

CONTACT DETAILS

Name of Pupil: _____

Residential Address: _____

Date of Birth: _____

Father's Name: _____

Occupation: _____

Mother's Name: _____

Occupation: _____

Home Tel. No: _____

Cell. No (Father): _____ (Mother) _____

Does the student have any permanent illness, disability,
medical problem or any other problems? _____

Name of Muallim/ah: _____

Contact No: _____

Name of Principal: _____

Contact No: _____

Supervisor: _____

Contact Number: _____

Time Table (Grades 1-2)

Time	50 min	25 min	25 min	20 min
Monday	Qaidah	Surahs	Duas	Fiqh
Tuesday	Qaidah	Surahs	Duas	Aqaaid
Wednesday	Qaidah	Surahs	Duas	Hadeeth and Akhlaaq
Thursday	Qaidah	Surahs	Duas	History
Friday	Qaidah	Surahs	Duas	Tarbiyah Durood Shareef Dua

Time Table (Grades 3-7)

Time	50 min	35 min	35 min
Monday	Quraan	Surahs	Fiqh
Tuesday	Quraan	Duas	Aqaaid
Wednesday	Quraan	Surahs	Practicals / Sunnats
Thursday	Quraan	Duas	History
Friday	Quraan	Hadeeth & Akhlaaq	Tarbiyah Durood Shareef Dua REVISION

Absenteeism

- This page serves as a check by the parents/guardians and must be filled in.
- The Parent/Guardian should in advance inform the teacher telephonically or by sms if the child will not be attending madrasah or needs early-leave.
- A doctor's certificate must accompany the child if he/she is absent for 3 days or more.
- Parents should make sure their children don't stay away from Madrasah for trivial reasons.

[illegible]

Madrasah Fees

Dear Parent

When paying your child's madrasah fees, please fill in the amount paid in the table below and sign the book accordingly. Also ensure that the teacher signs the book to acknowledge receipt of the fees.

Month	Fees (Amount)	Parent's Sign	Teacher's Sign
Jan			
Feb			
Mar			
Apr			
May			
June			
July			
Aug			
Sep			
Oct			
Nov			
Dec			

Madrasah Kitaabs

Amount owing for Madrasah kitaabs	Amount Paid	Date	Parent's Sign	Teacher's Sign

Rules of the Madrasah

A. ATTENDANCE AND PUNCTUALITY

1. Attendance and punctuality is of utmost importance as absenteeism and late coming seriously retards the pupil's progress as lessons cannot be repeated for one child due to limited time.
2. If due to serious illness or unforeseen circumstances your child does not attend Madrasah, please provide a doctor's certificate or a signed note written by yourself explaining the cause of absence or you may personally come to the madrasah and explain the circumstances.
3. Please avoid making any appointments or plan any journeys during Madrasah hours.
4. Pupils will not be allowed to attend any ceremonies or any other functions or programmes during Madrasah hours.
5. All sporting or extra curricular activities at school should be scheduled for the weekends or after Madrasah hours. Please advise the school authorities of your child's Madrasah commitments.
6. In case of an emergency, kindly explain your intentions to the Mu'allim/ah or principal before proceeding.
7. **To encourage attendance, a special mark is allocated in the report for attendance and will be added to the final total in the exams.**
8. Madrasah commences at _____pm and terminates at _____pm (Mon - Fri) and _____am
_____am (Saturdays)

B. DRESSING

1. Pupils should always be encouraged to dress Islamically especially when attending Madrasah.
2. Boys should wear kurtas and topees.
3. Jeans and T-shirts will not be allowed.
4. No wedge or mushroom haircuts will be allowed.
5. Girls should be modestly dressed with cloaks and burkas.
6. Girls must not wear jeans and tops under their cloaks or abaayas.
7. Girls who are 10 years and older should be encouraged to wear purdah.
8. Girls will not be allowed to wear any jewellery.

