

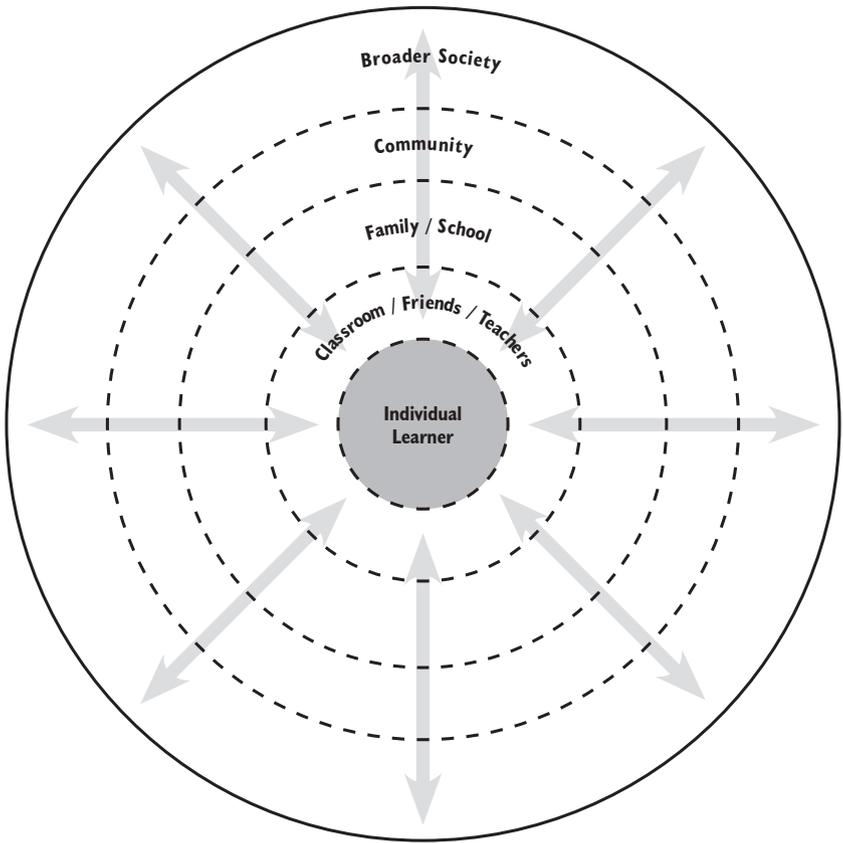
SATURDAY MORNING MADRASAH

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# Prospectus 2018



Read!



The learner is the most important individual in our educational endeavour, bearing in mind that there are many influences being exerted on him or her.

## Welcome

Welcome to the Saturday Morning Madrasah and thank you for enrolling your children at the Madrasah. We trust that they will have an **enriching experience** with us. Our aim is to provide them with the best Islamic education possible that will enable them to cope with the numerous modern challenges facing them. This prospectus sets out the Madrasah programme for the year. It contains **important information** and should be studied carefully and kept handy as a **reference guide** during the year.

## Background

The Madrasah was started in 1991 after the need for a Qur'an reading programme for high-school learners was identified. Later the programme was extended to include Arabic and Islamic Studies. Initially the Madrasah was located at the Claremont Main Road Mosque, but because the numbers of learners grew rapidly, the senior section was located at the Stegmann Road Mosque.

Since August 1999 the Madrasah has been **located** at the Muhammadiyah Primary School at **103 Batts Road, Wynberg**.

## Management

The Madrasah is managed by its own board comprising of members who **volunteer** their time to serve the Madrasah so that it can meet its objectives. These members have **expertise** in education, finance, administration and management. This board is in turn responsible for appointing the full-time professional administrative staff and teachers.

## New Learners

Parents wishing to enrol their children at the Madrasah for the first time must complete the **application form** and submit it by the closing date. The form can be obtained from the assistant administrator or at

the Madrasah on a Saturday. The closing date for new applications and the re-registration of current learners is in November of the previous year. Any new applications received after the closing date will be put onto a waiting list for placement as soon as places become available.

