



simplyIslam.sg

Weekend Islamic School

Parent/Student Handbook 2011

Last Update (September 2010)

INTRODUCTION

Islam and Education

Education is a central element of Islam. Knowledge and faith are inextricably intertwined components in Islam that define the Muslim believer. Men and women are obliged to seek knowledge and practice with sincerity as part of a holistic development system.

The Holy Qur'an is replete with injunctions urging humanity to constantly seek knowledge, so that they can better understand Allah, and thus be able to believe and worship Him with certainty and sincerity.

He [Allah] grants wisdom to whom He pleases; and whoever is granted wisdom, he indeed is a great good and none but men of understanding mind. (Qur'an, 2:269)

Say: Are those who know and those who do not know alike? Only the men of understanding are mindful. (Qur'an, 39:9)

Similar counsel can be found in the traditions of our beloved Prophet Muhammad, *salallahu alaihi wasallam* (peace be upon him).

Seeking knowledge is obligatory upon every Muslim, male and female. (Ibn Majah)

Wisdom is the lost property of the believer, so wherever he finds it he has a better right to it. (Al-Tirmidhi)

The objective of education in Islam is to prepare the individual to be constantly guided and governed by the spiritual and ethical values of Islam, so that it can positively affect their attitude to life, their actions, decisions and approaches. Muslims should be inspired by their learning not only to enhance their servitude to God, but also to contribute towards the Creations of Allah, irrespective of the race, religion or nationality.

ABOUT US

Our Name

The Centre is named **As-Siddiq Centre for Islamic Studies**. The Centre's pursuit of truth is behind its choice of naming the centre "As-Siddiq". The Centre is a dedication towards the struggle and sacrifice of Sayyidina Abu Bakar, among the most beloved companion of Prophet Muhammad (*salallahu alaihi wasallam*) and the first caliph of Islam, who was given the title "As-Siddiq". The Centre is also often called "SimplyIslam", mainly for simplicity reasons, and also because we operate our portal and website on www.simplyislam.sg.

Mission

SimplyIslam's mission is to provide our participants the environment and facility to understand Islam in the most truthful and holistic way, in a comfortable and conducive environment that encourages learning and constructive discussion.

Vision

SimplyIslam's vision is to be an institution of Islamic learning and understanding that will be a beacon of light from which knowledge and wisdom will radiate and illuminate others.

Objectives

SimplyIslam's main objective is to provide a holistic and innovative Islamic education that will serve the needs and concerns of our children, youth, adults and parents – developing us all to be a good, responsible and contributing Muslim and community member. Our objectives are as follows:

1. **Innovative and Comprehensive Centre.** To establish a unique, innovative and comprehensive centre for Islamic learning and understanding.
2. **God, Prophet and Creations.** To instill upon its participants a consciousness of God (Allah), accepting and loving God's Messenger, Prophet Muhammad (*salallahu alaihi wasallam*), and manifesting love and kindness to all of God's creations.
3. **Learning Environment.** To create a learning environment that reflects an Islamic ideology – warm, embracing, encouraging and motivating.
4. **Holistic Education.** To provide a holistic Islamic education that will serve the needs and concerns of the participants - children, youths, adults and parents - developing them to be a true, good, responsible and contributing Muslim, community member and citizen of Singapore.
5. **The Moderate Path.** To develop a curriculum that effectively educates its participants on the true and moderate path of Islam. Students will be able to discern from extreme views and opinions.
6. **Learning Partnerships.** To establish a proactive style of learning that promotes an effective partnership between teachers, students, parents, other educational entities and the community at large.
7. **Pursuit of Excellence.** To encourage and motivate the participants towards higher academic and professional endeavours and the pursuit of excellence.
8. **Moral and Social Conduct.** To nurture the participants' personality towards the best moral and social conduct, health attitudes and self-discipline.
9. **Qualified and Model Teachers.** To offer professionally qualified and model instructors and teachers. "The most important quality of a Muslim teacher is not what he *knows* but what he *is*". The quality of education would also very much depend on the teachers employed to imbibe knowledge and wisdom upon the participants.

Daily Operations

SimplyIslam operates on the premises of Madrasah Al Khairiah, located at 152 Still Road, Singapore. Our administrative and operational details are as follows:

As-Siddiq Centre for Islamic Studies Pte Ltd

152 Still Road

Singapore 423991

Tel: 65474407

Fax: 63486023

Email: info@simplyislam.com.sg

Admin Operational Hours:

Monday to Friday: 9 a.m. to 5 p.m.

Saturday & Sunday: 9 a.m. to 1 p.m.