C. BEHAVIOUR

1. Pupils should behave and show respect to the Mu'allim/ah, supervisor, trustees and any other officials of the Madrasah.
2. Any form of bad behaviour, disrespect or rudeness will not be tolerated.
3. Pupils will be disciplined for bad behaviour.
4. If any un-Islamic or undesirable material is found in the possession of any pupil, it will be confiscated.
5. **No cell phones will be allowed during Madrasah hours.**
6. The principal or supervisor has the right to suspend or expel any pupil who violates any rule of the Madrasah.

D. EDUCATION

1. Parents should ensure that children revise their Qaidah / Qur'aan and other Madrasah lessons daily. Qaidah / Quraan lessons must be revised 5 times a day.
2. Any homework given should be completed.
3. Parents should ensure that their children practically implement their Islamic education and uphold their Islamic identity at home and elsewhere.
4. Parents should encourage their children to perform their five daily salaah and they themselves should also perform it as an example.
5. Duas and Sunnats should be practiced on their respective occasions, e.g. upon entering and leaving the toilet, eating, sleeping, etc. Our homes will Insha Allah be enlightened with the noor of the sunnah.
6. Parents should protect their children from un-Islamic or harmful literature, activities or media.
7. Parents are encouraged to communicate with the Mu'allim/ah, principal or supervisor in matters concerning their children.
8. Any constructive criticism or suggestions should be addressed to the Talimi Board office.

My Daily Check List

This checklist is for you to go over everyday so that you can follow the SUNNAH of Hadhrat Muhammad

ﷺ

ARE MY.....

- Clothes clean
- Nails cut (no cutex)
- Pants above my ankles (for boys)
- My head covered with no hair showing (for girls)

HAVE I.....

- Made wudhu
- Changed into my kurta (boys)
- Changed into my cloak and burqa (girls)
- Got all my kitaabs
- Got my Qur'aan
- Got my stationery
- Learnt my Qur'aan sabak at least five times

Reminder

Nabi ﷺ said the Angels spread their wings for the seeker of knowledge out of pleasure for what he is doing. Everyone in the heavens and everyone in the earth, even the fish in the water ask forgiveness for a person of knowledge.

HOW SHOULD I SPEND MY DAY?

- Wake up in the morning reciting the masnoon dua.
- Brush your teeth thoroughly.
- Make wudhu and perform Fajar Salaah. Make dua for a few minutes in your own language. Ask Allah Ta'ala to make the days work easy for you.
- Recite Durood Shareef and Istighfaar 100 times each.
- Recite Surah Yaseen.
- Get ready for school.
- Have a good breakfast so that you will be fresh for the day.
- Check that you have all your books and stationery.
- Make salaam and kiss your mummy when leaving home.
- At school, respect and listen to your teacher.
- Be friendly with your classmates. Don't fight and argue with anyone.
- After school go straight home. Make salaam when you enter.
- Read your Zuhr Salaah.
- Have something to eat and go early to Madrasah.
- Correct your intention. Our intention must be that we came to learn about Allah Ta'ala and Nabi ﷺ and practice upon what we had learnt.
- Perform your Asr Salaah at Madrasah
- After madrasah, go straight home. Make salaam when you enter.
- Give your mummy and daddy a big hug.
- Rest a while and speak nicely to your brothers and sisters. Ask your mummy if she needs any help around the house. Lay out the Dastarkhaan.
- Perform Maghrib Salaah. Make special Dua for yourself, your parents, brothers, sisters and all the Muslims.
- Have a few minutes of ta'leem (Kitaab reading) before or after supper.
- Then get down to doing your homework. First revise your Madrasah sabak. Then complete all your homework that you were given in school and madrasah.
- Perform Isha Salaah.
- Sit with your parents and family. Tell them what you learnt for the day. Tell your parents to make special dua for you.
- Get ready to sleep. Read the duas before sleeping and have a good nights sleep.

