



Hussaini Islamic Mission Madressa

Parent Handbook





IN THE NAME OF GOD, THE MOST KIND, THE MOST MERCIFUL

NURTURING A COMMUNITY OF STUDENTS TO EXHIBIT THE BEST OF CHARACTER AS
TAUGHT BY THE AHLUL-BAYT (AS)

Introduction to HIM Madressa

HIM Madressa was established to meet the growing religious and spiritual needs of the children in our community. Our aim is to provide a nurturing environment where young learners can gain a strong foundation in Islamic knowledge, values, and practice.

Through a structured curriculum, interactive teaching, and the dedication of our teachers, we strive to help children connect with their faith in a way that is meaningful and relevant to their daily lives. Alongside religious studies, we focus on developing good character, respect for others, and a sense of belonging to the wider community.

At HIM Madressa, we believe education is more than just learning, it is about inspiring children to live with integrity, compassion, and a deep understanding of their faith.

PRINCIPAL'S MESSAGE

Dear Parents,

I warmly welcome all our new and returning families to our Sunday School. The coming academic year will provide meaningful opportunities for the academic and social development of our students.

We have many things to look forward to this year, in particular I will highlight our curriculum, which has been carefully crafted by the Majlis e Ulama e Shia. There are many other benefits of this curriculum and I would encourage parents to review the books provided to children and provide us with feedback which in turn we can pass on to the MUS team.

I hope that during the course of this year, every student will be able to increase their knowledge and understanding of our wonderful religion, and also enjoy time both inside and outside the classroom with teachers and friends.

I pray that the year ahead is both spiritually fulfilling and intellectually fruitful for all and remember to keep us all in your prayers as you will be in mine.

Warm regards,



Azmat Shah
Principal, HIM Madressa



Vision, Core Values, and HIM Madressa Intent



Our Vision

To nurture confident, compassionate, and knowledgeable young Muslims who live by the values of Islam, contribute positively to society, and carry their faith with pride and understanding.

Our Core Values

- **Faith:** Strengthening our connection to Allah through knowledge and practice
- **Integrity:** Acting with honesty, sincerity, and responsibility in all that we do.
- **Respect:** Valuing others, embracing diversity, and fostering kindness.
- **Excellence:** Striving for high standards in teaching, learning, and personal growth.
- **Community:** Building unity, belonging, and service within our Madressa and beyond.
- **Compassion:** Encouraging empathy, care, and support for others.



HIM Madressa Intent

At HIM Madressa, our intent is to provide children with a holistic Islamic education that nurtures both faith and character. We exist to meet the growing religious needs of our community's children and to guide them towards living as confident, responsible, and compassionate young Muslims.

Our purpose is to:

01

Strengthen children's understanding of the Qur'an, Hadith, and Islamic values.

02

Encourage love for learning and inspire curiosity about faith.

03

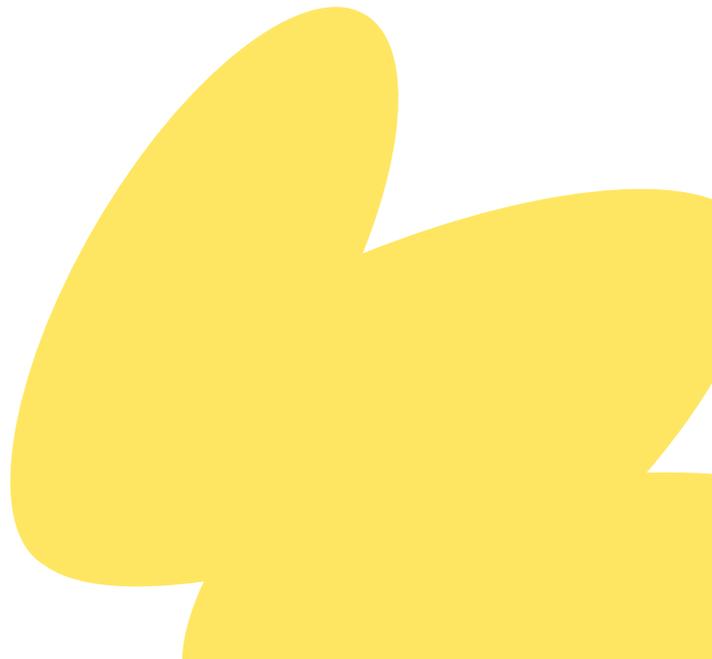
Develop moral character through honesty, respect, kindness, and integrity.

