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*READ, SUCCEED AND ACHIEVE*

*In the name of Allah, the Most Merciful, the Most Beneficent*

## Introduction from the Director of Education

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Asalaamu Alaykum Parents and Carers,

I would like to warmly welcome you to Hafs Academy and hope that, Insha Allah ta'ala, your child will achieve success on this broad path of knowledge in this world and the hereafter. Insha Allah you will find the academy community to be caring, responsive and friendly to all your needs and requests.

Here at Hafs Academy, we believe that the early part of a child's education and Islamic development is vital for his having an ambitious and successful future therefore we are sincerely committed to raising standards in all fields of knowledge. We promise you that we will do our very best to ensure that your child receives the very best whilst he is with us.

The Academy has been opened with the sincere intention of nurturing this generation of students upon the comprehensive understanding of Islam by giving them an in-depth knowledge of the Qur'an and the Sunnah of our beloved Prophet (*peace be upon him*) whilst they are at a young age. This will lead to them being able to study National Curriculum subjects and secular knowledge with a broader understanding and comprehension through the light of well-developed Islamic knowledge and Islamic tarbiyyah (Islamic nurturing). Hafs Academy hopes to incorporate Islamic knowledge with state knowledge in return that the students leave Hafs Academy with the best of both.

I actively encourage you to get involved with the academy, be it through volunteering, attending meetings, or raising suggestions to the management body. I expect all parents to give the academy feedback when necessary so that we may proceed to improve the child's development accordingly. If ever there are any issues which you feel must be discussed then please do not hesitate to speak to me or a senior member of staff so that we may acknowledge the issue and try to rectify it in due course.

Please read through the prospectus so that you may get an insight into the way we work.

JazakAllahu Khayran

*Jamil Ahmed, BSc Hons, MA, QTS*

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# Academy's Aims and Ethos

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The Academy aims to provide a safe, peaceful and well organised environment for pupils to receive a broad, balanced curriculum based on the National Curriculum through the teaching and practice of Islam, in the light of the Qur'aan and Sunnah.

We aim to actively encourage all abilities within the Academy and focus on pupils' morals and character to familiarise it with the character of our beloved Prophet (*peace be upon him*). In addition to this we hope to enhance every child's spiritual knowledge and performance in hope that they may recognise Allah ta'ala and his commands with a comprehensive recognition which will lead to them naturally wanting to strive and seek the Ridwaan (pleasure) of Allah in all aspects of life, Insha' Allah.

We recognise and emphasise the importance of children understanding the meanings of the Qur'an and knowing the biographies of each major Prophet and most of all, knowing the life of the last and final Messenger, Muhammad (*peace be upon him*).

Our intention is to continuously assess and positively reward the effort and progress made by our pupils. We have high expectation of our pupils, not only in education but also in the standard of behaviour, appearance and character, both inside and outside Hafs Academy. More specifically, the children are provided with an education, which is relevant to their present situation and develops an ability to cope with many situations which they may encounter within their lives.

To sum up Hafs Academy's aims, below is a list of some fundamental targets which will be constantly assessed:

- To embed Islamic teachings, morals and values within national curriculum education
- To raise the standards of both Islamic and national curriculum education
- To provide education with enthusiasm to bring forth pupil's eagerness to learn
- To enhance pupil's understanding of the importance of seeking knowledge
- To recognise each pupil's strengths and build upon them
- To identify each pupil's weaknesses and develop them
- To boost each pupil's spiritual knowledge and performances
- To promote and emphasise upon good manners, character and behaviour

Insha'Allah, we hope to maintain close co-operation between, Hafs Academy, parents and the wider community.

## KS3 Curriculum (NC and Islamic Studies)

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Hafs Academy has decided to call its curriculum '**Board and balanced**'; the reason for this is because of our intentions of combining Islamic education with the national curriculum education to give students a deeper insight in to both strands of knowledge.

It is really important and necessary to understand that whilst studying Islamic education, a good level of 'tarbiyyah' (Islamic nurturing) and 'tazkiyah' (self-purification) is required, so that one is able to receive the full benefits from it, however the fundamental aim of studying Islam is to achieve the Fear of Allah and the Love of his Prophet which in turn will lead to an individual having the correct understanding and comprehension of Islam.