Parent / Teacher Correspondence

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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[illegible][illegible]

Salaah Chart

FEBRUARY

[illegible]

Salaah Chart

MARCH

[illegible]

[illegible]

APRIL	
DUROOD Shareef	
YASEEN/ TABAARAK	
LEARN'T AT HOME	
Sig. of parent	

Salaah Chart

JUNE

[illegible]

Salaah Chart

JULY

[illegible]

[illegible][illegible]

[illegible][illegible]

Salaah Chart

OCTOBER

[illegible]

[illegible][illegible]

Salaah Chart

DECEMBER

[illegible]

[illegible]

Parent's signature															
Dua (10 min)															
100 X Durood Shareef															
100 X Istighfaar															
100 x Lailaha ilallah															
Qur-aan No. of pages read															
Saum / Fast															
Sehri															
Taraweeh Salaah															
5 Daily Salaah		E													
		M													
		A													
		Z													
		F													
DATE		1	2	3	4	5	6	7	8	9	10	11	12	13	14

[illegible]

MONITOR MY PROGRESS

SURAHS

No	SURAHS	Tick	No	SURAHS	Tick
GRADE 0			23	Yaseen Aayah 13 - 21	
1	Faatiha		24	Yaseen Aayah 22 - 32	
2	Ikhlaas		GRADE 6		
3	Naas		25	Yaseen Aayah 33 - 46	
4	Kausar		26	Yaseen Aayah 47 - 61	
GRADE 1			27	Yaseen Aayah 62 - 74	
5	Asar		28	Yaseen Aayah 75 - 83	
6	Falaq		GRADE 7		
7	Lahab		29	Surah Mulk Ruku one	
8	Nasr		30	Surah Mulk Ruku two	
GRADE 2			Advanced GRADE 0		
9	Kafiroon		31	Last 3 aayaat of Surah Saafaat (Pg 628)	
10	Ma'oon		Advanced GRADE 1		
11	Quraysh		32	Last 2 aayaat of Surah Bani Israeel (Page 408)	
12	Feel		Advanced GRADE 2		
GRADE 3			33	Ayat no.26 & 27 of Surah Aali Imraan (Page 72-73)	
13	Humaza		Advanced GRADE 3		
14	Takaasur		34	Aayatul Kursi	
15	Qaari'a		Advanced GRADE 4		
16	A'diyaat		35	Last 3 aayaat of Surah Hashar (Pg 765)	
GRADE 4			Advanced GRADE 5		
17	Zilzaal		36	Last Ruku of Surah Baqarah (Page 67)	
18	Qadar		Advanced GRADE 6		
19	Teen		37	Surah Bayyinah (Page. 840)	
20	Inshiraah		38	Surah 'Alaq (Page 839)	
GRADE 5			Advanced GRADE 7		
21	Duha		39	Surah Alif Laam Meem Sajdah (Page. 577)	
22	Yaseen Ayah 1 - 12				

DUAS

No	Dua	Tick	No	Dua	Tick
GRADE 1			29	Tasmee	
1	1st kalima		30	Dua in Qaumah (1)	
2	2nd kalima		31	Dua in Qaumah (2)	
3	3rd kalima		32	Tasbeeh in sajdah	
4	4th kalima		33	Dua in Jalsa	
5	5th kalima		34	Tashah'hud	
6	Imaani Mujmal		35	Durood e Ebrahim	
7	Imaani Mufassal		36	Dua after durood	
8	Greeting a Muslim		37	Azaan	
9	Reply to a greeting		38	Iqaamah	
10	When welcoming Someone		39	Dua After Azaan	
11	Before eating		GRADE 3		
12	Forgetting to recite eating dua		40	Before wudhu	
13	After eating		41	Whilst making wudhu	
14	Before sleeping (1)		42	After wudhu	
15	When awakening		43	Entering the Masjid	
16	Before toilet		44	Leaving the Masjid	
17	After toilet		45	After drinking water	
18	Thanking someone.		46	After Drinking milk	
19	intending to do S.thing		47	Wearing clothes	
20	Sneezing Duas		48	Looking in the mirror	
21	Increase in knowledge		49	Entering home	
22	Dua for parents		50	Leaving the home	
23	Durood Shareef		51	Bidding farewell	
GRADE 2			52	When it rains	
24	Takbeer		53	On hearing good news	
25	Thana		54	Loss occurs	
26	Ta'awwuz		55	When in bodily pain	
27	Tasmiyyah		56	When in difficulty	
28	Tasbeeh of ruku		57	Dua for death on Imaan	

