tasks such as setting up in the morning and tidying up in the afternoon.
- **School staff** deals with finance, administration, recruitment and other day-to-day operational activities that keep the school running smoothly.
- **Governing body** reviews the school's progress, shapes policy and takes key strategic decisions.



10 THE SMALL PRINT TERMS & CONDITIONS

Registration

By registering you are agreeing to the following terms and conditions. Failure to meet the standards of Al Bushra within the following points will mean the rejection of application or termination of contract.

Saturday School students will be tested upon registration and allocated to the appropriate level. Adult students are responsible for their choice of courses; registration staff will assess but only advise a level appropriate for them.

Payments Policy, Discounts and Fines

- Saturday School students have three payment options to choose from: one off payment, payment in two installments or payment in four installments (available only for families with three or more children)
- A 10% discount is given for families with three or more children attending the school
- Payments should be made on-time along with payment schedule with first installment due upon registration. All fees for adults classes must be paid in full upon registration.
- Delays to Saturday School payments may incur a 5% penalty fee and/or termination of the right to continue studies at Al Bushra.
- An administration fee of £20 will apply if you cancel your registration after your enrolment.

Refunds Policy

When a refund request is made Al Bushra will look into whether the student is eligible for a refund. All refund requests must be made in writing via email to hello@albushra.co.uk (a response may take up to 7 working days).

Al Bushra reserves the right to cancel or reschedule a class. In this case the students will be notified prior to the class and Al Bushra will either give a refund for the class or organise it to be held at a later date. We will only give you refunds of the full fees if:

- The class is cancelled by Al Bushra before it starts (a minimum of 12 students will usually be required for a class to commence).
- The course is closed by Al Bushra.

Al Bushra will not issue any refunds for the following:

- For time spent on prayer.
- Absence due to change in one's circumstance or personal situation.
- Course fees cannot be transferred to the following term or a later date.

Drop off and pick up of Saturday School students

- Only designated guardians are allowed to drop off and pick up Saturday School students

Attendance

- All students must attend every lesson. However, if you cannot attend a lesson you must inform the Al Bushra Administrator.
- It is your duty to catch up on the missed lesson and find out from other students what the homework required for the next class is.
- If you are absent for more than three lessons in a row without giving us prior notification you could lose your place. If this happens you will not be refunded your fees.

Course Materials

- Parents and students may need to make contributions towards the course materials and books supplied when required.
- Requests for replacement course materials for lost or damaged books will incur a charge to cover Al Bushra's expenses.
- Any form of reproduction of course materials, certificates or any Al Bushra branded item is not permitted.

School uniform

Uniform will not be required. However, all students and children must wear appropriate simple and modest clothing ('hijab') loosely covering the whole body.

Certificates

- Certificates that Al Bushra may issue are intended to recognise students' achievements; not as authorisations to teach. Where we are notified of a student teaching a subject they studied at Al Bushra without our authorisation we may contact the relevant bodies and inform them as such.
- Students who fail to collect their certificates in person, will be asked to pay a fee of £2 for postage. We do not take any responsibility for loss or damage during posting.

Exclusion Policy

- We reserve the right to refuse admission or to exclude a student under exceptional circumstances.
- Students are not permitted to bring any unregistered individuals to Al Bushra without the permission of the Management.
- Audio/video recording of any of our courses/teachers is strictly prohibited.
- Bad manners or ill behaviour towards any of our students or staff will not be tolerated and may result in termination of the student's contract with Al Bushra and a ban for enrolling on other Al Bushra courses.



“God is the Light of the heavens and the earth. The example of His Light is like a niche wherein is a lamp; the lamp is in a crystal, and the crystal, shining as if a pearl-like radiant star, lit from the oil of a blessed olive tree that is neither of the east nor of the west. The oil would almost give light of itself though no fire touches it. Light upon light! God guides to His Light whom He wills. God strikes parables for people. God has full knowledge of all things.”

–The Noble Qur’an (24:35)



We are Al Bushra.

We make Arabic and Islam accessible and inclusive. We do this by providing playful, fun and engaging learning experiences.

07947 537 446
www.albushra.co.uk
hello@albushra.co.uk