Board of Directors

The Board of Directors is made up of individuals involved in education and Islamic development in Singapore for many years. Between them, they have a collective experience of over 20 years in developing and operating Islamic educational programs. They have a genuine concern in Islamic education and wish to impart their aspirations, knowledge and experiences in sharing the beauty of Islam.

Our Team

The Centre has a team of dedicated staff that manages the various aspects of the Centre's operations.

- 1. Managing Director – Mr. Mohamed Nassir.** He graduated with a First Class Honours Degree (B.Sc.) from Staffordshire University (UK). He worked for many years in the software industry before spending some 8 years working for da'wah organisations like Darul Arqam Singapore & Abdul Aleem Siddique Mosque. Mohamed Nassir, Feisal Marican and SimplyIslam were featured in the documentary entitled "Misguided", a 4-part documentary about terrorism (aired in January 2010), produced by Mediacorp Singapore. He was listed in "The 500 Most Influential Muslims 2009" and "The 500 Most Influential Muslims 2010" published by Jordan's Royal Islamic Strategic Studies Center and the Prince Alwaleed Bin Talal Center for Muslim-Christian Understanding (USA). Mohamed Nassir is a proponent of traditional Islam and denounces all forms of terrorism and extremism. He was recently mentioned in a Berita Harian article ("Kenali 50 Wajah", 31 Dec 2010) as among four individuals who are expected to play a crucial role in directing and shaping the 'face' of the Singapore Muslim community. He is married with 1 child.
- 2. Administration Manager – Mdm Saira Elley.** She is SimplyIslam's full-time Admin Manager. She has a wide experience in serving the Malay-Muslim community, having worked for some years at Mendaki, and was also a member of the Alkaff Kg Melayu Mosque Management Board. For some years she was also a volunteer at Abdul Aleem Siddique Mosque and Darul Arqam Singapore. She also worked part-time as a Relief Teacher at Coral Primary School. She currently oversees the Weekend Islamic School and all administrative affairs of SimplyIslam. Even though she is married, she is committed to her work and speaks with great pride and

- conviction about SimplyIslam, and is passionate about the aspirations and values of the centre.
3. **Arabic Language & Course Coordinator – Ustaz Mohamed Salleh.** He is a graduate of Madrasah Aljunied Al-Islamiah and has completed his full-time pre-university studies at the madrasah. He also studied at the Universiti Kebangsaan Malaysia. He is an accredited Asatizah certified by the Islamic Religious Council of Singapore and the Asatizah Recognition Board. He works full-time at SimplyIslam as our Arabic Language Consultant and regularly conducts translation and interpretation assignments (Arabic<>English). He also teaches Islamic studies for SimplyIslam’s weekend Islamic school (Level 5 & Level 6). He has a flair and deep interest for Prophetic healing and medicine and regularly conducts SimplyIslam’s popular “Prophetic Healing” course. He is proficient in Arabic, English and Malay. He is married with a child.
 4. **Arabic Language Consultant – Mr. Mohamed Lamchichi.** He was born in Morocco and graduated with a Degree in Arabic Literature from University Sidi Mohamed Ben Abdellah (Morocco). He is a descendant of the Holy Prophet Muhammad, *salallahu alaihi wasallam*, and a direct descendant of Abd as-Salam ibn Mashish, *rahmatullah alaihi* (d. 1227 AD), a great spiritual scholar and saint of Morocco. He is a full-time staff with SimplyIslam.sg as its Arabic Language Consultant. He conducts regular interpretation assignments involving Arab trainees from Qatar, Bahrain, etc. He also conducts regular Arabic classes at SimplyIslam. While Arabic is his native language, he is also proficient with English and French. Mohamed Lamchichi is married to a Singaporean citizen.
 5. **Senior Advisor – Mr. Feisal J. Marican.** He is one of the founding members of SimplyIslam and serves as a volunteer at SimplyIslam. He was working at Darul Arqam Singapore for over 8 years, and is currently the General Manager at MES Group of Companies. He plays a key role in SimplyIslam as a Senior Advisor.
 6. **Finance Executive – Mdm Noor Nachiar**
 7. **Teachers**
Teachers at the Centre are all qualified teachers, possessing a minimum of Diploma in Islamic Studies and have completed primary and secondary full-time madrasah education. They have all been certified by the Islamic Religious Council of Singapore (MUIS) and the Asatizah Recognition Board (ARB) and have been each issued with the Asatizah Recognition Certificate.

SIMPLYISLAM

We aim to share Islam through fresh and innovative ways in order to share the wonders and beauty of Islam.

We all witness the children of today being much more absorbing in knowledge and more advanced in their capacity for learning, yet little has been done to present Islam to our children and youths in an attractive way, to capture their hearts and minds.

