



# Evening & Weekend School

## Policy Guidance

### Assalamu Alaikum. Welcome to Tanzeel

Our children are our most important asset. The future of Islam and Muslims in the United Kingdom is directly dependent on how much time and effort we invest today on our children's Islamic and intellectual growth.

Tanzeel recognizes the importance of this crucial task, and has a well-defined curriculum with the aim to serve the young and growing Muslims of tomorrow.

We strive for an excellent academic standard and try our best to inculcate Islamic manners in the students to help them become exemplary citizens.

### Time & Venue

Unit 114 Cavell St, 100 – 136 Cavell Exchange, LONDON E1 2JA

09.30 am – 12.30 pm Weekends (Morning session)  
01.15 pm – 04.15 pm Weekends (Afternoon session)  
04.30 pm – 07.30 pm Weekends (Evening Session)  
05.00 pm – 07.00 pm Mon – Fri (Weekday Session)

### Our commitment to our students

- Female teaching staff for children under 10
- Small classes – A teacher for every 12 students
- Modern classroom setting and teaching methods
- Develop good character and conduct insha Allah
- Learn to recite the Qur'an with excellent Tajweed
- We will not compromise on quality reading for the sake of completing the Qur'an.

### Our commitment to parents

- Provide a safe and secure environment for your children
- Be engaged and informed about your child's learning and progress
- Receive a written progress report every 13 weeks
- Receive a Homework record book for weekly update
- Discuss student progress every 6 months with class teacher

### Our teachers are

English Speaking  
Experienced  
Trained & Qualified

### Uniform

Boys to wear forest green tops and black trousers. Girls are to wear selwar kameez/jilbab (forest green) & white headscarves. Boys are not allowed to wear jewellery or have obscure hair styles.



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### Children must bring daily

- A water bottle
- Small snack for break time (In order to promote healthy eating please avoid junk food – sweets, crisps, chocolates and fizzy drinks)
- Arabic Reading book (Ahsanul Qawaid/Noorani Qaida/Juz Amma or Qur'an)
- Arabic Language text book, writing paper, pencil & colouring materials
- Islamic Studies text book and School Dua books
- A plastic folder & book bag to keep everything together
- Children must use the bathroom and make wadu at home before they come to class.

### Attendance

If your child is going to be late or absent please call us immediately or send a text message.

Text or Phone: 0753 203 5551 or 0785 263 9302

Phone: 0207 092 9818.

Please see our late policy.

### Late Procedures

Children who are late will be marked late on the register. Parents must sign the "Late book". Please refer to the "Late policy" for disciplinary actions.

### Break time

All classes have a 15 minute break. Children may bring a snack pack to have at breaks. No sweets, gum, crisps, chocolates or fizzy drinks. Fruit, sandwich, fruit, juice and water are appropriate.

### Homework

Parents must be aware of the homework set for children by reading the Homework Book and completing the comment section set for parents. Please ensure that all homework is completed.

### Weekend Homework Guide

Children in Ahsanul Qaida class (Year 1) must do 30 minutes homework daily. Three 10 minutes slots per evening works best with younger children.

Children in Juz Amma class (Years 2/3/4/5) should do a minimum of 1 hour daily.

### Weekday Homework Guide

Children should revise everything they have memorised in the weekend.



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### Weekend Timetable

4 hours Qaida/Tajweed/Hifz/Khatmul Quran  
1 hour Arabic Language  
1 hour Islamic Studies/dua.  
Total 6 hours.

### Weekday Timetable

8 hours Qaida/Tajweed/Hifz/Khatmul Quran  
1 hour Arabic Language  
1 hour Islamic Studies/dua.  
Total 10 hours

### Exams

Children are tested on all subjects at the end of each term. There are four terms in a year, spring, summer, autumn & winter. A written report is prepared at the end of each term.

Dates for the exams are published in the school calendar.

### Parents Meetings

These are arranged twice a year to discuss the pupil's development with their respective teachers.

### Holidays

There are various holiday breaks that have been planned throughout the year. Written reminders of dates will be given prior to these breaks. No fees are due during the School holidays. A school calendar will be given to parents at registration.

### Health & safety

A child protection policy has been implemented.  
A compulsory register of pupils daily attendance will be recorded which will form the basis of any emergency evacuations that may be required.  
The main entrance gate will be closed approximately 10 minutes after class commences, to ensure no children leave the premises.

### Feedback

As part of our continued effort to improve our services to the community, all ideas and suggestions for future improvements or any other matters are welcome by parents.

This can be by writing to us at the school addressed to the Centre Manager and handed at reception. You can also email us at [weekendschool@hotmail.com](mailto:weekendschool@hotmail.com)



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### Course Fees

A £35.00 non-refundable registration fee will be charged for administration costs.

Tuition fees are £50.00 every four weeks for the weekend sessions and £60.00 for the weekday session.

Payments are due at the start of each cycle and can be made by cash/cheque or standing order to the Centre Administrator only.

He/she will be at reception from 09.30 pm – 7.30 pm Saturday and Sunday and 4.45 pm – 7.00 pm weekdays.

Letters and text messages will be issued to remind parents who forget.

Students will have to pay their fees even if they are absent. This could be due to illness or on family holidays. Also full fees are due if regular classes are replaced by an activity considered important for the children's education for example meeting parents to discuss the progress of the children/school conference or if the School is closed for a health and safety reason e.g. when there is sudden snow.

Students should give the school a 4 week notice if they decide to stop studying at Tanzeel and complete a leaving form.

### Website & Email address

[www.lhaonline.co.uk](http://www.lhaonline.co.uk)

[weekendschool@hotmail.com](mailto:weekendschool@hotmail.com)

### Contact phone numbers

Office: 0207 092 9818

Brother Noman: 0753 203 5551

Sister Husna: 0785 263 9302

### Conclusion

While we understand that the Evening & Weekend School is not a substitute of a full time Islamic school, we believe that through such a programme, we would provide a suitable environment to help our children become proud, practicing Muslims, insha'Allah.