

Hifz Class Pre-Admission Guidelines-CPEW

These guidelines have been given to you, as you have registered an interest in enrolling your child for Hifz class at CPEW. Please read the guidelines carefully before submitting the attached “Hifz class admission request form”. The aim of these guidelines is to ensure you are aware of the commitment required in Hifz class (from both pupil and parents).

Is your child ready for Hifz Class?

This is the most important question that you as parents need to ponder over. Every parent aspires to make their child a Hafiz, and we rightly should as it is indeed a great honour to be from amongst those who are the “protectors” of the book of Allah. The reward for parents is honour and tribute in the hereafter, signified by a crown whose illumination will be brighter than the shining Sun. However, at times parental ambitions (of Hifz) are unrealistic, unfair and place undue pressure on the child. Remember, it is your child who will need to work hard and show commitment; thus you need to keep your child’s interests at heart before making any decision. A serious talk should take place with your child, and if possible both you and your child should talk to other parents whose child is already in Hifz class. As a parent, you need to ask yourself the following questions:

What is my child's attitude towards Madrasa work in mainstream classes?

If your child’s attitude towards Madrasa work in general is poor, then you need to seriously consider whether Hifz class is the correct move for your child. Hifz class is very challenging and requires far greater dedication and commitment. You cannot simply enrol your child into Hifz class and expect “things to automatically fall into place”. The purpose of Hifz class is to memorise the Quran. Your child will not have the opportunity to learn how to recite the Quran (Nazarah). Therefore, another very important factor to take into consideration is your child’s performance in their Quran lesson (Nazarah). The level of fluency and Tajweed must be to a very good standard on a consistent basis. In addition to this, memorisation of all Duas and Surahs must be at an exceptional level.

Is it too early to enrol my child?

Is my child too young? Many parents, in their zeal to make their child a Hafiz, wish to admit their child into Hifz class at an early age. Hifz class demands mental strength and maturity in addition to having the ability. Therefore, when a child is admitted into Hifz class at a very young age, he is often unable to cope with the “mental pressure” of Hifz class, leading to issues such as being unable to meet minimum targets. The irony of this is that (although there are no guarantees), if the same child was admitted into Hifz class later on, he may well have succeeded. We have experienced such a scenario many times. Mental maturity ensures your child understands his responsibilities and is able to work with a high degree of independence.

High school & Homework

Most children are in high school by their second or third year in Hifz class. Therefore, parents need to take factors such as travelling times to and from school and homework issues into consideration. As an example, if your child is going to be coming home from school at a time that does not allow him to get to Madrasa on time, then you need to consider the choice of high school from now before

enrollment. We cannot make any concessions where we allow a child to come late, as in our experience this has never worked out despite promises from parents. The conclusion of the above is that Hifz class must be viewed as a long-term commitment. Parents must take various factors into consideration from the outset. –

GCSE Exams:

There is a strong conception amongst many parents that if their child enrolls at a younger age, Hifz can be completed before preparation for GCSE exams start in Year 10. This should not be our target, rather the criteria we need to work towards is, “is my child ready for Hifz, or is it too early?” To “push” a child early into Hifz class due to GCSE exams (in the future) is very often counter-productive. Children who are not ready for Hifz class struggle and at times end up leaving Hifz class. The irony is that if this same child was admitted into Hifz class a little later, the outcome would have been better. If your child is in Hifz class and he needs to prepare for GCSE exams, then we as a Madrasa are flexible. Parents should inform us, and we can then make various concessions, thus reducing some of the Hifz workload for the exam period. Parents need to communicate with the Madrasa well in advance so that these arrangements are not only in place at the relevant time, they are also well thought-out.

Parental Involvement:

Although it is your child who will be undertaking Hifz, it is very important to appreciate that you as a parent must be highly involved on a daily basis, especially in the first few years of Hifz class. Initially, you cannot simply “leave it to the child”. Where parents are involved, not only is progress smoother, but any issues also that arise can be dealt with effectively before they multiply. Examples of parental involvement are:

- a) Ensuring your child is sitting down to learn / revise every day at the appointed times. Supervision may be required at times. Children must devote sufficient time (minimum 1.hours) before going to bed, thus parents need to ensure this is taking place (you may need to supervise as well!)
- b) On a daily basis parents need to enquire if Sabaq, Sabaq revision and revision has been recited. You must check your child’s diary daily.
- c) Priorities need to be clear. If your child is going to be absent from Madrasa on a regular basis (due to sporting activities etc), this will not be permitted.
- d) Your support and cooperation is essential. Where the Madrasa raises concerns, parents need to appreciate these concerns and support the Madrasa in implementing recommendations that are made.
- e) e) Children at times may need a “sympathetic ear” from parents. Thus, empathy is also essential if we are to assist and help our children.

