Introduction

Illume Education *operates under the guidance and supervision of Hazrat Mufti Ayyoob Ashrafii Sahib* and provides a dynamic and fun Islamic learning environment for students. Our aim is to be the madrasa of choice. A madrasa which will give its students strong foundations of Islamic knowledge to help and guide them throughout their lives.

Our principle objectives are:

- To provide a safe, nurturing environment for our students.
- To enrich our students with love and respect for our deen.
- Teach the correct pronunciations and rules of reciting the Holy Quran.
- Enhance our students' personalities with Islamic moral values to make them good practicing Muslims.
- To ensure all students are treated fairly and equally.
- Recognise the need to respond to each student's individual requirements where possible.
- Constantly strive to raise standards of learning and achievement.
- To foster values of good character within our environment.

Enrolment

The Madrasa enrolment follows the below process:

1. Applications are received via the online application form.
2. Applicant names are added to the waiting list and assessed by the management team.
3. If there is availability a place will be offered. On occasions where a student is applying for a class which has a minimum knowledge criteria then conditional places will be offered; on the basis that the student catches up to the minimum criteria within a given time.
4. An admission fee of £15 is requested on the first day at Madrasa for all new enrolments.

Student Journey & Class Setup

1. The Madrasa aims to group classes by school year. This is to ensure the students are grouped with other students of a similar age and an age appropriate curriculum can be delivered.
2. Where necessary, classes will be formed with more than one year group.
3. Students can only surpass their school year by one year based on performance i.e. they meet the minimum criteria for the next class up.
4. Students that are not meeting the minimum criteria for their age group will be requested to carry out extra revision at home and may be entered into the Illume FastTrack scheme.

The student journey and class setup can be viewed at: https://madanimasjidbolton.co.uk/study-journey/

Class Times

Class times vary for certain classes to cater for travel arrangements and to manage student and car park traffic.

- **Illume Stars Nursery** | Mon & Tue | 5.30pm - 6.45pm
- **Illume Stars Reception** | Wed-Fri | 5.30pm - 6.45pm
- **Illume Education Class A - E** | Mon-Fri | 5.15pm - 7pm

1. Please ensure that your child does not arrive too early; as Illume Education will not be responsible for your child's safety whilst unsupervised. It will be the responsibility of parents to ensure that their child arrives and is picked up on time.
2. If you have any special requirements regarding the attendance of your child, please discuss these with the management team. Whilst all reasonable efforts will be made to cater for a student's specific needs, all decisions will be made considering the best interests of the student's progress, without disrupting the overall teaching framework.
3. If your child needs to finish early or is absent, you will be required to send a letter of explanation to the teacher or notify the management team.
4. If you are planning to go on holiday with your child for more than a week, then you will need to email iecbolton@gmail.com with reason and dates. Please note that fees will still be payable during any period of holiday absence.
5. If your child is NOT able to attend for any reason, e.g. because they are unwell, please inform us after 5pm, by calling us on: 01204 334992.

Term Calendar

The Madrasa follows the school calendar with each academic year consisting of three terms (Autumn, Spring, Summer). Some variation will be applied where necessary and this includes accommodating for Islamic holidays. See the latest term dates and holidays at: https://madanimasjidbolton.co.uk/term-dates/

Fees

Fees are charged on a termly basis. The fees for the term are expected to be paid the first week of each term. Fee amounts are available online on https://madanimasjidbolton.co.uk/fees/

- The full fee will be payable regardless of absence through sickness, holiday or partial attendance.
- If you wish to withdraw your child from Illume Education, you will be required to give one months notice in advance before the withdrawal shall take effect. Until such time that your child has been formally withdrawn from Illume Education, the fee will be payable in full regardless of your child's attendance.
- Fees are to be paid in cash (named envelope)
- All fees are non-refundable.

Parent Communication

We believe in creating strong relationships with our parents and ensuring we have relevant means of communication is vital. The following are the communication methods used at Illume:

- **WhatsApp Bulletin Groups -** We share all key updates and messages via our 'ILLUME EDUCATION PARENTS' group on WhatsApp. This group is an 'Admin Only' group which restricts discussions, hence acting as a Bulletin board for information. All parents are asked to ensure that they have the group. Along with this we have a secondary group 'ILLUME STARS PARENTS', this is an additional group for parents with children in Illume Stars. This is to share Stars specific updates.

- **KIT Books -** Keep In Touch books are a means for the teachers to track and share student progress with Parents. The teachers add comments to the KIT book and parents are advised to read and comment back or implement action as necessary.

Locations

Our Madrasa is split between two locations as per below:

- **Oldham's Children's Centre,** Forfar Street, Bolton, BL1 6RN - Majority of classes are based at this Centre.
- **Madani Masjid IEC Bolton**, Old Road, Bolton, BL1 6PU - The older boys class (Class M) is based in the Masjid.