04

Build a sense of identity and belonging, both within the Muslim community and the wider society.

05

Equip students with the knowledge and skills to practice Islam meaningfully in their daily lives.



At HIM Madressa, children achieve because:

01

They learn in a safe, caring, and respectful environment where their faith and identity are valued

02

Teaching is engaging, age-appropriate, and rooted in both knowledge and practice.

03

They are encouraged to ask questions, think critically, and connect their learning to real life.

04

Teachers and volunteers are dedicated, supportive, and act as positive role models.

05

We work in partnership with parents and the wider community to support each child's growth.

06

Character development is at the heart of everything we do, alongside academic progress.



As a result, children leave Madressa with a stronger connection to their **faith, confidence** in who they are, and the skills to **contribute positively to society**





Schedule, Routine & Term Dates

At HIM Madressa, we believe that consistency and structure are essential for children's development.



Madressa Hours & Drop-Off/Pick-Up

Session 1 Drop-Off/Pick-Up

01 Morning Drop - Off
9:15 AM

02 Morning Pick-Up
11:20 AM

Session 2 Drop-Off/Pick-Up

01 Morning Drop - Off
11:30 AM

02 Afternoon Pick-Up
13:30 PM

Drop-Off Policy

- Parents or guardians must remain with their child until the teacher has received them.
- Children must be escorted into the classroom by an adult.
- If arriving after 9:15 AM, parents must notify the Class teacher in advance.

Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Late pick-up is not allowed.
- Parents should immediately contact the class teacher if they are running late.

If uncle, aunt or a friend will be dropping off or picking up the child, you must notify the class teacher in advance