DUAS

No	Dua	Tick
GRADE 4		
58	Getting into a vehicle	
59	When the vehicle moves	
60	Return from a journey	
61	Entering a town or city	
62	Dua e Qunoot	
63	Dua after witr	
64	Seeing the new Moon	
65	Dua for Fasting	
66	When breaking the fast	
67	Eating elsewhere (1)	
68	Eating elsewhere (2)	
69	Eating the first fruit	
70	Afflicted with some calamity	
GRADE 5		
71	Financial difficulty	
72	Seeing one in distress	
73	Dua for fever	
74	Visiting the sick	
75	At the time of death	
76	Thana of Janaza	
77	Dua for Janaza (adult)	

No	Dua	Tick
78	Dua for janaza (boy)	
79	Dua for janaza (girl)	
80	Entering the graveyard	
81	Lay mayyit in qabar	
82	fill the qabar with soil	
GRADE 6		
83	At the time of sunset	
84	When seeing the moon	
85	At the time of drought	
86	Excessive rain	
87	Wearing new clothes	
88	Leaving a gathering	
89	Entering a shopping centre	
90	99 names of Allah Ta'ala	
GRADE 7		
91	When laying animal down	
92	When slaughtering	
93	Sayyidul-Istighfaar	
94	Istikhaarah	
94	Alternative Istikhaarah dua	
95	Most comprehensive dua	

HADITH

No	Hadith	Tick
GRADE 1		
1	Salaam	
2	Truthfulness	
3	Taking care of the Qur-aan	
4	Spying	
5	Feeding the hungry	
GRADE 2		
6	Cleanliness	
7	Salaah	
8	The best Zikr	
9	Helping others	
10	Swearing	
GRADE 3		
11	Jannah under mother's feet	
12	Making your father angry	
13	Hatred	
14	Backbiting	
15	Visiting the sick	
16	Seeking knowledge	
GRADE 4		
17	Sincerity	
18	Friends	
19	Guarding the tongue	
20	Jealousy	

No	Hadith	Tick
21	Anger	
22	Having mercy on others	
GRADE 5		
23	Learning the qur-aan	
24	Good Character	
25	Modesty	
26	Gratitude (to show thanks)	
27	Taqwa (Fear of Allah)	
28	Durood Shareef	
GRADE 6		
29	Dua	
30	Gifts	
31	Cheating	
32	Obscene (Rude) talk	
33	Humility	
34	Neighbours	
GRADE 7		
35	Wealth	
36	Doubtful things	
37	Intoxicants	
38	Being alone with a female	
39	Crying over one's sins	
40	Death	

MY DAILY REMINDER

- I am a Muslim.
- I love Allah Ta'ala.
- I love Hadhrat Muhammad (Sallallahu alayhi wasallam).
- I love Islaam.
- I am proud to be a Muslim.
- I thank Allah Ta'ala for making me a Muslim.
- My everlasting success and the success of every person in this world, the grave and the Aakhirah lies in obeying the orders of Allah Ta'ala as shown to us by our beloved Nabi Muhammad (sallallahu alayhi wasallam).
- O Allah, I am grateful to You for everything that You have given me.
- O Allah, let me live as a Muslim, die as a Muslim and be raised up once again as a Muslim. *Aameen.*

MY AIM IN LIFE IS TO:

Learn Islam, practice Islam, spread Islam and make others do the same.