مدرسة المكرم

MADRASAH TUL MUKARRAM

# Madrasah

# Information Booklet

Madrasah tul Mukarram

1484b Dominion Road – Mt Roskill – Auckland – New Zealand

Phone: 021 0262 4169

madrasahtulmukarram@outlook.com

بِسْمِ اللَّهِ الرَّحْمَٰنِ الرَّحِيمِ

Our beloved Nabi, Hadhrat Muhammad (Sallallahu Alayhi wa Sallam), said, "To seek sacred knowledge is an obligation on every Muslim" (Ibn Maja).

This hadith emphasizes the importance of acquiring religious knowledge. It is incumbent (Fard'ayn) upon every Muslim to seek enough knowledge to fulfill their religious duties. For instance, a Muslim must know who the Creator is, understand His Oneness, acknowledge the prophethood of His messengers, and be familiar with how to perform Salaah, fast during Ramadan, and other essential practices.

This is exactly why, Alhamdulillah, we have established Madrasah tul Mukarram, where Islamic classes are offered for your children to learn about their Deen (Religion) “Islam.”

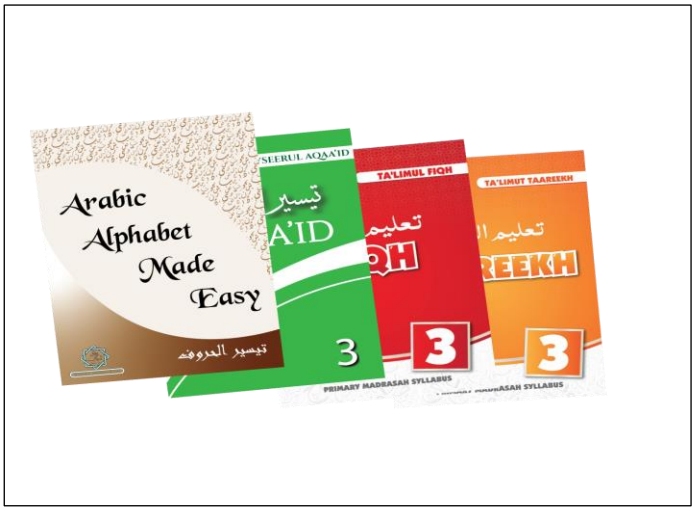
Our syllabus is a comprehensive program, starting from Grade 1 (5 years old) through Grade 10 (14 years old). It is designed to cover all the fundamental aspects of our pure Deen, ensuring that students gain the necessary knowledge to live as practicing Muslims. The material has been simplified to help children retain more information, and we also emphasize practical application, encouraging students to bring what they learn in the classroom into their daily lives.

Additionally, the syllabus includes many virtues of good actions, motivating students to adopt these practices from a young age, so they become ingrained habits, Insha Allah.

At Madrasah tul Mukarram, we have adopted the syllabus of the Wifaqul Ulama South Africa the Taleem series.

These books consist of 4 main subjects:

- Taleemut Tareekh
- Taleemul Fiqh
- Taleemul Aqaaid
- Taleemul Ahadeeth



# OUR MAKTAB SYLLABUS OUTLINE

| *YEAR* | AGE | QAIDAH/QURAAN | TALEEM GRADE |
|---|---|---|---|
| Pre-Madrasah | 4-year-old | Arabic alphabet | Alif to Yaa |
| *Year 1* | 5-year-old | Qaaidah Part 1 | Grade 1 |
| *Year 2* | 6-year-old | Qaaidah Part 2 | Grade 2 |
| *Year 3* | 7-year-old | Amma Para/Juz Complete | Grade 3 |
| *Year 4* | 8-year-old | Quraan Para/Juz 1 – 3 | Grade 4 |
| *Year 5* | 9-year-old | Quraan Para/Juz 4 – 8 | Grade 5 |
| *Year 6* | 10-year-old | Quraan Para/Juz 9 – 14 | Grade 6 |
| *Year 7* | 11-year-old | Quraan Para/Juz 15 – 21 | Grade 7 |
| *Year 8* | 12-year-old | Quraan Para/Juz 22 – 29 | Grade 8 |
| *Year 9* | 13-year-old | Quraan Revision | Grade 9 |
| *Year 10* | 14-year-old | Quraan Revision | Grade 10 |

# MADRASAH RULES AND REGULATIONS

This madrasah is lead on the teachings of the Ahle Sunnuh wal Jammah and the Fiqh (jurisprudence) of Imaam Abu Hanifah Rahimahullah.