Our mission tagline is “**SimplyIslam**”. The tagline “SimplyIslam” reflects the centre’s efforts to share the beauty of Islam as a religion that is simple to learn and practise. We have a renewed approach in the learning of Islam - one that addresses the genuine needs and concerns of students, parents and the society. We strive to share the beauty of Islam through novel approaches to capture the hearts and minds of the future of our nation - our children and youths. We don’t just *teach* Islam but rather we guide our students to understand what it *really* means to be a Muslim.

Our Content, Approach & Guide

Our learning content is deeply rooted on traditional Islam, in the way of the *Ahlu Sunnah Wal Jamaah*. We present Islam rooted in traditional and Sunni Islam, dressed with a progressive approach to life in the contemporary world.

Our guides are the eminent scholars or *‘ulama* of Islam for the last 14 centuries like the grand *mujtahid* Imams – Imam Shafi’i, Imam Abu Hanifa, etc – and other classical and renowned scholars like Imam al-Ghazali (may Allah be pleased with all them). We are also guided and inspired by many recent and contemporary Islamic scholars:

- Allahyarham Sheikh Umar bin Abdallah al-Khatib (Yemen/Singapore)
- Allahyarham Ustaz Syed Abdillah bin Ahmad Aljufri (Singapore)
- Allahyarham Shaykh Zakaria Bagharib (Singapore)
- Shaykh Mohd Ibrahim Bin Mohd Kassim (Singapore)
- Ustaz Mohammed Iqbal Abdullah (Singapore)
- Ustaz Dr Uthman El-Muhammady (Malaysia)
- Dato’ Aidit Ghazali (Malaysia)
- Shaykh Muhammad Nazim Adil Al-Haqqani (Cyprus)
- Shaykh Hisham Kabbani (Lebanon/USA)
- Shaykh Abdal Hakim Murad (UK)
- Shaykh Nuh Ha Mim Keller (USA/Jordan)
- Shaykh Afeefuddin Al-Gaylani (Iraq/Malaysia)
- Habib Salim as-Shatiri (Yemen)
- Habib Umar Bin Hafiz (Yemen)

SIMPLYISLAM WEEKEND ISLAMIC SCHOOL

Introduction

We offer Islamic studies classes during the weekends for school-going children and youths (ages 5 to 21). These weekend religious classes are tailored for students attending academic schools during the weekdays who may not have time to attend Islamic religious classes during the weekdays.

We understand that it may be difficult for such children to attend Islamic religious classes, given the evident student workload in schools. At the same time, we simply cannot overemphasise the imperative need for our children to be imbued with the necessary moral and religious foundations based upon sound Islamic teachings.

Time and time again we are presented with cases of children and young individuals steering away from the path of Islam and basic morals, and attempts are then made to navigate a course of action for the troubled individuals and their concerned parents and guardians. We hope that parents and guardians take the matter of the Islamic education of their children and wards seriously, as the benefits are certainly not insubstantial.

At our weekend Islamic school, your child attends a weekly session of only 4 hours, during which he/she will experience the essence and beauty of Islam. We have in store for them an interesting package of learning initiatives that is not only unique but also innovative.

Our weekend classes are divided into 5 levels, grouped according to the child's age. Details are presented in the following sections of this handbook. Parents can choose for their child to undertake their weekend classes based on the available sessions.

To cater to expanding demand, in 2009 we started an extra class on Friday night for tertiary students attending ITE, Polytechnics and the University. For these students, of 17 to 21 years, they will attend a weekly 2-hour class, from 7.30 p.m. to 9.30 p.m.

English Language

All our programs are conducted using the English language as the medium of instruction. To facilitate the smooth running of our classes, a student with inadequate familiarity with the English language may be requested to attend an internal or external class for the enhancement of the English language.

Learning Objectives

Our weekend Islamic school will cover the following subject areas in our classes. The exact areas of study, depth and approach of study will differ from one participant level to another.

1. Qur'an

- a. Need and significance of Divine guidance
- b. Finality of the Qur'an and the Prophethood of Muhammad
- c. Revelation of the Qur'an, recording, compilation and codification
- d. Authenticity of the Qur'an
- e. Significance of the Qur'an - impact on modern life and society
- f. Read, recite and memorize verses of the Qur'an
- g. Qur'anic subject matter