The internal capacity of each Muslim must be nurtured and purified so that he/she studies Islamic knowledge with the sole intention of pleasing one's Creator and seeking nearness to him; this is what we call 'ikhlaas' (sincerity). The required self-purification can be recognised when an individual has a complete dislike to indulging in any type of misconduct but on the contrary he loves to be in the remembrance of his Creator and exhorts himself to follow the Sunnah of our beloved, most honourable Prophet Muhammad (peace be upon him).

The required tarbiyyah can be recognised when an individual's character becomes very pleasing to the people as well as to Allah. The character and manners of a person is very important for him/her to be able to progress in life and there is no better example than the character of the last and final Messenger, Muhammad (peace be upon him).

Both of these qualities cannot be achieved without the help of the Parents. The home environment of a child is vital in him/her being able to fully practice Islam and being able to study Islamic or state education with full concentration.

Indeed, in the early generation of Muslims i.e. the companions of the Prophet (peace be upon him) and those who came after them, we have an excellent example of how we as teachers and students should conduct ourselves to achieve the greater benefit from every task we undertake keeping in mind the sincerity of our intentions.

In regards to National Curriculum education, we expect each child to be able to achieve his full potential at Hafs Academy and receive high GCSE grades due to the layout of the academy's curriculum and also the environment in which he will be studying here at Hafs Academy.

In conclusion, we hope to give the pupils a broad and balanced curriculum so that they may succeed in this life and in the life to come and so that they may become a source of happiness and coolness to their parent's eyes, and make a positive contributions as a proud British Muslim.

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# KS3 Curriculum (NC and Islamic Studies)

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**Below is a list of all KS3 subjects Hafs Academy offers:**

## **Islamic Subjects:**

- Aqeedah
- Fiqh
- Hifz of Qur'an
- Tajweed
- Arabic grammar
- Tarbiyyah (Islamic Mannerism)
- Seerah

## **National Curriculum Subjects:**

- English Language
- English Literature
- Mathematics
- Science
- Information Communication Technology
- Geography
- History
- Religious Education
- Citizenship
- PSHEE
- Physical Education
- Modern Foreign Language (Arabic)
- CEAIG
- Creative and Aesthetic

## English as an Additional Language

In accordance to the academy's commitment to provide support for the pupils who have difficulty in English, the academy will work together with English teachers to provide additional support for these pupils in the following ways:

- 1) In-class support to facilitate access to the full curriculum.
- 2) Withdrawal for intensive work on basic literacy skills.
- 3) Ensure that programme of study and the materials used to deliver them are suited to the pupils' needs, enabling them to achieve and progress.

# Attendance and Punctuality

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Regular attendance and punctuality is essential for every child's educational development. If your child is unable to attend Academy for any reason please telephone the Academy, send in a note or speak to an academy staff member in person explaining the reason for absence. Regular unauthorised absences will not be tolerated and can result in a social welfare officer becoming involved.

## Procedures

- Registers are marked at 9:00am; any child who arrives after this will be marked as late.
- When a child is absent from Academy, the Academy must be informed as soon as possible and a reason must be given to why the child was absent.
- Where attendance is not regular or not to the Academy's expectation you will receive a letter from the Head Teacher. If concerns continue, a welfare officer will have to get involved and your child's attendance will become a legal issue
- A record of your child's attendance will be included in their annual report
- Holidays during Academy time will not be authorised

# Academy Premises

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Alhamdulillah, many visitors are extremely pleased with the location of the academy and recognise it to be an ideal place for students to study with peace and comfort.

## **Here is a list of some of the features of the Academy building:**

12 Spacious class rooms  
Modern Science Lab  
Fully equipped ICT Room  
Library  
Prayer Hall  
Washrooms and shower rooms  
Medical Room

Wi-Fi  
Air conditioned rooms  
Disabled toilet  
Interactive white board

# Academy Rules

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During assemblies and at other times during the academy day we make all students aware of the rules that ensure the smooth running of the academy. Below are some of the fundamental rules that all children are expected to adhere to:

- Always adhering to Islamic character and behaviour
- Respecting all teachers and fellow pupils
- Keep others safe by walking around the Academy
- Move quietly around the Academy so as not to disturb others
- Always be prepared for each lesson with correct stationery
- To be constantly aware of personal hygiene

We encourage children who break the rules to consider the effect of their actions on themselves and others. We have firm and clear disciplinary actions which we will carry out if necessary to make sure one individual does not spoil the learning of others. If necessary, the child may be excluded temporarily or even permanently but this will be at last resort.