New learners who have been accepted will receive a letter of acceptance and details about registration and orientation.

The **first payment** of the fees plus the **learner resource levy** is **due** at this first meeting.

**Note:** Learners accepted into the Grade R (age 6) and Grade 1 classes at the Madrasah must also be in these grades during the week at school. Learners not in these grades will be de-registered and parents will be asked to send them the following year.

## Fees

The fees for the year is **R2,300 per learner**. Examples of payment options are set out in the table below. Please note that fees are charged for 10 months – due from January, and all fees must be fully paid by the end of October.

<b>Number of children per family</b>	1	2	3	4
<b>Total fees due for the year</b>	R2,300	R4,600	R6,900	R9,200
<b>Payment per month (x10)</b>	R230	R460	R690	R920

In addition, a **learner resource levy** will be charged **per learner**. This levy covers basic administrative costs. Most of the income from the fees are allocated to the remuneration of the administrative staff, teachers, and the remainder to rental and associated costs. Fees for stationery, photocopying, textbooks and files will be charged separately.

By the end of February parents will receive the **first statement** for the year. This statement will reflect invoiced amounts for the resource levy and the total fees due for the year. Thereafter parents will receive

statements regularly advising them of the remainder of the fees due. Fees are **payable** on the **first Saturday** of each month. Please ensure that all fees are paid on or before the due dates so that we can maintain a positive cash flow and thereby meet all our financial obligations.

Should you have difficulty in making these payments on time, please advise the administrator of the situation, otherwise you will be held liable to settle outstanding amounts on demand. We advise parents having difficulty making the full monthly payments to pay small amounts at a time instead of being faced with a huge account to settle.

No learner will be disadvantaged due to a lack of financial resources provided the administrator is consulted and informed of the situation. All such matters will be dealt with in **CONFIDENCE**.

All fees must be paid in at the Office. When learners are making payments, parents must place the fees in a sealed envelope and indicate the name and surname of the learner plus the amount paid on the front (or return the statement in the envelope). Please insist on a receipt for all payments made.

We also offer a debt card payment facility at the Madrasah. Direct deposits or electronic payments via ATMs, the internet and cellphones or smartphones can be made directly into the Madrasah's **cheque** account:

**Saturday Morning Madrasah**  
**First National Bank, Kenilworth**  
**Branch No. 250655**  
**Account No. 62523214617**

**Note:** To ensure that directly deposited money are correctly allocated, please provide the reference number found on the statement when making the deposit. Also provide the Administrator with **proof of payment** within 24 hours via e-mail.

Parents who withdraw learners during the course of the year will be liable for one month's fees after the date of withdrawal.

### Start of Madrasah

The Madrasah starts on **Saturday, 20 January 2018** at **9 am**. Please be punctual. All learners must report directly to their classrooms. This information as well as a map will be on display at the entrance to the main gate, and the administrators will be available to assist in directing learners and parents to their correct classrooms.

### Timetable

All classes start promptly at **9 am**. Please ensure that learners are **punctual**.

Grades 1 to 6		
Time	Duration	Subject
9:00 – 10:30	90 minutes	Qur'an Reading
10:30 – 11:00	30 minutes	Islamic Studies
11:00 – 11:25	25 minutes	Break
11:25 – 12:25	60 minutes	Arabic Language
12:25 – 1:10	40 minutes	Islamic Studies & Zuhr Salah

Grades 7 to 12		
Time	Duration	Subject
9:00 – 10:20	80 minutes	Qur'an Reading
10:20 – 11:00	40 minutes	Tafsir
11:00 – 11:25	25 minutes	Break
11:25 – 12:25	60 minutes	Arabic Language
12:25 – 1:05	40 minutes	Islamic Studies
1:05 – 1:20	15 minutes	Zuhr Salah

The timetable is subject to change due to subject teaching.

**Note:** Learners must bring along their own prayer mats and towels for the Zuhr salah.

### **Dismissal Times**

Grades 1 to 6 will dismiss at 1:10 pm. Grades 7 to 12 will dismiss at 1:20 pm after the Zuhr salah. Please make the necessary arrangements to collect your child/ren at the appropriate time after the Zuhr salah.