Madressa Term Dates

Term 1

14th September to 20th December 2025

Term 2

11th January to 8th March 2026

Term 3

19th April to 19th July 2026

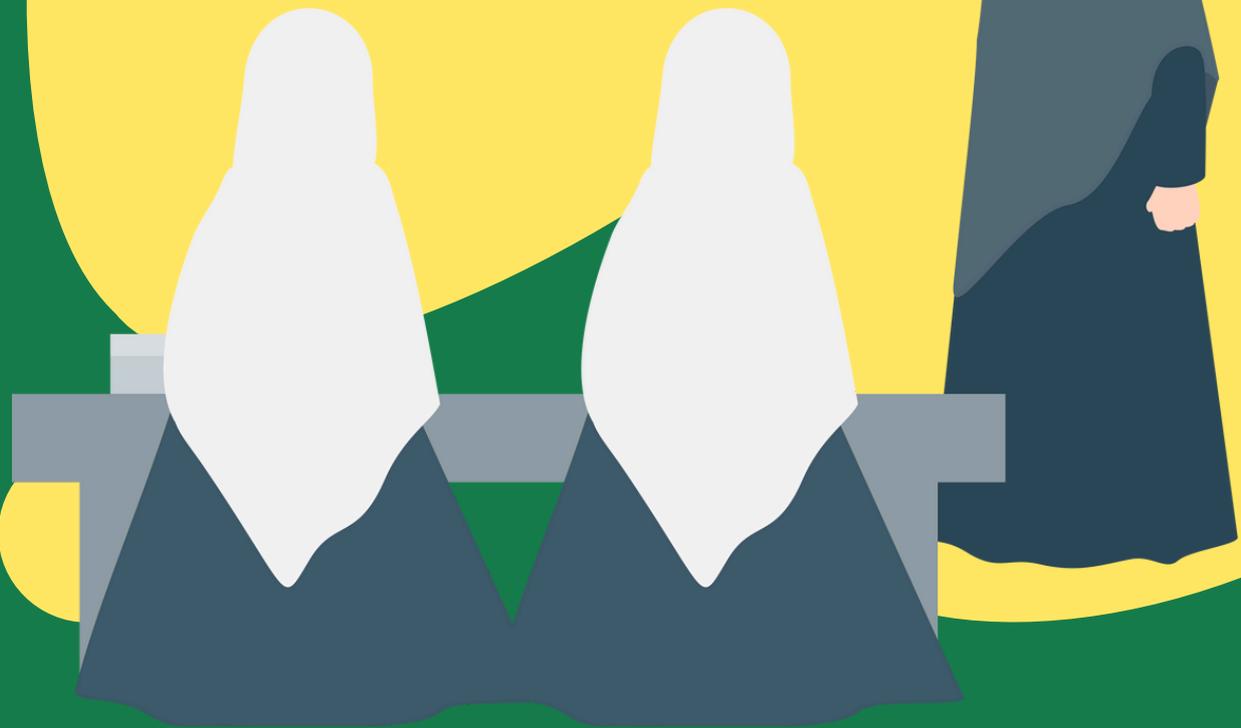


Madressa will be closed [**Number of weeks**] for Ramadan and [**Number of weeks**] Muharram.

$$12 \times 8 = 96$$

$$15 \times 2 = 30$$

$$90 \times 8 = 720$$



STAFF ROLES & RESPONSIBILITIES

STAFF ROLES AND RESPONSIBILITIES

Parents can contact our Madressa team if they have any queries regarding their child and the team will be happy to help

Senior Management and Teachers

Name	Position	Class
Azmat Shah	Principal & Teacher	9B
Safina	X & Teacher	9G
FARAH SHAFI	X & Teacher	10G & 11G+
Ali Shah	X & Teacher	11B+

Session 1 Teachers

Name	Position	Class
Shabnam	Teacher	Class 1BG
Salma Shah	Teacher	Class 2BG
Aansa	Teacher	Class 3BG
Maria	Teacher	Class 4BG
Najma	Teacher Assistant	Class 1BG
Rahila & Zahra	Teacher Assistant	Class 2BG
Fatima	Teacher Assistant	Class 3BG
Bahar	Teacher Assistant	Class 4BG

STAFF ROLES AND RESPONSIBILITIES

Parents can contact our Madressa team if they have any queries regarding their child and the team will be happy to help

Session 2 Teachers

Name	Position	Class
Ruhi	Teacher	5G
Kausar	Teacher	6B
Saba	Teacher	6G
Hina	Teacher	7BG
Zahid	Teacher	8B
Muntazir	Teacher	10B
Arooj & Massarat	Teacher Assistant	5G
Ammal Zahra	Teacher Assistant	6B
Irum	Teacher Assistant	6G
Kaneez	Teacher Assistant	7BG

Admin & Admission Team

Name	Position	Contact
Mohsin	Admissions	For Admission
Nasreen	Admin	ONLY Madressa Admin



Communication with Parents

Communication with the Parents

We believe positive, friendly communication with parents is an essential part of the happy Madressa home relationship.

The Madressa communication with the parents via:



Class Whatsapp Group



Parent's Meeting

Teachers use **WhatsApp** class group to **communicate** with parents regarding homework and other relevant information.



TEACHERS WILL COMMUNICATE TO PARENTS VIA WHATSAPP GROUP ONLY.

Class **WhatsApp** groups must only be used to share official Madressa-related information. Any personal, social, or unrelated messages are not permitted.

Homework

MADRESAA ENCOURAGE PARENTS TO SUPPORT CHILDREN THROUGH WEEKLY HOMEWORK. HOMEWORK WILL BE SHARED IN CLASS WHATSAPP GROUP BY TEACHER.

Aqaid
Fiqh
Akhlāq
History

2
Book

Majlis-e-Ulama-e-Si

Aqaid
Fiqh
Akhlāq
History

5
Book

Majlis-e-Ulama-e-Shia

SYLLABUS & ASSESSMENT



At HIM Madressa, we believe that Islamic education for children should be engaging, practical, and age-appropriate. Our curriculum is designed to nurture spiritual, moral, social, and personal growth while making learning both meaningful and enjoyable.

