**WISE Madrassah Project Survey 2**

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| **Madrassah**  Greenlane Masjid |  | |  | | **Location**  Birmingham | |  | |
| **Mission Statement / Objectives**  There is some statement but as a new Centre manager has taken over he is not fully aware of it.  I got the impression it was not something they necessarily emphasised. | | | | | | | | |
| **Pupil Age Range**  6-14 years | | | **Pupil No**  Approx: 450 | | **Pupil Turnover**  This is not an issue.  Most parents tend to stick with the madrassah | | | |
| **How is regular pupil attendance supported/ monitored?**  Class Register taken daily (Mon-Thru) - Teachers take class register and Admin support staff will Input into system.  If student has 2 days of consecutive absence parents called and if no valid reason given meeting is held with Admin Deputy. | | | | | | | |
| **How is good pupil punctuality supported / monitored?**  Registers mark late attendance. This is then monitored by Admin support staff and letters sent out to parents.  3 Strike rule: For repeat offenders there is a discretionary 3 strike rule in place to deal with Lateness/behaviour/absence. This is again managed by the Admin support team. | | | | | | | |
| **Teacher No**  Approx: 20 | Teacher Pay  **£8.20** (This includes a holiday allowance. So they cannot take paid leave)  **Over 21 years Min wage: £7.50** | | | | **Staff Turnover** (Issue y/n)  Issue mainly on sisters side but is manageable.  We get academic year commitment from teachers.  We have cover and a pool of payed cover staff to deal with absence and sickness. | | |
| **TA No**  Approx: 12 | **TA Pay**  £8.20 same as normal teachers  For anyone under 21 min wage is payed. | | | |
| **How is staff absence monitored / managed?**  Timesheets/Teachers register in place for payment of salaries. Managed by Admin staff  Teachers must inform Admin by 12pm on the day (Madrassah starts at 5pm) | | | | | | | |
| **How is staff punctuality monitored / managed?**  Teachers must escort classes from main hall to their classrooms  Admin team present throughout the session and monitor. | | | | | | | |
| **Teacher training provision** (including mandatory training)  - Fridays (between 5pm-7:30pm madrassah time) set aside for any training and **this is a paid session** for teachers  -Area covered:  Areas covered: Teacher training, Curriculum, Safeguarding etc    Going to offer o potential teachers the option to take City & guilds (NVQ) teacher training course. GLM will pay and they will get a 2 year commitment for the madrassah from the teacher. | | | | | | | |
| **No of Administrators and Role**  2 Administrators  2 Assistant Admins | | | | | | **Administrator Pay**  **£8.20** | |
| **Management Structure**  **Principal:** ( Responsible for Admissions Policy and various other Policy and Procedure Isuues)  **Admin Deputy:** ( Responsible for managing Attendance, behaviour, Absence, Fees and parent liaison)    **Two Admin assistants.**  **Teaching Deputy:** Responsible for Curriculum, Testing/Exams/Classroom management, Teacher training and observation, ensuring lesson planning is happening | | | | | | | |
| **Summary of Admission Policy** (Try to get copy of full policy)  Requested but have been told it is standard and taken from the web.  Parent -Madrassah policy in place.  They do not take Special needs kids as they cannot support them | | | | | | | |
| **How are DBS checks completed?**  Masjid HR manager gets manual forms filled out by all staff, masjid volunteers and workers and they then they submit these to a local charity which will go and complete everything online. | | | | **How is Safe Guarding training delivered?**  Level1 : Completed by everyone online  Level 2 & 3 they get an instructor in ( Only need 1 level 3 to be present)  Prinicpal: Level 3  Admins : Level2  Everyone else Level1 | | | |
| **Other Policies** (List below and try to obtain a copy of full policies)  Behaviour policy  Teacher contract  Health and safety policy  Not immediately available. Will try and acquire later. | | | | | | | |
| **IT Administration Systems**  Spreadsheet based. Looking into online system to manage all Admin aspects. systems available but need configuring. | | | | | | | |
| **Website** (y/n)  N | | **Use of Aps / Tech**  No but looking into this. They want all teachers to use app for registers. This will then streamline admin tasks.  System still needs main Admin to manage. | | | | | |
| **Fees Amount**  £400 Per year  £60 per month | | **Fees Concessions / Discounts**  5% for siblings | | **How are fees collected?**  DD  Bank Transfer  Cash  Managed by Finance team & Admin - Madrassah has a separate bank account | | | |
| **Timetable** (try to obtain a full copy) **Mon-Fri: 5pm to 7:30pm - No breaks**  Days / Times / Subject scheduling etc / Use back of sheet to compile   * 1hr 15 mins Quran ( Qaidah/Tajweed/memorization/hifdh(for able students this becomes a daily 2.5 hour hifdh session)) * 1hr 15 mins Islamic Studies | | | | | | | | |
| **Curriculum** (try to obtain a full copy)  Use back of sheet to compile: | | | | | | | | |
| **Resource Materials / Books etc** (include supply source and cost, try to obtain samples)  TBC | | | | | | | | |
| **Subjects Taught and Average Class Size**  Islamic Studies & Quran:  6-12 year: class size 15-20  12+: Class size: 7-12 | | | | | | | | |
| **Certified Courses Taught**  None | | | | **Enrichment Activities**  Not yet | | | | |
| **How is progress / learning measured / assessed?** (Kaida / Quran/ Deen/ Other)  For Islamic studies focus on practical stuff around Salah/ Duas and understanding of concepts such as Tauheed etc. No formal testing.  Quran Teacher tests individual students and progresses to next level. | | | | | | | | |
| **How do pupils progress to the next level?** (Kaida / Quran/ Deen/ Other)  Islamic studies - when they complete the year - no real assessment  Quran - discretion of the quran teacher. | | | | | | | | |
| **How are lessons planned?**  Teachers asked to plan, Teaching Deputy will spot check leeson plans and observe classes. (Max: twice a year for each teacher).  General guidelines on lesson planning provided to each teacher. | | | | | | | | |
| **What support is given to pupils who are not progressing?**   * Investigate issues (Possible cause over exposure to after school clubs etc) * Assess profile of the child * Speak to parents and suggest improvements. * No supplementary classes provided. | | | | | | | | |
| **Term duration / Holiday provision**  Follow the academic calendar and take off Ramadan | | | | | | | | |
| **2 Key Challenges**   * Curriculum * Space | | | | **2 Key Achievements**   * Student Retention | | | | |
| **Mechanisms for developing pupils into teachers?**   * Previous Hifdh student who have become Hufadh have become mentors for those kids currently doing memorisation * Teacher training City & Guilds course offered to potential teachers | | | | | | | | |
| **Additional Notes** | | | | | | | | |