- h. *Tafsir* (Exegesis)
2. **Hadith**
 - a. Significance of Hadith in Islam
 - b. Hadith codification process
 - c. Major Hadith collections
 - d. Study and memorization of certain Ahadith
 3. **Arabic Language**
 - a. Basic and Intermediate conversational Arabic
 - b. Reading and writing Arabic for reading and memorizing the Qur'an
 - c. Standard (Qur'anic) Arabic – vocabulary, grammar, reading, writing, speaking and listening
 4. **Faith**
 - a. Tauhid (Oneness and Unity of God)
 - b. Allah and His Attributes
 - c. Angels of Allah
 - d. Books of Allah
 - e. Messengers of Allah
 - f. Creations of Allah and the purpose of creation
 - g. Man's Relationship with Allah
 - h. The Hereafter – Day of Judgment, Heaven and Hellfire
 - i. Comparative religion (multi-ethnic context of Singapore)
 - j. Islam and science – importance, significance and relevance
 5. **The History of Islam**
 - a. Stories of the Prophets
 - b. History and Life of Prophet Muhammad (*Seerah*)
 - c. Political, economic and cultural system of Islam
 - d. The Prophet's companions
 - e. The Caliphate (*Khilafah*)
 - f. Islamic civilisation - achievements and the contributions of Muslims in the development of human civilisation
 - g. Muslim scholars, scientists, thinkers and professionals
 6. **Essentials And Practices (*Fiqh*)**
 - a. Pillars of Islam – prayers, fasting, etc
 - b. Acts of worship (*'ibadat*) – prayers, cleanliness, etc
 - c. Significance and implication of worship practices
 - d. Madhahib – Hanafi, Shafi'i, Maliki and Hanbali
 - e. The lawful and the prohibited
 - f. Islamic laws (*Shari'ah*) – laws of inheritance, business, etc
 - g. Business and Finance
 - h. Islamic Governance
 7. **Social Studies, Morals and Ethics**
 - a. Social studies – values education, community studies and multicultural history

- b. Morals and ethics – lessons from the Qur’an, Hadith and history
- c. Personal qualities, conduct, behaviour, attitudes and manners
- d. Relationship to family, community, society and country
- e. Treatment of people, animals and Creation of Allah
- f. Education and knowledge
- g. Environment
- h. Contemporary social and ethical problems
- i. Deviant practices – extremism, terrorism, intolerance, etc
- j. Geography, culture, music, art and architecture of the Muslim world

Textbooks

SimplyIslam works closely with the **Islamic Religious Council of Singapore (MUIS)** and **Iqra International Education Foundation**, a US-based educational outfit that specialises in integrated curriculum with over 20 years of experience. Iqra’s curriculum is currently being used by Islamic schools in USA, South Africa, Australia, United Kingdom and Asia. Iqra International has revised and redesigned the full-time madrasah curriculum and study materials in Singapore, under a multi-million dollar contract with the Islamic Religious Council of Singapore (MUIS).

Most of the textbooks that are used for our weekend Islamic school are published by MUIS. The list of the textbooks and workbooks to be purchased for our weekend Islamic school is according to class level, and is available from the administration office or our website.

Level Admission

| Level | Age Group | Equivalent School Level |
|--------------|-------------------|-----------------------------------|
| Preschool | 5 – 6 years old | K1 and K2 |
| 1 | 7 – 8 years old | Primary 1 & 2 |
| 2 | 9 – 10 years old | Primary 3 & 4 |
| 3 | 11 – 12 years old | Primary 5 & 6 |
| 4 | 13 – 14 years old | Secondary 1 & 2 |
| 5 | 15 - 17 years old | Secondary 3 to 5 |
| 6 | 17 – 21 years old | Tertiary – ITE, Poly & University |

Class Sessions

| Day | Session Period | Remarks |
|------------|------------------------|-----------------------------|
| Friday | 7.30 p.m. to 9.30 p.m. | For Level 6 (Tertiary) |
| Saturday | 9 a.m. to 1 p.m. | For Preschool, Level 1 to 5 |
| Sunday | 9 a.m. to 1 p.m. | For Preschool, Level 1 to 5 |

Enrolment and Registration

A completed registration form must be submitted along with the fees. Registration forms can be obtained from the office.

Parents must complete a new registration form for each year and pay the registration fee at the time of registration. Some concessions are made for parents with several children attending classes at the Centre.

School Fees

A one-time registration fee of \$10 (non-refundable) is payable at the time of registration. The registration fee is waived for parents that register more than 1 child at the Centre.

The school fee is \$60 per month, per student. Fees are payable for the 12 months of the year. Parents are required to furnish the school fees 2 months in advance, at the time of registration. Parents who wish to register their children for the weekend Islamic school are required to bring along the following:

1. Parents NRIC (one parent only)
2. Birth Certificate or NRIC of child (or children)
3. Registration Fee \$10
4. School Fees \$120 (2 months)
5. Banking Details for GIRO

Parents are also required to pay for the books (textbooks and workbooks) that will be used for the weekend Islamic school. The book list will be made available by the administration before the start of the school year.