Learners will not be allowed to leave the school premises. Parents wanting to collect their children earlier must write a note stating what time they will fetch them. Learners will not be allowed to wait at the gates. They must be fetched from their classes.

### **Phases and Grades**

The Madrasah consists of the following phases:

- Foundation Phase: Grade R + Grades 1 to 3
- Intermediate Phase: Grades 4 to 6
- Senior Phase: Grades 7 to 9
- FET Phase: Grades 10 to 12

**Note:** We are not able to accommodate post-matriculants at the Madrasah. See the Adult Education Programme for classes that accommodates them.

### **Madrasah Outcomes**

The Madrasah has the following five major outcomes:

1. **Qur'an Reading** Learners would be able to recite the Qur'an with all tajwid rules.
2. **Hifz** Learners would be able to memorise one juz of the Qur'an.
3. **Tafsir** Learners would be able to have a basic understanding of some of the messages of the Qur'an.
4. **Arabic Language** Learners would be able to have a basic understanding of Arabic, and be able to write the matric external Arabic

examination.

5. **Islamic Studies** Learners would be able to know how to make salah, and have learnt various other practical aspects of Islam.

## **Curriculum**

The Madrasah should be viewed as an extension of the learner's weekly educational activities. The Madrasah learning programme will comprise of Qur'an Reading, Arabic Language, Tafsir and Islamic Studies.

### ***Qur'an Reading***

One of the aims of the Madrasah is to promote proficiency and fluency in Qur'an reading. Therefore at all levels of the Madrasah emphasis is placed on correct pronunciation, recognition and application of the tajwid rules. Learners will be encouraged to understand, to know and apply the rules in their reading. Memorization, hifz and recall skills will also be developed.

The Madrasah has developed its own uniquely designed set of Qur'an Readers. The Qur'an reading syllabus from beginners until learners go into the Qur'an is found in these Readers.

After completing Qur'an Reader 4 learners will graduate into the Qur'an. The learner will then be required to **read** short surahs with fluency and correct tajwid.

Only learners who read well will be encouraged to go into the hifz class. The hifz class requires a great deal of commitment if the objective of memorising the whole of the 30th juz (37 surahs) in one year is to be achieved. Learners will also be encouraged to memorise the first, 29th and other ajza, as well as surah yasin and surah mulk.

Please note the Madrasah's policy with regard to girls who are menstruating.

**Menstruation:** Please be advised that it is the Madrasah's policy that girls having their hayd (menstruation) are permitted to read the Qur'an for educational purposes. We therefore expect them to be present and partake in the Qur'an Reading classes. If you have difficulty in accepting this policy then please speak to the Principal about your concerns.

### *My Arabic Alphabet Workbook*

This workbook is aimed at Grade R and Grade 1 Learners. Learners are introduced to the phonetic sounds of the Arabic alphabet. Learners learn via colouring-in exercises, matching and linking exercises, cutting and pasting. Learners also learn how to write the Arabic alphabet.

### *Qur'an Reader 1*

Revision and consolidation of the Arabic alphabet – printed form. Learners are introduced to the different shapes of the Arabic alphabet – cursive form. Learners also learn how to write the Arabic alphabet in cursive form. Learners are introduced to the three short vowels (fathah, kasrah, dammah), and round mouth letters plus short vowels.

### *Qur'an Reader 2*

Learners are introduced to the sukun. Learners must recognise the sakin harf structures, the rules for ra sakin and the rules for qalqala. Learners are introduced to the three long vowels and diphthongs (hurufullilla). Learners are taught how to pronounce the sakin jerk structures. Learners are taught the correct duration of the long standing madd (fathatun, kasratun, dammatun), and the ayatul madd.