The Madressa Syllabus

Our syllabus is structured around four key subjects, following the guidance of Majlis e Ulama e Shia:

'AQĀ'ID - BELIEFS

Understanding the foundations of Islamic faith

FIQH - ISLAMIC LAW

Learning the practical rulings for daily life

AKHLĀQ - MORALS AND ETHICS

Developing character, values, and good conduct

TĀRĪKH - HISTORY

Exploring Islamic history and the lives of the Prophets and Imams

ASSESSMENT PROCEDURES

Assessment is a process of gathering and discussing information from MUS book in order to develop a deep understanding of what students know, understand, and can do with their knowledge as a result of their educational experiences:

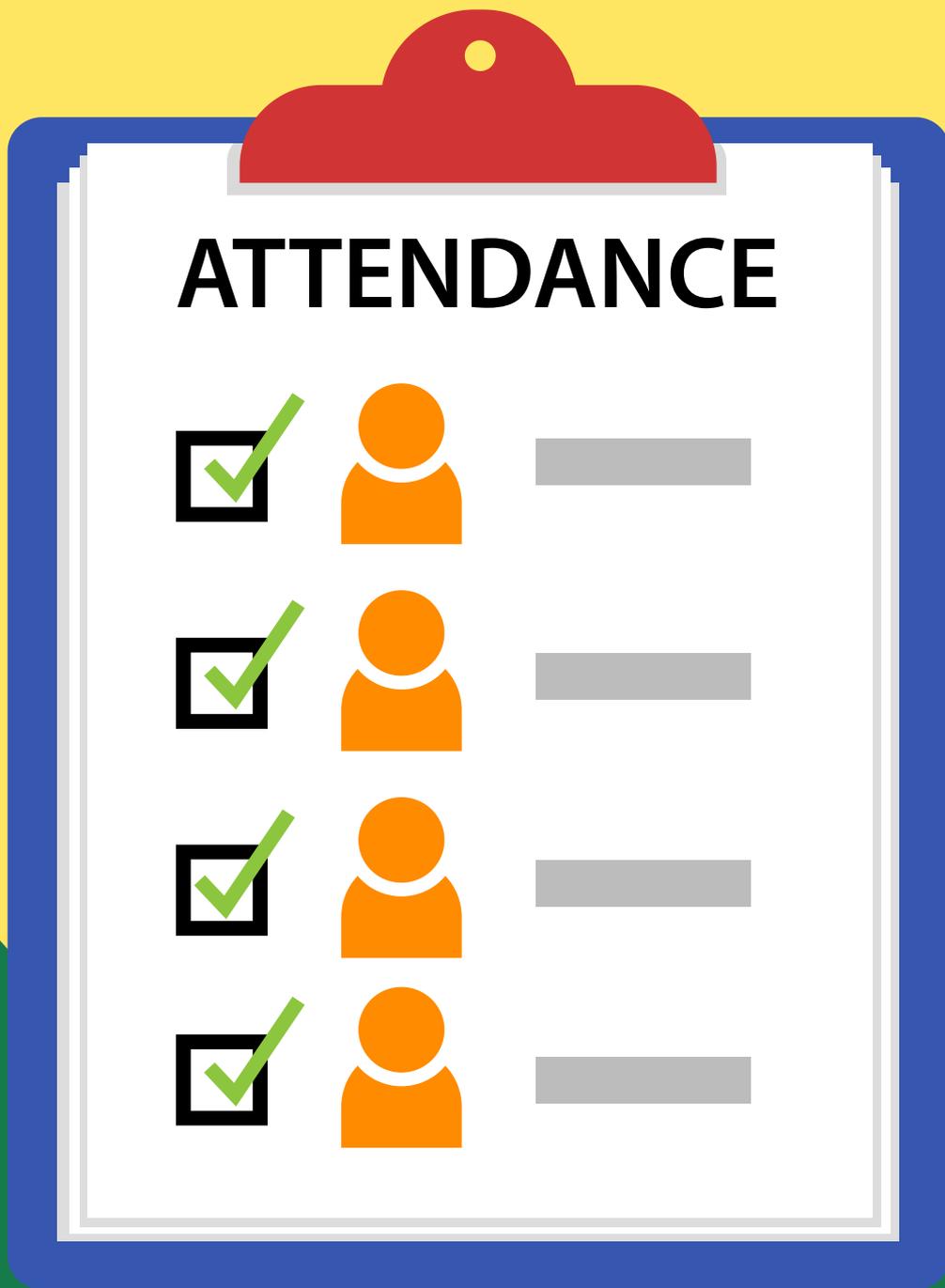
Knowledge and Understanding will be assessed against the End of Term/Year Learning Statements for each subject.