Payment Mode

Fees are payable by GIRO on the 1st of each month. For the sake of ease of administration, the Centre requires all fees to be paid by Interbank GIRO. All parents are required to submit a GIRO application form for this purpose. The form will be made available by the administration. Upon approval from the bank, the school will deduct the monthly school fees through the stated bank account. A \$5 surcharge will be charged for each unsuccessful deduction. The GIRO deduction is made on the 1st of each month.

School Fees – Term Breaks

As per conventional school procedures, SimplyIslam weekend Islamic school will collect school fees for the month of June and December, through GIRO or cash/cheque payments. The fees for the weekend Islamic school must to be paid even during the term break (i.e. June and December) as the school has to maintain its existence and costs even during such periods. The fees will help to defray typical operational costs, rental and so on. This procedure is no different from such found in public schools and other private centres.

Transport

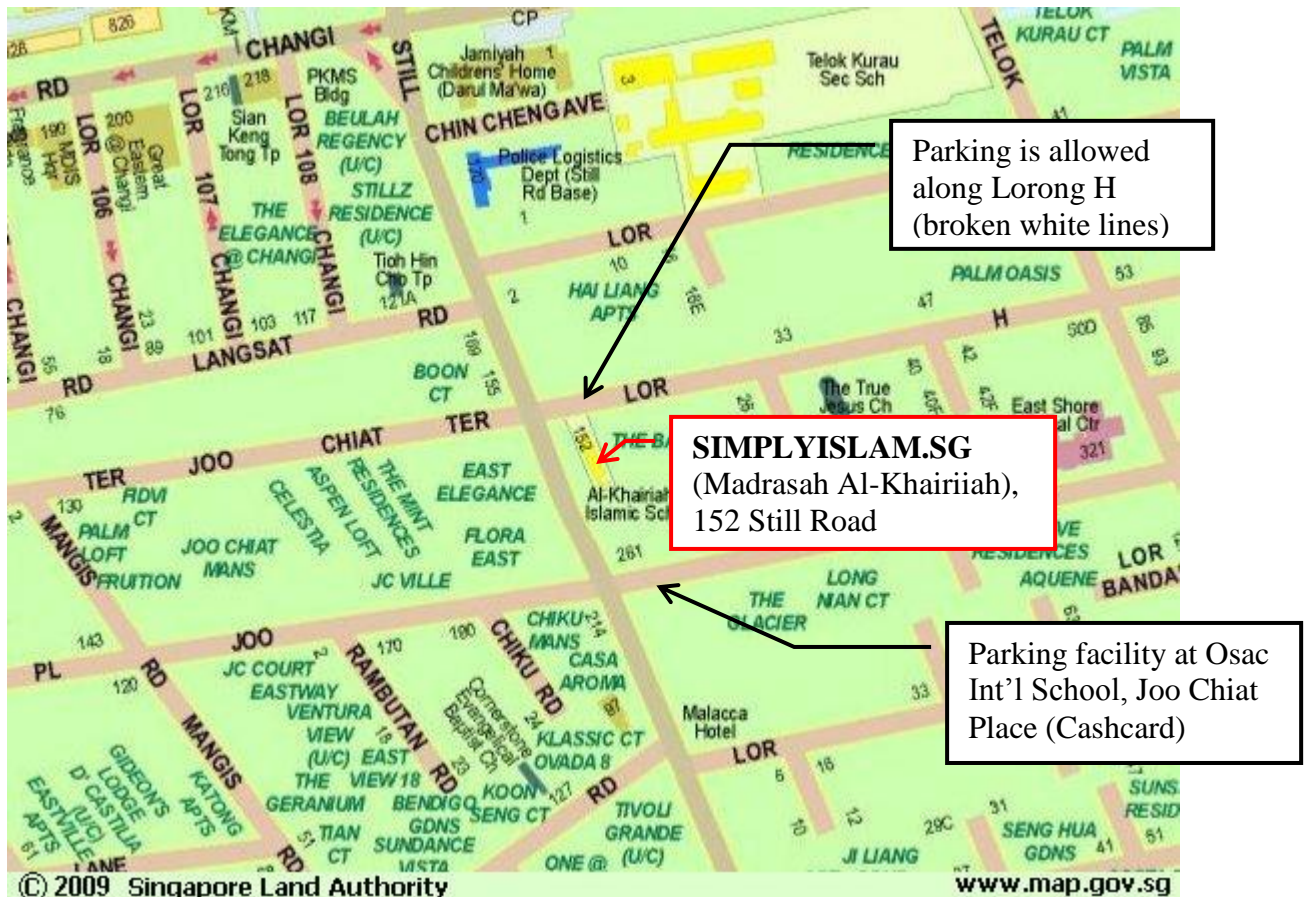
The Centre is located at **No. 152 Still Road**, housed within the Madrasah Al-Khairiah. The Centre is very accessible due to available transport modes like MRT and buses.