### *Qur'an Reader 3*

Learners are introduced to the tanwin (fathatayn, kasratayn, dammatayn). Learners are introduced to the mushaddah, rules for mim and nun mushaddah, rules for ra mushaddah, the waqf rules, rules for the word Allah, rules of idgham with ghunna, rules of idgham without ghunna and rules of idgham mutajanisayn. Learners are taught waqf rules. Additional tajwid rules are taught: madd far'i, rules of nun qutni, rules of ith-har, rules of iqlab, rules of ikhfa and

the huruful muqatta'at.

### *Qur'an Reader 4*

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Review of all tajwid rules. Reading of short surahs. Tajwid exercises. Reading of salah recitations.

### ***Tafsir***

Basic Tafsir of some of the short surahs will be covered in the Senior and FET Phases. The emphasis will be on enhancing the understanding of some of the messages of the Qur'an for young Muslims.

### ***Arabic Language***

#### *Why Study Arabic?*

1. Muslims all over the world read the Arabic Qur'an and use Arabic in their daily lives without necessarily understanding these recitations. The study of the Arabic language is therefore necessary to address this shortcoming.
2. Arabic can also be learnt as an additional foreign language which adds to understanding the richness of the many different Arab cultures.
3. Knowing Arabic can be useful for careers in the fields of writing, translation, journalism, broadcasting, teaching, diplomacy, administration, research and business.

#### *Arabic at the Madrasah*

The Department of Basic Education considers Arabic as a foreign language and it is taught at schools as a second additional language. Arabic is taught at all the phases of the Madrasah.

It is not difficult to learn Arabic as a second language – despite the obvious constraints of not hearing and using the language in every day situations. Millions across the world and thousands in South Africa have managed to learn Arabic as a second or foreign language.

Learning Arabic in this context does take a lot of **commitment, persistence, discipline, motivation** and **great effort**. This means learning the vocabulary daily, learning and practicing the dialogues, writing as many new sentences as possible and practising at every opportunity.

Learning Arabic at the Madrasah logically follows after having learnt the phonetic structures necessary for reading the Qur'an. In addition you will learn to speak the language, to write essays, letters, emails, sms, etc., as well as the tafsir of certain sections of the Qur'an and some hadith.

Learners applying themselves diligently studying Arabic at the Madrasah will be able to write it as an additional subject in the external matric examination in Grade 12.

### ***Matric Arabic Programme***

This programme allows matric students at the Madrasah to enrol via their schools to write the Arabic Second Additional Language National Senior Certificate examination. This external examination is administered by the IEB.

Learners interested in this programme must inform their Arabic teacher or the principal so that their schools can be informed. Learners must enrol at their schools to do Arabic Second Additional Language from Grade 10 already.

Once learners have enrolled for Arabic at their schools, the Madrasah takes full responsibility for all the IEB's formal requirements.

Besides the teaching aspects, the Madrasah will ensure that each learner has a portfolio, that formal June and preliminary examinations and class tests are written, that the learners prepare for their oral examinations, and that all the administration and forms for the external oral assessments and portfolio work are submitted to the schools and Western Cape Education Department at the due dates. Throughout, communication takes place with the various schools, external modera-

tors and the Western Cape Education Department.

The final matric assessment will comprise of the following:

EXTERNAL EXAMINATION	INTERNAL ASSESSMENT
<p><b>Paper I</b> (2 hours) 100 marks Unseen texts, tafsir of sections of surah Yusuf, hadith, Arabic stories of prophet Yusuf and the testing of grammar rules.</p>	<p><b>School Based Assessment (SBA)</b> 100 marks Portfolio: written tasks, tests and preliminary examinations.</p>
<p><b>Paper II</b> (2 hours) 100 marks Essay writing, letters, emails, sms, dialogues, diary entries, time tables, etc.</p>	<p><b>Oral Assessment</b> 100 marks Prepared texts, role play, listening comprehension and conversations.</p>
<b>TOTAL 400 marks</b>	

### **Islamic Studies**

The Islamic Studies programme will include history, life orientation and inter-cultural studies. Broad themes include personal development (ibadat, moral choices and relationships, sexuality and gender roles), health and safety (personal hygiene), society and culture, and environment studies.