Important! - Independent Learning

It is also important to highlight here that this support from parents should only be for the first few years whilst the child “finds his feet” in Hifz class. Ultimately, your child must become independent in Hifz class, where learning at home etc is done by your child without constant motivation etc from the

parents. Obviously, parents would still monitor their child's progress by checking the diary etc. However, parents should not be constantly on their "child's back", nor should the child be over-reliant on the parent's support.

Timings:

Hifz class runs 6 days a week. **Monday to Friday 6am to 7:15am** and **Tuesday to Friday Afternoon 5:00 pm to 7:00 pm & Saturday 10.30am to 12.30pm.**

Other than Ramadan, the Hifz class has almost the same holidays as other classes. Hifz class also runs during Ramadan. The times and dates are finalised in the last term and are generally from the 1st day of Ramadan till the 27th day.

Again, you need to consider the above times / days etc. We want you to commit yourself for the long term, thus careful thought is important in respect to everything that is mentioned here.

Assessment Procedure Admission into Hifz class is subject to a 4-weeks assessment admission is only granted if your child passes this **4 weeks** assessment. The assessment details are as follows:

1. A Hifz assessment lasting 15 days. Your child will be given a little "Sabaq" to learn every day. This starts from 4 lines per day and moves to 6 lines per day. In addition to this, there will obviously be Sabaq revision (sabaq juz) to recite each day.
2. Further details of this assessment will be given in the induction meeting that will be held prior to the assessment. This 4 week assessment usually takes place in the beginning of the term. after you have attended an induction meeting. Please note: These assessments will take place within Madrasa hours. However, attendance on Saturdays and Sundays in this period will be **compulsory 10.30 to 12.30pm**. These assessment records will be kept of the daily progress. After the 4-week assessment period is over, we will have a meeting with both parents, informing them whether their child was successful or not. In addition to competent Hifz, Tajweed plays a major part in the admission criteria. Where this is lacking, we will not admit your child into Hifz class. Reciting with a melodious tune: This is also now an integral part of Hifz studies at CPEW. There is a lot of emphasis on this and pupils are motivated to excel in this area.

Other information:

Such applicants will be offered a place in a mainstream class and must spend at least one full year learning and consolidating their Tajweed. After this period and after passing the admission test (highlighted earlier), your child will be granted admission into Hifz class. As a rule, application requests for Hifz class will only be considered after completing Quran, recitation is to a very good standard. Just as you do not want your child to fall short and not succeed, we also want to as much as possible get it right the first time. Please also note that every 1 year we have a meeting for all parents who are interested in Hifz. This meeting is for parents of children as young as 5 or 6 years old. It covers various issues and is there to help you prepare and "mould" your child into being ready for Hifz class.

Conclusion We hope that the information contained here has been useful. It is there to help you decide on what is a long-term commitment. We request your Duas and support for the success of the Madrasa.

CENTRAL PARK EDUCATION WELFARE

CPEW Class Admissions Form

Please sign both the front and back of the form, ensure all the boxes are filled in with CAPITAL letters, and ensure the form is returned to a member of the CPEW. Only the information of a child wishing to enrol is required.

| | | | |
|---------------------------|---|---|----------------------------|
| Full Name | | | |
| D.O.B | / / | Boy / Girl | |
| Ethnicity | | School Name | |
| Parents Name | | Father Phone No. | () |
| | | Mother Phone No. | () |
| Email | | Emergency Contact Details | Name Number |
| Home Address | Post Code: | | |
| Permission details | GP Name & Tel: | At home time: (please tick one) Collected: <input type="checkbox"/> Self: <input type="checkbox"/> | |
| | Any special conditions we may need to know about: | | |

Hifz Al-Qur'an Class

£1200 p/year (can be paid in 3 instalments)

60 hours of teaching per month

Class Timing:

Weekday (morning) Monday - Friday: 6am - 7:15am

Weekday (afternoon) Tuesday - Friday: 5pm - 7pm

Saturday (morning): 10:30am - 12:30pm

Payment Timing:

1st Instalment to be paid in **September**

2nd Instalment to be paid in **January**

3rd Instalment to be paid in **April**

CPEW - Barclays Bank: Account number: 03558916 Sort code: 20-89-56

General Rules & Regulations

All students are required to comply with all the rules and regulations of CPEW.

Parents/guardians are responsible for the safety of their child(ren).

Fees must be paid every three, six, or twelve months in advance.

Admin fee of £30 may be applied for all new students.

Any complaints from students or parents should be addressed in writing to the head teacher.

Parents should regularly monitor their child's progress. If there are any concerns, kindly raise it with the teacher or with the head teacher without any hesitation.

I agree to abide by the guidelines set for parents/guardians by CPEW.

I confirm that the information given in this form is correct to my best of my knowledge.

Terms and conditions apply.

| | | |
|----------------------|------------|-------|
| Print Name (Parent): | Signature: | Date: |
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