MRT: The Centre is located very close to the Eunos MRT station, about 10 minutes walk.

Bus: There are numerous buses that ply roads very close to the Centre. Parents/students can alight at the bus stop along Still Road. The buses that travel on these roads are:

SBS 13, 15, 55, 155
TIBS 966

Private Vehicle: Parents are welcome to fetch their child/children to the Centre with their own private motor vehicle. The Centre does not have parking facility and parents should park their vehicles when they fetch their child. Vehicles can be parked at Lorong H or at Joo Chiat Place (see location on map).



School Transport: Third-party transport providers usually require a minimum number of students (usually 8 to 10) before they can ply a certain route to fetch students. Thus we can only confirm transport arrangements if there are enough students from a similar constituency or vicinity who wish to take the private transport.

Withdrawal & Refund

In the case that a parent desires to withdraw a child from the school, the withdrawal form must be completed by the parent. A 30-day notice is required before the child can officially withdraw from the school. All unpaid fees must be paid in full before records of the student can be released. Refunds (if any) will then be given. The school fees will be charged for the final 30 days whether or not the student is in attendance at the school.

Financial Aid

The Centre recognises that Islamic education is essential for all Muslim children regardless of their financial status. Insha'Allah, efforts will be made to subsidise the school fees for families who are in financial distress. Availability of financial aid depends on the amount allocated to the student welfare fund, as well as the generosity of private contributors.

To be considered for financial aid, families in need must complete a Financial Aid Application Form (which can be obtained from the Centre's office) and submit it with all supporting documents. The Centre's reviewing team will evaluate each application based on its own merit, in strict confidence.

Any change in the financial status of financial aid recipients should be reported in writing to the Centre's administration in order to make the allocated funds available to other families in need. Periodic reviews in the financial status of the recipient family may be made by the Centre at any time and the amount of aid may be adjusted based on the recommendations of the reviewing team.

Financial Support – Student Welfare Fund

The Centre welcomes any external financial support towards its student welfare fund. The student welfare fund provides financial aid for students attending the school, to cover the school and book fees (partial to full). See details in section "Financial Aid".

School Term

The Centre's weekend Islamic school functions in conjunction with Ministry of Education's stipulated school terms. For the most part, we do not operate during the school holidays, as our children need their well-deserved break. However, we may conduct holiday programs like workshops, seminars and camps for our students during the holidays. Parents are at liberty to enroll their children for such programs.

Assessments & Academic Progress

Assessments are an important aspect of our educational program. Our main objective is the achievement of learning, and assessments are just a means towards this objective. Assessments are among the measures we take to understand the student's level of comprehension of a subject matter while at the same time providing a compass for our teachers to refine and enhance their teaching methodologies.

The assessments are NOT used to upgrade the child from one level of class to another.

Parents will receive an academic progress report designed to indicate the progress of their child with respect to the school's assignments, projects and assessments. It is a measure of the child's learning achievements.

Attendance and Punctuality

Punctuality is an important component of Islamic *adab* that we impress upon all of our students. Islam's entire system of prayers and acts of devotion are based on punctuality of time (prayers, fasting, etc).

It is important that students, parents and guardians understand the importance of arriving early for classes, as being late will mean students are going to miss on important aspects of

their Islamic learning. Regular attendance on the part of the students is vital to the process of learning. A unit of study usually involves the development of a sequence of related understandings.

When the processes and content of learning are disrupted by irregular and late attendance, the student suffers a loss of experiences that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their participation and achievement cannot be fully assessed.

We seek parents' cooperation to ensure that their child/ward arrives at our Centre early as lessons will promptly begin at 9 a.m. Parents must inform the Centre if their child is not attending classes or will be late.

Dress Code

We do not require our students to wear a uniform. This is primarily because we do not want to burden our students and parents. At the same time, we welcome the diversity of fashion that our students use to express themselves. It's a good learning experience for students to understand the various styles of clothing that are acceptable within Islam. However, as an Islamic learning centre, we are committed to standards of simplicity, neatness, cleanliness, attractiveness, modesty and good taste.

The **MALE** students are required to wear clean **shirts** and **long pants** that are loose fitting and opaque.

The **FEMALE** students are required to wear **loose and opaque clothing**. They are **strongly encouraged** to wear the *hijab* clothing, covering their entire body except their face and hands. We are not making the *hijab* rule compulsory because we cherish the opportunity to explain to our female students the rationale and beauty of wearing such clothing, and getting them to wear the *hijab* with conviction and understanding.