Teachers will complete a termly report on how children are performing, using the following descriptions:

- Weak, Average
- Good
- Very Good
- Excellent

As soon as you are aware that your child may not be able to take the assessment, the parent / guardian must inform the class teacher immediately via the WhatsApp group.

The End Year Exam will be conducted by MUS



Attendance & Absence Policies

Regular attendance is essential for a child's spiritual, moral, and academic development. A consistent routine helps children build discipline, a sense of responsibility, and ensures they benefit fully from their Madressa learning experience.

Attendance Expectations

Regular Madressa attendance is essential to enable children to maximise the educational opportunity available to them and achieving their full potential

- All students are expected to attend Madressa on Sunday during regular school hours.
- Parents are responsible for ensuring their child arrives at Madressa on time each Sunday.
- If a child will be absent, parents must notify the school office by 8:00 AM.
- A minimum attendance rate of 80% per Term is required for children to maintain their enrolment status.

More than 3 unexcused absences per Term may result in a review of the child's enrollment status.

Tardiness & Late Arrivals

Please ensure your child arrives to Madresaa at 9:15 (Session 1)and 11:30 for session 2 (Session 2). Children arriving after 9:15 (Session 1) am and after 11:30 am (Session 2) are recorded as being late. It is essential for all children To be in Madressa on time in order not to miss out on important learning time and avoid unnecessary disruption to the class.

- The Madressa begins at 9:15 AM. Children arriving after 9:15 AM are considered late.
- Frequent lateness (3 or more occurrences per month) may lead to a parent's meeting to discuss solutions for improving attendance.

Reporting Absences

- Parents must call or text to class teacher before 8:00 AM to report an absence.
- If a child is absent for more than three consecutive days, a doctor's note may be required for medical-related absences.
- If a child is absent for more than two weeks without communication, their spot may be forfeited and given to a child on the waiting list.
- If your child is leaving Madressa early, You must notify the teacher.

Authorised Absences

- We understand that families may have pre-planned trips or obligations (Including Family bereavement; Attending Funeral of family member; Family emergency, Ziyarah, Umrah or Hajj).
- Parents should notify the class Teacher at least two weeks in advance if they plan to take their child out of Madressa for an extended period.

Unexcused Absences & Attendance Review

An absence is considered unexcused if:

- The Madressa is not notified in advance.
- The child misses school due to a non-emergency, non-medical reason without prior approval.
- The child is absent frequently without justification.



If student accumulates **3 unexcused absence** per Term, the Madressa will schedule a **parent - teacher** meeting to discuss the impact of **attendance** on the child's **learning and development**.



Health & Wellness

At HIM Madressa, we prioritise the health, safety, and well-being of every child. Our policies help create a safe, clean, and supportive environment for all children.

Sickness

WHAT TO DO IF CHILD FEEL UNWELL DURING MADRESSA:

The teacher will call parents to collect the child from the Madressa or teacher will take child to the administration office and speak to a member of staff who will be able to assist further.

WHAT TO DO IF CHILD FEEL UNWELL:

If your child has been sick/ vomiting then they must be kept at home, please do not send your child to Madressa with a temperature.

Head Bumps

Class teacher will always notified parents by phone call or text if your child receives a bump to the head. This is precautionary just in case of concussion.

Children must stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Accidents (make bigger heading)
- diarrhoea
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

All minor accidents requiring first aid will be recorded and Parents will be informed.



Medication

No medication (including cough drops) should be left in a child's backpack.

Allergy & Food Safety

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed.

WHAT TO DO IN CASE OF AN EMERGENCY AND THE FIRE ALARM IS HEARD:

All the children will gather at the nearest assembly point. Every teacher will assist their class to the nearest assembly point.

Leave all personal belongings (including shoes) and exit your classroom quietly and quickly in an orderly fashion. Meeting Points will be announced by the class teachers.