## Attendance and Punctuality Guidelines

- Regular attendance and punctuality are essential for your child's progress, as missed lessons cannot be repeated due to time constraints.
- In case of serious illness or unforeseen circumstances preventing your child from attending Madrasah, **please send a text message explaining the reason for the absence on the day itself, before classes begin.**
- Kindly avoid scheduling appointments or planning trips during Madrasah hours.
- Students should not attend ceremonies, functions, or programs during Madrasah hours.
- Please arrange all sporting and extra-curricular activities for the weekends or after Madrasah hours.
- Weekday Madrasah classes are held:

- Everyday Monday to Friday.
- Batch A. 5:00pm till 6:10pm - Batch B. 6:10pm till 7:20pm

- Weekend Madrasah classes are held:

- Sunday's only - 10am till 11.30am

- Students should arrive at Madrasah at least 5 minutes before the start of class.
- If your child will be late to class, **please send a text message to the Madrasah informing of your child's late attendance.**
- If your child needs to be picked up early from Madrasah, you must inform their Ustaad in advance, before class begins. **No child will be released early without prior notice,** and only the child's parent will be permitted to pick them up.

## Dress Code Guidelines

- Students are to dress according to Islamic principles, particularly when attending Madrasah.
- Boys are required to wear a kurta or jubbah and must have an Islamic head covering, such as a topee.
- A white kurta or jubbah with a white topee is preferred.
- The Jubbah or kurta should be long enough to fall below the knees and above the ankles.
- The lower garment (trousers/izar) should be appropriately fitted so that it remains above the ankles and is not folded.
- **Jeans, shorts, and T-shirts are not permitted.**
- **Students must not wear pyjamas under their kurta or jubbah.**
- Girls must dress modestly in a black cloak or abaya, along with a black burqa or hijab that provides full head coverage.
- Girls are not allowed to **wear jeans, shorts, or pyjamas under their cloak or abaya.**
- **Wearing jewellery is not permitted for girls.**

## Haircuts Guidelines

- Both boys and girls must adhere to the teachings of our beloved Nabi Muhammad (Sallallahu Alayhi wa Sallam) regarding their hair.
- Boys' hair should be cut evenly on all sides, ensuring that the length is uniform.
- **Any hairstyle that involves shaving or trimming part of the head while leaving the other part unshaven or untrimmed is prohibited** by our beloved Nabi Muhammad (Sallallahu Alayhi wa Sallam).
- As an Islamic Institute, we ask parents to ensure that students of the Madrasah do not have haircuts that go against the teachings of our beloved Nabi Muhammad (Sallallahu Alayhi wa Sallam).
- **Girls are not permitted to cut their hair.**
- The jurists (fuqaha) have advised against cutting the hair of girls or women, as it may be seen as imitating men. The Hadith warns that women who imitate men are cursed by the Messenger of Allah (Sallallahu Alayhi wa Sallam).

## Cleanliness Guidelines

- Parents should regularly check their children at home to ensure that they maintain personal hygiene, especially after using the toilet.
- It's essential to educate children about the importance of cleanliness, including proper practices such as not standing while urinating and the using water after relieving themselves.
- All students are required to use the toilet and perform Wudhu before attending Madrasah.
- Students must arrive at Madrasah wearing clean and presentable clothing.