### **Textbook and Stationery Requirements**

Teachers will inform learners of all textbook and stationery requirements for each subject. The following textbooks can be purchased (on a cash basis) at the Madrasah.

- Qur'an Readers 1 to 4
- Arabic Workbooks
- Arabic-English Dictionary
- Qasas Yusuf and Tafsir of Surah Yusuf
- Islamic Studies Notes

### **Assessments**

Assessment of learners will be via formal written assessments. It is also

made on a continuous basis, and will be based on one or a combination of the following activities: interviews, excursions, demonstrations (practical), report writing, oral report back and presentations, songs, reading, posters and creative activities, quizzes, puzzles, worksheets, group work, memorisation and recall.

## Parental Involvement

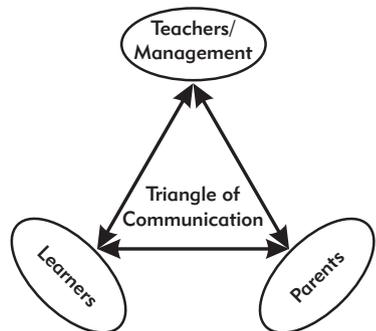
A tremendous responsibility rests with parents to ensure that learners do the necessary assigned work during the week, especially since the Madrasah is held only once a week. Learners who do not work consistently during the week progress very slowly.

Learners must spend at least 15–20 minutes everyday with their Qur'an Reading. In addition, learners must learn their Arabic vocabulary and dialogues daily. And complete Islamic Studies assignments and homework. We appeal to parents to become more actively involved in the education of their children and to supervise homework on a daily basis.

Communication between parents, administrators and teachers is very important. The administrators are available every Saturday for consultations with parents. Feel free to discuss any of your concerns with them. Parents can consult with teachers after the last class of the day. **No consultations with teachers will be allowed while they are teaching.** Parents need to keep the administrators informed of children who are going to be absent or withdrawn.

## Meetings

- The first parents–teachers meeting will be held on **Saturday, 24 March 2018**. The objective of



this meeting is for parents to meet with teachers to discuss the learning objectives for each learner for the year. We hope through this approach to eliminate unnecessary expectations from parents and to more fully involve parents with the learner's progress and development throughout the year.

- The second parents–teachers meeting will be held on **Saturday, 23 June 2018**. At this meeting parents will collect progress reports for the first half of the year.
- All meetings will start at **12 pm** (after the morning Madrasah session). Parents will meet with teachers in their classrooms. Teachers will meet individually for 1 to 2 minutes to discuss specific issues if necessary.
- The presentation ceremony will be held on **Saturday, 8 December 2018**. Reports can be collected at the end of the ceremony.
- Please feel free to use any other opportunity to contact us in order to discuss the education of your child/ren or any other related matters.
- The principal will be available after 9:15 am for consultations with parents.

### **Re-registration**

The re-registration of learners is vital for the proper planning and management of the Madrasah for the following year. Parents will receive re-registration forms indicating their family details we have on record. The given information must be carefully checked, and should it be necessary, corrections and or additional or missing information should be supplied on the forms. The correct data is important for the management of the Madrasah and in cases of emergency.

The completed forms must be returned on or before the closing date for re-registration. If forms are not returned by the closing date it will assumed that the learners have been withdrawn from the Madrasah, and

their places will be allocated to new learners. Returned re-registration forms must be accompanied by a **learner resource levy per learner** that is re-registered.

### **Tuck Shop**

A tuck shop is operational on the school premises. Learners will not be allowed to leave the premises during the break.

### **Madrasah Rules**

- Learners must be punctual.
- Learners must come prepared for classes.
- Learners must be decently and modestly attired.
- Learners must have a nutritional breakfast at home before attending classes.
- Learners are not allowed to leave the school premises without prior arrangement and permission.
- Learners must not deface desks, walls, school equipment and student's books, and must keep the classrooms and playground clean.
- The Administrator must be informed if a learner is absent, either on the same day or as soon as possible.
- Parents are not to disturb learners during school hours. Messages must be relayed via the office.
- Cellphones must be left at home. Should learners need to carry cellphones for emergencies, it must be switched off during class times.
- All valuables must be left at home. The Madrasah cannot be held liable for any loss or damage.
- All disciplinary matters will be dealt with by the Principal.