Our First Aiders at Madressa are:

Session 1 - xxx

Session 2 = xxx



PERSONAL & CLASSROOM AKHLAQ

“WHOEVER JOINS HIMSELF (TO ANOTHER) IN A GOOD CAUSE SHALL HAVE A SHARE OF IT, AND WHOEVER JOINS HIMSELF (TO ANOTHER) IN AN EVIL CAUSE SHALL HAVE THE RESPONSIBILITY OF IT, AND ALLAH CONTROLS ALL THINGS.” [4:85]

PERSONAL AKHLAQ

At the Madressa we expect all our students to have the **best Akhlaq**. Remember you are **always** responsible for your own Akhlaq.



In accordance with the above, students are expected to display the following Akhlaq in **all classes and all situations**:

- Always **be your best** and **do your best**
- Treat all others and their property with **courtesy & respect**.
- **Listen** to your teacher and to your classroom colleagues when they are speaking.
- **Follow all the instructions** given by your teacher.
- Make sure you **bring all appropriate materials** to class.
- **Be on time** for all lessons and activities.



THE ABOVE ETIQUETTES ARE AIMED TO ESTABLISH A **FAIR AND EQUAL** CLASSROOM ENVIRONMENT WHERE EVERYONE CAN PARTICIPATE WITHOUT ANY FEARS.



CLASSROOM AKHLAQ

- Each week you are expected to bring: your manual; pens; pencils; rulers and erasers.
- An Islamic dress code should be observed during Madressa.
- Food, drink, only to be consumed during break time, No chewing Gum is allowed.
- Classrooms must be left as clean as they were at the beginning of the day

The Madressa fully expects all its students to ensure that these rules are observed at all times and in all situations.

AKHLQ AROUND THE MADRESSA

UNACCEPTABLE AKHLAQ IS AS FOLLOWS:

- Stealing
- Running between classrooms
- Shouting
- Swearing
- Damaging property
- Bullying
- Selling goods
- Smoking



What to do if your child or someone you know is being bullied

You must always speak to the teacher, or member of the Madressa administration, who will be willing to help. Know that any bullying incident is treated in the strictest of confidence and will be dealt with both quickly and appropriately.



BULLYING IS: UNACCEPTABLE, ANY ACTION that which HURTS OR THREATENS another person physically, mentally OR emotionally being UNFRIENDLY, EXCLUDING PEOPLE OR TEASING, PUSHING, HITTING, NAME CALLING OR SPREADING RUMOURS IS NOT ALLOWED.

BEHAVIOUR POLICY

Our approach to managing children behaviour is firmly rooted to in a positive ethos.

Praise, encouragement and reward linked to high quality teaching and learning, makes Madressa an interesting exciting and safe place in which to learn.

Aim to provide an environment which is safe and free from bullying and intimidation for children, staff and visitor, where all people are treated with respect and care.

As a Madressa as a we recognise the positive reinforcement encouragement and praise all the most effective means of promoting good behaviour.



Positive reinforcement may take the form of:

- acknowledgement of good behaviours
- special mention in madressa assembly
- positive message sent to parents
- individuals or class reward



THE CLASS **TEACHER** WILL CONTACT THE PARENTS IF THE CHILD IS NOT **SHOWING RESPECT** AND CARE FOR OTHERS.



Safeguarding & Special needs



At HIM Madressa, the safety, well-being, and development of every child are our top priorities. We are committed to creating a secure and inclusive environment where all children can learn and grow in their faith

**All Teachers has enhanced
DBS checked**

Safeguarding

We follow strict safeguarding policies in line with national guidance to protect children from harm, abuse, or neglect.

All staff and volunteers undergo thorough background checks and safeguarding training.

Any concerns regarding a child's safety or welfare are taken seriously and reported immediately to the designated safeguarding lead.

SPEACIAL NEED CHILDREN

Our senior management works closely with the teachers and parents to identify the children's needs to provide extra learning support in class. We will make sure; all the children are fully involved in class activities. Where possible we try to ensure that the children have the Learning Support assistant on a weekly basis.

Special Needs and Admissions

HIM Madressa is committed to supporting children with special educational needs wherever possible. However, if the Madressa is unable to provide the level of support required to meet a child's individual needs safely and effectively, we may be unable to offer admission.