Note to parents: While we strive to instill upon our students the Islamic guidelines of dressing, we request parents to dress modestly when they come to the Centre to fetch their child, and while attending centre-related activities (functions, trips, etc).

Homework

We do not have a policy of handing out homework because we understand the student's pressure of doing homework for their subjects (e.g. Math, English, Science, etc) in their daytime schools. We attest the importance of holistic learning, not just in the Islamic sciences but also in the non-religious sciences.

However, we may from time to time, hand out certain critical homework (e.g. memorisation of verses of the Holy Qur'an or Hadith) that the students need to complete. Students may also be required to conduct research as part of an assignment exercise. We seek the parents' support and cooperation to ensure that their child comply with the assignments given.

Parent-Teacher Meetings

Parents are encouraged to make appointments to meet their child's teacher(s) to learn about the academic progress of their child and the curriculum offered at the school. The school may also convene a parent-teacher meeting at its discretion.

Community Interaction Program

Islam is not an exclusive religion of any race or tribe, but a universal religion for all mankind. This is reflected in the concept of *habl min Allah* (relationship with Allah) and *habl min al-nas* (relationship with mankind). Through a positive relationship with God and mankind, we can manifest the teachings of our beloved Prophet Muhammad (*salallahu alaihi wasallam*) whom Allah described as *Rahmat al-'Alamin* or Mercy to the Worlds (Qur'an 21:107).

In the process of developing our young as model Muslims and human beings, not only must they develop their relationship to Allah, but also establish and develop their relationship to mankind and creations of Allah.

Our Centre will occasionally organise Community Interaction Programs to develop and enhance community and civic responsibilities and values. All students (and participants) are required to participate in such programs. The administration will make announcements of such programs in due course.

Educational Field Trips

The Centre may organise field trips for educational purposes, within Singapore and outside of the country (e.g. Malaysia, Indonesia, Brunei, etc). These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, parents will be notified and their consent will be needed before the child may participate in the field trip activity.

Discipline

The immediate purpose of school discipline is to preserve necessary order so that learning can take place properly. The long-term purpose is to promote self-discipline in students. We have relatively few rules, which can be grouped under the banner of good manners. By behaving with good manners, students are free to explore the learning opportunities available to them.

The Centre is committed to the establishment of a favourable learning environment for everyone. The students are here to learn, and great emphasis is placed on guiding each student to meet the standards of behaviour expected at the Centre, and as a Muslim.

Arrival Time

The Centre's lessons start at 9 am sharp and students are expected to arrive at the school by 8.45 am. Parents should inform the Centre if their child will be late for class or absent altogether.

Children who come late will miss out on valuable learning time. This may put the child behind in his/her academic work. Students who regularly come late will be counselled. Consistent latecomers will be further disciplined, while the Centre reserves the right to expel such students.

Dismissal Time

Students will be dismissed at specific times depending on the class session. Students must be picked up immediately after the dismissal time. To assure a safe and systematic flow of traffic, parents are expected to remain in the pick-up area and wait for their children.

The centre does not allow parents to fetch their child/children before the official dismissal time as it may be disruptive to classes and may result in the loss of valuable learning experiences. However, the Centre understands that there may arise some exigencies that may require a parent to fetch their child/children before the dismissal time. The parent may approach the Centre's office for such a request.

Absent from Class

If at any time a child is to be absent from class due to illness or a previously scheduled appointment, parents must call in to report the absence by 8.30 a.m. Unconfirmed absences will require the Centre to call the home to check on the absence of a child.

Change of Address or Contact Number

It is very important for the Centre to be able to contact parents by telephone, mail, and even email. It is also important that the Centre maintains valid emergency contact details for each student. Parents should notify the Centre of any change of address, telephone numbers or contact details immediately.

Buying and Selling

The buying, selling, and/or promotion of products or services at the Centre are strictly forbidden unless it is an approved school activity for the sake of improving educational quality or facilities (e.g. book fairs, fundraising activities, etc).

Publicity and Promotions

The Centre may make use of student photographs, student names, student work samples and student's feedback for the Centre's publicity and promotions. Parents who wish to withhold permission from the school for using materials such as photographs of the student, the student's name, or student work must file a letter to that effect with the Centre's administration office.

Safety and Well Being of Students

The Centre takes a serious view of the safety and well being of our students. In the discharge of that responsibility, the Centre may randomly check the student's possessions (e.g. bags, etc) for the presence of objects or substances that may be illegal or one that poses a hazard or threat to the safety, well being and good order of the Centre and the students.