*We look forward to your co-operation and support!*

## ALMANAC 2018

<b>FIRST TERM (10 weeks)</b>		
<b>Date</b>	<b>Week</b>	<b>Event</b>
<i>Wednesday, 17 January 2018 – School Term 1 Starts</i>		
20 January	1	Start of Madrasah Term 1 Registration and Orientation of New Learners Start of Adult Classes
27 January	2	
3 February	3	
10 February	4	
17 February	5	
24 February	6	
3 March	7	Arabic Class Test
10 March	8	Qur'an Reading and Tafsir Class Tests
17 March	9	Islamic Studies Class Test
24 March	10	Parents–Teachers Meeting, 12 pm – 1 pm End of Madrasah Term 1
<i>Wednesday, 28 March 2018 – School Term 1 Ends</i>		
31 March	—	Easter Holiday
7 April	—	School Vacation

## ALMANAC 2018

SECOND TERM (10 weeks)		
Date	Week	Event
<i>Tuesday, 10 April 2018 – School Term 2 Starts</i>		
14 April	11	Start of Madrasah Term 2
21 April	12	
28 April	13	
5 May	14	
12 May	15	
19 May	16	
26 May	17	Arabic Assessment
2 June	18	Qur'an Reading and Tafsir Assessments
9 June	19	Islamic Studies Assessment
16 June	—	No Madrasah – Id ul-Fitr Break
23 June	20	Parents–Teachers Meeting, 12 pm – 1 pm End of Madrasah Term 2
<i>Friday, 22 June 2018 – School Term 2 Ends</i>		
30 June	—	School Vacation
7 July	—	School Vacation
14 July	—	School Vacation

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**ALMANAC 2018**

<b>THIRD TERM (11 weeks)</b>		
<b>Date</b>	<b>Week</b>	<b>Event</b>
<i>Tuesday, 17 July 2018 – School Term 3 Starts</i>		
21 July	21	Start of Madrasah Term 3
28 July	22	
4 August	23	
11 August	24	
18 August	25	
25 August	26	
1 September	27	
8 September	28	Arabic Class Test
15 September	29	Qur'an Reading and Tafsir Class Tests
22 September	30	Islamic Studies Class Test
30 September	31	End of Madrasah Term 3
<i>Friday, 28 September 2018 – School Term 3 Ends</i>		
6 October	—	School Vacation

## ALMANAC 2018

<b>FOURTH TERM (8 weeks)</b>		
<b>Date</b>	<b>Week</b>	<b>Event</b>
<i>Tuesday, 9 October 2018 – School Term 4 Starts</i>		
13 October	32	Start of Madrasah Term 4 Matric Farewell
20 October	33	
27 October	34	Final Fees Due
3 November	35	Arabic Assessment
10 November	36	
17 November	37	Qur'an Reading and Tafsir Assessments Re-registration of Current Learners
24 November	38	Islamic Studies Assessment External Hifz Assessment
1 December	39	Closing Date for New Applications
8 December	40	Presentation Ceremony End of Madrasah Term 4
<i>Wednesday, 12 December 2018 – School Term 4 Ends</i>		

**Madrasah Management and Staff**

Principal – Shafiek Abrahams  
Administrator – Fahmi Gamieldien  
Assistant Administrator – Nurjehan Watson  
Management – Ridwan Razak, Ridwan Wagiet,  
Shaamiel Bassier, Ridwan Salie

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**Office Hours During the Week**

Monday to Friday from 9 am to 12 pm

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**Telephone (Cell)**

082 440 1111

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**E-mail**

saturday.morning.madrasah@gmail.com

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**Consultation Times on Saturdays**

9 am to 1 pm

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**Physical Address of Madrasah on Saturdays**

Muhammadiyah Primary School  
103 Batts Road, Wynberg