## Behaviour Guidelines

- Students are expected to conduct themselves with respect towards the Ustaad, supervisors, trustees, and all other officials of the Madrasah.
- Any form of inappropriate behaviour, disrespect, or rudeness will not be tolerated.
- Disciplinary actions will be taken against students who engage in bad behaviour.
- Any un-Islamic or inappropriate materials found in a student's possession will be confiscated.
- **The use of cell phones is strictly prohibited during Madrasah hours.**
- The Madrasah reserves the right to suspend or expel any student who violates its rules.

## Unreasonable Parents

- Any parent who does not adhere to the Madrasah's rules and regulations, OR
- Parents who display any form of disrespect or offense (verbal or physical) towards staff members or other parents, OR
- Any parent who uses offensive or hurtful language toward staff, whether in person, via text messages, phone calls, or other means,

will receive a formal warning letter from the Madrasah. Continued offensive behaviour will result in the immediate removal of the student from the Madrasah, and a withdrawal letter will be issued.

### Parent Concerns, Feedback, And Suggestions

- If any parent has concerns or issues regarding the Madrasah or any staff member, they must be submitted in writing; verbal communication will not be entertained.
- All feedback and suggestions are welcome in writing.

Please address all written communication to "Madrasah tul Mukarram Management," place it in a sealed envelope, and drop it off at the Madrasah.

## Guidelines for Baligah Girls

As girls mature and reach the age of Baligh (puberty), we kindly ask that parents take note of the following:

- Parents should notify the Madrasah promptly when their daughter becomes Baligah.
- The Madrasah will arrange for female teachers to conduct their classes separately.
- Girls will not be permitted to mix with boys or male teachers.
- Baligah girls are required to properly cover their hair and wear a face covering.
- During their monthly periods, Baligah girls should refrain from attending classes.

## Madrasah Contact Information

**Phone Number: 021 0262 4169**

The Madrasah will use this number for contacting and sending text messages to parents. Please note that all messages will be sent via WhatsApp. To ensure you receive all communications, please download the WhatsApp app and save the Madrasah's number in your contacts.

## Madrasah Fees & Madrasah Books

- Weekdays Madrasah fees is $16.00 **per week** / per child.
- Weekend Madrasah fees is $25.00 **per month** / per child.
- The fees can be paid on a weekly, monthly or per term basis.
- Madrasah books set is at a total of $100.00 per child, the set include:
  - Madrasah bag
  - Qaaidah or Quraan
  - 5x Taleem books
  - Madrasah Dairy
  - Surah, Hadith & Duaa book

## Class Venue and Parking Instructions

- **Location:** Madrasah classes will be held at Baitul Mukarram Musallah, 1484b Dominion Road, Mt. Roskill.

- **Drop-off/Pick-up:** Please drop off and pick up your child in the designated carpark area, not on the road.

- **Parking:** Ensure your car is parked correctly within the parking area. **Please do not park or stop your car in the Madrasah driveway or in any neighbour's driveway.**

- **Parking Full:** If the parking area is full, circle back and return to pick up your child. Alternatively, you may park on Dominion Road or Richardson Road and walk to the Musallah to drop off or pick up your child.