FREQUENTLY ASKED QUESTIONS

1. **Are all your lessons conducted in English?** Yes, all our lessons are conducted in English, while the Arabic language class is conducted in Arabic and English.
2. **What are the qualifications of your Asatizahs?** All our asatizah's are madrasah graduates; they have the minimum of Thanawi Aliyah, which is equivalent to the 'A' levels, and some of them have a Diploma in Islamic studies, while some of them are pursuing diplomas and degree courses. They are all certified by the Islamic Religious Council of Singapore (MUIS) and the Asatizah Recognition Board (ARB) and have been each issued with the Asatizah Recognition Certificate.
3. **What is the maximum number of pupils in a class?** We keep our class size smaller than what our students will have in their academic school, which can be up to 40 students per class. At SimplyIslam, the maximum number of pupils in a class is 25, except for the Preschool level where the maximum number of pupils is 15 only.
4. **How do you assess the pupils as you do not have exams?** We assess the students through continuous assessments and project work. The assessments (open book) are conducted twice a year and the students' work will be graded so that we may have a good understanding of their comprehension of the subjects taught.
5. **Do you provide transport?** We are only able to arrange transport if we have enough students requiring transport from a similar constituency. Transport companies require a minimum of 8 students coming from the same area to make it viable for them to provide the service.
6. **Do you have classes for pre-schoolers?** Yes, beginning 2009 our SimplyIslam weekend Islamic school has incorporated children in K1 and K2 classes. Please call 65474407 for more information or check our website www.simplyislam.sg.
7. **What if my child is not up to his level in his Islamic Education?** Insha'Allah through our interactive methods of conducting the lessons you child will be able to keep up with the lessons. However, your child will be assessed on Qur'anic recitation and be placed in the level according to his reading ability.
8. **I have two children studying in the same level; can I just buy 1 set of books?** No, each child must have his/her own set of books. No sharing is allowed. If there is a financial constraint to purchase 2 sets of books, we will arrange for some financial assistance.
9. **If I have some of the books on your list can I opt not to buy them from you?** Yes, you need not purchase them if you already possess them. Please indicate your request in the order form.
10. **I can't afford the fees and books for my child to attend the weekend Islamic school. Do you provide assistance?** Insha'Allah, efforts will be made to subsidise the school fees for families who are in financial distress. Availability of financial aid depends on the amount allocated to the student welfare fund, as well as the generosity of private donors.
11. **I may need to take my child out for a month or more from the weekend Islamic school (e.g. exams, travel, etc). Can I be exempted from the fees during the period of my child's absence?** No, unless an official withdrawal is made (subject to terms and conditions of withdrawal). Once withdrawn, the child will need to re-register if he/she wishes to re-join the weekend Islamic school, and the placement is subject to availability at the point of rejoining.
12. **Why do I have to pay school fees during the June and December holidays?** As per conventional school procedures, SimplyIslam weekend Islamic school collect school

fees for the month of June and December. This is because the school has to maintain its existence and costs even during such periods. The fees will help to defray typical operational costs, rental and so on. This procedure is no different from such found in public schools and other private centres.

13. **Why the 4-hour curriculum time at SimplyIslam’s Islamic school? Is that too long?**
The actual learning period is only 3½ hours, less the half hour break. Through our experience, effective weekly learning cannot be achieved in less than 3 hours because of the various aspects of Islamic learning – Qur’an, Hadith, Morals, etc. Students in general spend more than 25 hours a week in their academic school learning English, Mathematics, Science, etc. Given the importance of Islamic learning that will help to shape their morals and personality, we are convinced that a 4-hour curriculum time is a balanced curriculum period.
14. **Why is one of my children in a waiting list?** Due to our space constraints, few parents may experience having one of their children in a waiting list. To maintain an effective student-teacher ratio, we cannot crowd our classroom to a point of detriment. Nonetheless, please do not be alarmed as we will try our level best to provide a slot for your child.
15. **I wish to enroll my child for the Preschool level in 2011. He will only be 5 years old in June 2011. Can I enroll him?** Yes, you may. As long as he will reach the age of 5 anytime from 1 January to 31 December 2011, he is eligible to enroll in Preschool level in 2011. The same principle applies to other levels as well.

Enquiries

More information about the Centre and its activities can be found on our website **www.simplyislam.sg**

For clarification or enquiries, please contact the Centre by calling us at Tel: **65474407**, or emailing us at **info@simplyislam.sg**

(Tear here – portion to be kept by SimplyIslam administration officer)

I, _____, as a parent/legal guardian of my child(ren),
_____ do hereby acknowledge
that I have read the SIMPLYISLAM Weekend Islamic School Parent/Student Handbook 2011. I
understand all of its contents and hereby accept the contents and its associated terms and
conditions specified therein.

Signature

Date

Name: _____