Decisions regarding admission in such cases will be made in consultation with parents or guardians, and we will provide guidance on alternative support or educational options.

By prioritising safeguarding and providing appropriate support for children with special needs, HIM Madressa ensures that every child has the opportunity to learn, thrive, and grow in a safe, nurturing, and inclusive setting.



Dress Code, Personal Belongings & Stationery

We encourage children to wear modest, comfortable, and weather-appropriate clothing that allows for safe movement, participation in activities, and independence in personal care. Our dress code supports practicality, safety, and respect for Islamic values while allowing children to feel confident and comfortable.

Dress Code Guidelines



For Girls

- Loose-fitting clothing that covers the arms and legs
- A headscarf (hijab) worn properly at all times
- No transparent, tight, or flashy clothing
- Minimal jewellery and accessories
- Footwear that is practical and safe for the classroom



For Boys

- Loose-fitting clothing that covers the body appropriately
- Long trousers (shorts are not permitted)
- A top that covers the arms and is not tight or revealing
- No clothing with inappropriate images, slogans, or logos
- Footwear that is practical and safe for the classroom

What Not to Wear

- Tight, transparent, or revealing clothing
- Clothing with inappropriate images, slogans, or logos
- Short skirts or shorts (for both boys and girls)
- Excessive jewellery or accessories that may cause distraction or pose a safety risk
- Footwear that is unsafe or unsuitable for classroom and play activities
- Head coverings that do not follow the Madressa's modesty guidelines

All clothing and accessories must be labeled with the child's name to prevent mix-ups.

Personal Belongings

Items to Bring Daily

- **Backpack**
Large enough for a schoolwork
- **Reusable Water Bottle**
Labeled with the child's name
- **Class Book & A4 Note Book**
Labeled with the child's name, Madressa ONLY provides MUS books and a A4 notebook to the to the children.
- **Stationery**
Pencil case and other necessities

Items Not Allowed at Madressa

- **Toys from home**
Except for special sharing days
- **Electronic devices**
Tablets, smartwatches, phones
- **Expensive or sentimental items**
The Madressa is not responsible for lost or damaged items



By following this dress code and personal belongings , we ensure that all children feel safe, comfortable, and prepared for a fun and active day at Madressa.

Lost Property

Lost property can be found in madressa's office. If you lost your child belongings, contact class teacher immediately. Any unclaimed items are sent to a worthy charity.



Parent Involvement Opportunities



Parent Involvement Opportunities

We offer various ways for parents to be actively engaged in their child's preschool experience:

Madressa - Wide Volunteering

- **Events**

Supervising a small group of students.

- **Classroom Assistance**

Assisting with class

- **Fundraising & Donation Drives**

Helping organize fundraising efforts.