## Reward

A variety of rewards to praise behaviour, work and attitude are used such as:

- Praise
- DOJO Points system
- Showing work to others staff and classes
- Writing comments on the pupil's work
- Informing parents
- Displaying good work
- Merit Stickers/ prizes

## Record Keeping

When any child is involved in any serious incidents such as fighting, disrespecting a teacher etc then these details will be recorded. Parents will be informed and may be called in to discuss the incident according to how serious it was.

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# Academy's Admissions

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We are always pleased to meet and show prospective parents around the Academy building and give them a briefing of how the Academy timetable is managed throughout the day.

Please call to book an appointment before coming so that a senior member of staff will be available to discuss with you any questions and issues you may have otherwise if you are just interested in viewing the Academy building then booking an appointment is not necessary as the academy's Administrator will be available to show you around.

The admissions policy is as follows:

- Parents must fill in an application form and submit it to the Academy's office with a copy of the **student's passport** or **birth certificate**, **picture of student** and their **full Academy report** for the previous academic year.

Please Note: There is an initial registration fee of £250, which must be submitted with the application form

- The enrolling pupil will be required to sit an initial assessment so that the academy may identify his level of learning; this will not affect the child's enrolment in any way.
- The annual Academy fee can be subject to change in the coming academic years. See current fees policy.
- Please discuss the full admission procedure and payment of Academy fees with a senior member of staff when enrolling to be sure there are no misunderstandings.

We recognise and understand the fact that parents are giving the Academy a trust when paying for their child's Academy fee therefore we guarantee that we will do our best in all aspects to make sure the child receives a quality level of education, Insha Allah.

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# Academy Timetable (Mon - Thursday: 9:00am to 4pm Friday 9:00am to 2:50pm)

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**Supplementary Class:** 7:30am to 9:00am

**School starts:** 9:00am

**Morning Break:** 10.10am to 10:40am

**Lunch:** 1:10pm to 2:20pm

**End of Day:** 4:00pm and on Friday 2:50pm

## Academy Uniform

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All students are requested to adhere to the Islamic clothing.

### Academy Uniform:

- White hat
- Plain white t-shirt underneath thowb
- White Thowb
- Plain Black Trousers
- Plain Black Jumper
- Plain Black Socks
- Any trainers

### PE kit:

- Plain white T-shirt
- Plain Black Jogging bottoms
- Any Trainers

## Pick up/Drop off & Car Park Spaces

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Parents are expected to pick their children up from the Academy at the end of the day; if you have given your child permission to go home by himself then please inform in writing to the Academy in advance.

Parents are requested not to park their cars in the Industrial site's car park when picking up their child due to spaces already being reserved. If you are in need to speak to a teacher and hence need to park your car in the car park then please inform the Academy's Administrator.

**Please refrain from honking outside at the beginning and end of the day as it disturbs the neighbours.**

## Lunchtime Arrangements

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Hot Lunch is provided by a caterer on a daily basis at a cost of £2 per meal. Payments for regular lunches must be given in advance to the admin office. Irregular lunches must be paid for on the day before 10am.

Unfortunately, lunch ordering without payments on the day will not be entertained. In this case, the parents will need to send packed lunch or drop the child's lunch to school.

## Equal opportunities

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Hafs Academy is committed to supporting, developing and promoting equality and diversity (Single Equality Act 2010) in all of its practices and activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity and respect.

## Emergency Closures

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We will notify parents in advance of any emergency closures that can be foreseen, for example emergency building work, severe weather or for any security reasons.

## Medical Matters

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We advise parents to keep their children at home if he is feeling unwell. This is particularly important in the case of contagious and infectious diseases. If a child feels unwell through the Academy day then he will be referred to a welfare staff member for supervision and if necessary the parents will be called in to collect him. Please ensure you keep the Academy updated with telephone numbers and emergency contact numbers.

## Contact Information

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Principal – Moulana Najmul Alam

Director of Islamic Studies - Moulana Mujahid

Director of National curriculum – Jamil Ahmed

For further information please visit the Academy's website; [www.hafsacademy.org](http://www.hafsacademy.org)