Drop off and pick up

1. When arriving to collect your child, please wait at the entrance door of the Centre, please do not enter the class in which your child is being taught.
2. Please note that your child will not be permitted to leave the building on their own or roam around outside the building or in the car park.
3. Parents should be dressed modestly and behave respectfully when dropping off and picking up their child.
4. All parents will be expected to observe the traffic rules that Illume Education has in place. Generally, parents must park their cars in a sensible manner. Parents are requested to fully utilise all available spaces in the car park first before considering parking on the street.

Uniform

We require all our students to be in uniform.

- Boys - required to wear a Jubbah (White encouraged) & Topi
- Girls - required to wear a Jubbah (Black encouraged) & Burkha/Scarf.

On occasions we might have dress down days, this will be communicated separately.

Hygiene

1. Please ensure that your child has been to the toilet prior to leaving home. This ensures that the class teaching is not disrupted and encourages personal hygiene. If your child has an accident, you will immediately be contacted to take your child home.
2. Children with illnesses or infections should be kept at home until they recover.
3. students that become ill during Madrasa are to be sent to the office. The Madrasa will contact the parents and ask them to collect their child or take whatever steps that are considered appropriate, which may include emergency assistance.

Medical & Health

1. As some of our children have allergies, please do not send any food/treats/drinks under any circumstances.
2. On special occasions teachers will bring in treats for the children, depending on dietary requirements.
3. If your child suffers from a severe allergy/anaphylaxis and has been prescribed an adrenaline pen (Jext/Epi etc.) you must ensure that you bring 2 adrenalin pens (with valid expiry date) to EVERY session. These must be passed to a member of staff when you drop your child off. Your child will not be allowed to stay on the premises without his/her adrenalin pens. If your child has been prescribed antihistamines for minor allergic reactions, please also ensure that this is brought into every session.
4. Likewise, if your child requires an inhaler for asthma please ensure you bring this in EVERY session. Again, your child will not be allowed to stay on the premises without his/her inhaler. If your child requires a spacer with the inhaler, please ensure that is also brought into every session.
5. Any medication must be on date and include a doctors/pharmacy label.

Safeguarding

1. For safeguarding purposes, whichever parent is to collect the child on a daily basis must introduce themselves to Illume staff on the first day of term. Children will not be allowed to leave with anyone else.
2. If you require another family member to collect your child, you must inform staff in advance and inform them of the name/relation of the person.

Behavior

Discipline is vital in the running of the classroom and is taken very seriously. A disruptive student can disturb the essential running of the classroom, affecting not only their own but other students' education too. The following disciplinary actions will be utilised as and when the Teacher and management feel it's necessary.

1. 1st Verbal warning
2. 2nd Verbal Warning
3. Class Discipline
4. Referred to Office
5. Contact with Parent
6. Report card - Yellow
7. Report card - Red
8. Suspension
9. Expulsion

Holy Quran Journey

One of the core learning aspects of Madrasa is to learn how to read the Holy Quran. At Illume we have devised a road map on how each child is to progress. You can view this at: www.iecbolton.co.uk/qu-ran-learning-journey

Our principles of learning the Holy Quran are:

- Quality over quantity
- Tajweed at early stage of learning
- Utilising books as a guide
- Developing lessons to teach in different ways
- Frequent revision of tajweed rules
- Creating solid understanding before progressing
- Making the learning process enjoyable

Fast Track

On some occasions, a student may fall behind in their progress and if left unresolved, it can impact the student's future education. Ensuring efforts are made to maintain each student's progress on the same/similar level to other students in their age group/class is important for several reasons including impact to the child's confidence.

Illume FastTrack is developed as a solution in an attempt to bridge the gap and bring each student's progress on par with expectations at their age group. Further information can be found on

Other

1. **Parents Evening -** We aim to arrange Parents evening twice a year to give Parents and Teachers an opportunity to discuss student progress**.**
2. **Assemblies** - Frequent Madrasa assemblies will be held to aid collective learning.
3. **Annual examinations** - will take place with examiners. The Award system will be fairer / more meaningful so that individual student achievement as well as attendance and behavior are recognised.
4. **Monthly Themes** - Each month we will incorporate some time to teach students of key historic events that occurred in those Islamic months. The themes calendar can be viewed at https://madanimasjidbolton.co.uk/illume-fasttrack/

Feedback and Queries

Parents who want to share feedback or want to discuss a query can request this via the following channels.
Please do not otherwise contact the teacher directly unless the issues are of a minor or trivial nature.

- Email iecbolton@gmail.com - please include your child's name and class in the email.
- Contact 01204 334992 between 5.15pm - 7pm on weekdays during term.
- WhatsApp the Illume WhatsApp Number 07878 187682 your query and we will ask someone from the management team to contact you.