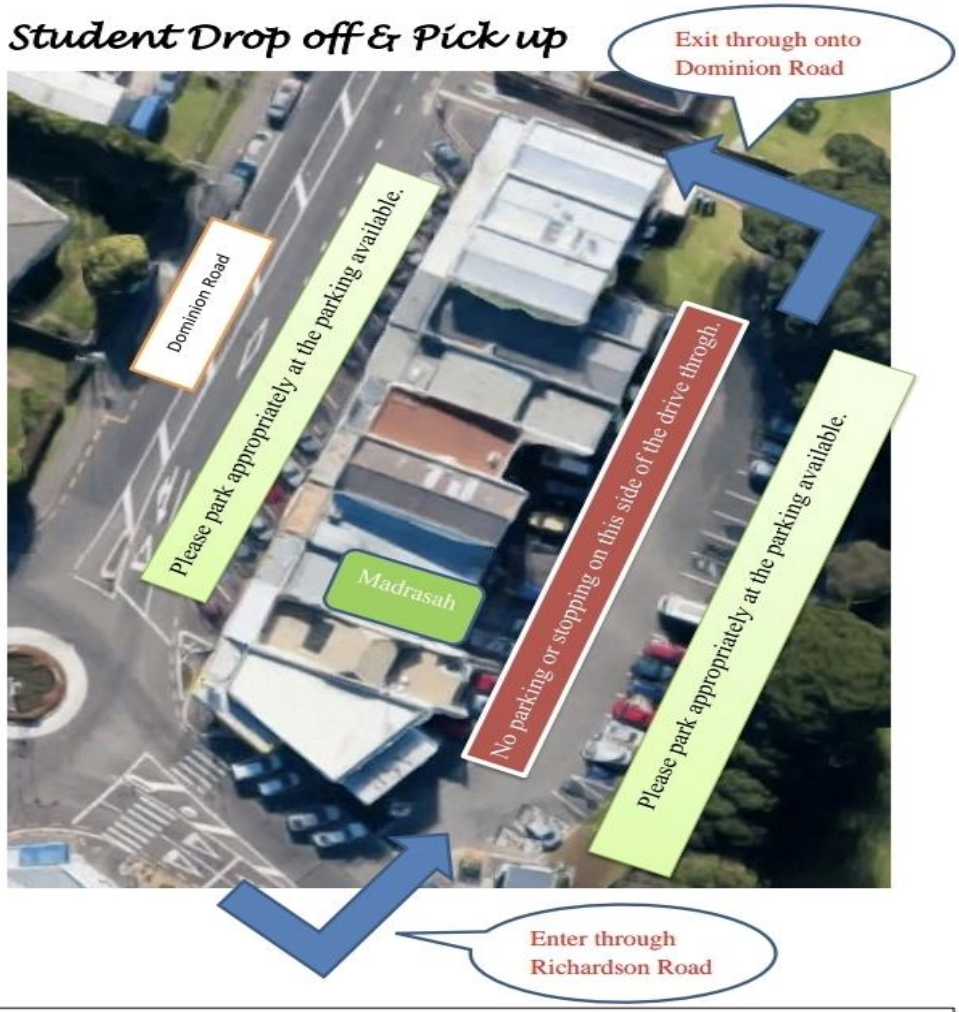
- **Responsibility:** The Madrasah, Musallah, and the trust are not responsible for any issues arising from improper parking.

- **Neighbour Complaints:** If any neighbour makes a complain to Auckland Council or authorities, the responsibility will fall on the parent. The Madrasah or the trust will not be involved in such matters.

- **Safety:** The Madrasah cannot be held responsible for any injuries that occur at or around the carpark area.

- **Please follow all the rules mentioned below with regards to drop off and pick up.**

# Student Drop off & Pick up




***Please Note:***

- When dropping off and picking up your child enter the drive through from Richardson Road.
- Please Park cars appropriately in the parking area available on the right side of the drive through.
- Please DO NOT stop or park cars on the left side of the drive through. *(as marked in red in the above picture)*
- Parents must drop off & pick up from the doors of the Madrasah and not from the car.
- Please Exit from the drive through going onto Dominion Road. DO NOT make a U-turn and exit from Richardson Road.
- If parking is full please exit and come back around.

***Your cooperation will be highly appreciated.***

Madrasah tul Mukarram is dedicated to providing a strong Islamic foundation for children, ensuring they grow into knowledgeable and practicing Muslims.

By following a structured syllabus rooted in the teachings of the Ahle Sunnah Wal Jama'ah, the Madrasah aims to instill core religious values, essential knowledge, and discipline.

Through a well-organized curriculum, adherence to Islamic principles, and a focus on character development, the Madrasah prepares students not just for academic success, but for a life of piety and righteousness.

The emphasis on attendance, behavior, modesty, and cleanliness fosters an environment conducive to learning and spiritual growth.

With the continued support of parents, teachers, and the wider community, Madrasah tul Mukarram remains committed to its mission of nurturing young minds in accordance with the teachings of Islam.

Team at Madrasah tul Mukarram
Mukarram Educational Trust