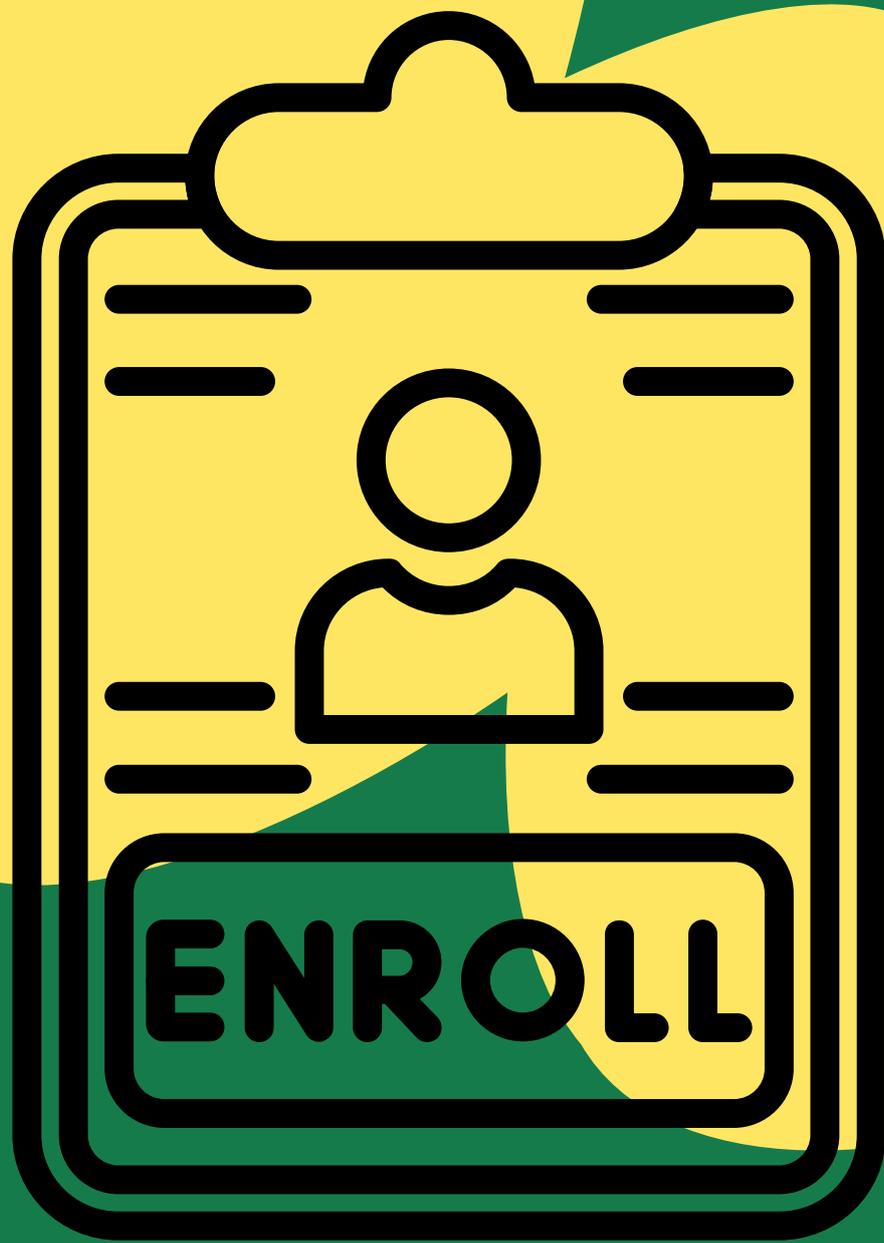
MADRESSA EVENTS

Madressa will inform parents about all events prior to the commencing date.

- Community event
- Sports Day
- Fundraising events



ALL PARENT VOLUNTEERS MUST COMPLETE A **BACKGROUND CHECK** BEFORE PARTICIPATING IN SCHOOL ACTIVITIES.



Enrolment & Required Documents

Enrollment Process & Timeline



STEP 1

Application Submission

Parents must fill out the enrollment form and submit all required documents.



STEP 3

Family Meeting & School Tour

Parents are encouraged to visit the Madressa, meet the teachers.



STEP 2

Admission Confirmation & Payment

Once accepted, families will receive an invoice for the registration fee and first tuition payment.



STEP 4

First Day of Madressa

All parents are encouraged to attend Madressa induction.



Tuition & Fees Policy

We offer flexible payment plans to accommodate families' needs. Below are the tuition fees for the 2025-2026 school year:

Tuition Rates (Per Child)

Class Level	Annual Tuition	Monthly Plan (10 payments)	Quarterly Plan (4 payments)
All Classes	xxx	xxx	xxx

Tuition is due on the 1st of each month for monthly plans and the first of each quarter for quarterly plans.

Sibling Discount Families enrolling more than one child receive a 10% discount on the second child's tuition.

Parent MUST disclose any medical conditions, allergies, or health needs that we should be aware of to ensure your child's safety and well-being while at Madressa

Hussaini Islamic Mission Madressa

Dear Parents and Guardians,

We would like to sincerely thank you for your continued support of HIM Madressa. Your trust, involvement, and encouragement make it possible for us to provide a safe, nurturing, and enriching environment for our children to learn and grow in their faith.

Your partnership is invaluable, and together we can ensure that every child develops spiritually, morally, and academically. We are grateful for your commitment and look forward to another successful year of learning and growth.

With appreciation,

Madressa Team